



## UNSW Course Outline

# CDEV2000 Creating Your Career: Employability for the Future - 2024

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## General Course Information

Course Code : CDEV2000

Year : 2024

Term : Summer

Teaching Period : U1

Is a multi-term course? : No

Faculty : DVC (Academic) Board of Studies

Academic Unit : DVC (Academic) Board of Studies

Delivery Mode : Multimodal

Delivery Format : Standard

Delivery Location : Kensington

Campus : Sydney

Study Level : Undergraduate

Units of Credit : 6

### Useful Links

[Handbook Class Timetable](#)

## Course Details & Outcomes

### Course Description

CDEV2000 *Creating Your Career: Employability for the Future* enables students to critically reflect on their current employability trajectory, identifying where they may need to develop or enhance their employability in alignment with their prospective employers, and developing career

artefacts in preparation for job applications. In doing so, CDEV2000 covers four key topics:

- Understanding the changing nature of the 21st century workforce and your place within it;
- Understanding yourself to enhance the development of your employability;
- Using career development competencies to create effective career-seeking artefacts; and
- Identifying and communicating your professional point of difference.

To further support these learning expectations, every student in CDEV2000 will be supported by a team of careers coaches from UNSW Careers, with whom they will meet three times throughout the term to provide direction and support where needed.

Excluded programs:

- 3964 - Information Systems (Co-op) (Honours) (Undergraduate)
- 3587 - Actuarial Studies (Co op) (Undergraduate)
- 3971 - BIS (Co-op) (Undergraduate)
- 3554 - Commerce (Co-op) (Undergraduate)
- 3565 - Commerce (Co-op) (Honours) (Undergraduate)

The previous code for this course was CDEV1112.

## Course Aims

*Creating Your Career: Employability for the Future* aims to empower students with the knowledge, skills and capabilities to plan, engage in and critically reflect on career opportunities and their career more broadly. It prepares students for the world of work by developing a deeper understanding of recruitment practices, expectations of professionals across a range of industries and the opportunities that exist now and into the future. Students learn about employability skills and their own values and reflect on how they can incorporate and articulate these in relation to their own future career vision.

# Course Learning Outcomes

Course Learning Outcomes
CL01 : Utilise self-assessment tools to understand and clarify values, interests, strengths and capabilities of employability and reflect upon areas for development
CL02 : Develop career artefacts that enable you to articulate and pitch strengths, capabilities and ideas in professional language appropriate to the audience, using multiple channels of communication
CL03 : Investigate and analyse career opportunities that align with values, interests, strengths and capabilities and reflect on the implications for decision making and goal setting
CL04 : Apply career competencies by way of formulating future plans centered on personal reflections and self assessment for continuous career learning and development
CL05 : Identify and build a professional network and employ effective techniques for successfully expanding professional connections

Course Learning Outcomes	Assessment Item
CL01 : Utilise self-assessment tools to understand and clarify values, interests, strengths and capabilities of employability and reflect upon areas for development	
CL02 : Develop career artefacts that enable you to articulate and pitch strengths, capabilities and ideas in professional language appropriate to the audience, using multiple channels of communication	
CL03 : Investigate and analyse career opportunities that align with values, interests, strengths and capabilities and reflect on the implications for decision making and goal setting	
CL04 : Apply career competencies by way of formulating future plans centered on personal reflections and self assessment for continuous career learning and development	
CL05 : Identify and build a professional network and employ effective techniques for successfully expanding professional connections	

## Learning and Teaching Technologies

Moodle - Learning Management System

## Learning and Teaching in this course

The overall pedagogical philosophy of this course is based on the belief that learning is an active process requiring engagement and immersion. Accordingly, this course is activity- based requiring students to interact with other students and their course facilitators during both asynchronously and synchronous learning activities.

The course assumes the ability and willingness of students to actively engage in class and to take on an engaged and interactive approach to their learning.

## Additional Course Information

Employability refers to 'a set of *skills, knowledge, experiences, and attributes* that enable graduates to *transition successfully to the workforce* and to *manage meaningful and sustainable work* throughout their career lifespan' (UNSW 2020). How can you ensure that you are ready to transition successfully to the workforce upon graduation and that your graduate job application lands you the job that will kickstart a meaningful and sustainable work life?

Results from the 2022 Australian Association of Graduate Employers (AAGE) Survey indicate the competitive nature of the current job market, with university graduate employers across all industries receiving an average of 2,378 applications with an average of 23 for each position advertised. How do you differentiate yourself from other applicants?

A clue may be found in the skills graduate employers perceive to be important in their recruits. Again, the 2022 AAGE survey results shed light on the skills employers assess in the recruitment process. The top ten in 2022 Survey Report were:

- communication skills
- teamwork
- interpersonal skills
- resilience
- emotional intelligence
- understanding of the organisation
- self-management
- planning and organising
- initiative and enterprise
- leadership

University grades was number 11 on the list.

The transferable skills listed are those that are often developed incidentally at university within and outside the classroom (for example, through Work Integrated Learning (WIL), volunteering in the community, student leadership roles, and casual work) are crucial to differentiating your career job application from other candidates. The evidence indicates the need for students to strive for a balance between formal and informal learning activities as well as the need to develop employability skills as part of their university experience.

CDEV2000 *Creating Your Career: Employability for the Future* enables students to critically reflect

on their current employability trajectory, identifying where they may need to develop or enhance their employability in alignment with their prospective employers, and developing career artefacts in preparation for job applications. In doing so, CDEV2000 covers four key topics:

- Understanding the changing nature of the 21st century workforce and your place within it;
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- Using career development competencies to create effective career-seeking artefacts; and
- Identifying and communicating your professional point of difference.

## Assessments

### Assessment Structure

Assessment Item	Weight	Relevant Dates
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### Assessment Details

#### General Assessment Information

There are two major assessments for this intense Summer course. Further to the summary points below, more details are provided on Moodle under the Assessment Toggle, including the marking rubrics and links for uploading each task.

#### Assessment 1: Professional Skills 20%

For this assessment, students will complete three tasks by contributing to online discussions around a particular theme.

#### Assessment 2: Career Action Plan 40%

For this assessment students will create a career action plan based on a role they have chosen to apply for. This assessment will include a skills gap analysis along with the opportunity to write SMART development goals.

#### Assessment 3: Tailored Job Application 40%

For this assessment, students will integrate results from their self-assessments and apply career development competencies to create a professional resume and cover letter tailored to a position of interest and relevance to their career goals.

#### Assignment Submission Procedure

## 1. Online submission

All individual written assessments must be submitted electronically either via Turnitin or Assignment on Moodle. Individual assignments submitted electronically do not require cover sheets.

Ensure that your student ID number is in the top right-hand corner of each page for individual assignments and the team number plus student ID of all members is in the top right-hand corner of any group assessments. Full information about how to prepare assignments for electronic submission can be found in the Turnitin Student Guide: <https://student.unsw.edu.au/turnitin>.

In the unlikely event that a problem should occur when submitting assignments online, students should send their assignment to their tutor and lecturer in charge before the deadline and re-submit using Turnitin as soon as the problem is rectified.

## 2. Referencing style

Harvard Referencing is required for all your assessments. During online course orientation activities, a module on referencing will provide the opportunity to review academic integrity principles and how to reference correctly.

For the *ASB Harvard Referencing Guide*, see the [ASB Referencing and Plagiarism](#) webpage (ASB >Learning and Teaching>Student services> Referencing and plagiarism).

There is software available to you to make referencing easier: Word has a built in referencing tool (<https://support.office.com/en-us/article/Create-> ) As a UNSW student you also have free access to using and downloading Endnote on your computers: <https://www.myit.unsw.edu.au/software-students>

## 3. Word Limit

Word limits provide a guide so that you understand the expectations of your lecturers and tutors. Thus, the word limit plus or minus 10% of that limit is acceptable. If you submit a task that is too long, the marker will cease reading the submission once the word limit + 10% has been reached. So, for example if your word limit is 1000 words, the marker will cease reading at 1100 words.

## 4. Plagiarism

Students need to familiarise themselves with appropriate referencing standards as well as what

constitutes plagiarism. If you are unsure, help is available here: <https://student.unsw.edu.au/plagiarism>. If you would like further assistance look at the '[Working with Academic Integrity](#)' online module.

Instances of plagiarism will be referred for review and educative action as appropriate

Marks will be deducted for inappropriate referencing.

## **5. Formatting requirements**

Times New Roman, 12pt font and 1.5 line spacing is recommended.

## **6. Feedback**

Feedback on student performance from formative and summative assessment tasks will be provided to students in a timely manner. Assessment tasks completed within the teaching period of a course, other than a final assessment, will be assessed and students provided with feedback, with or without a provisional result, within 10 working days of submission, under normal circumstances.

## **7. Special Consideration, Late Submission and Penalties**

Late submission will incur a penalty of 5% per day or part thereof (including weekends) from the due date and time. An assessment will not be accepted after five days (120 hours) of the original deadline unless Special Consideration has been approved. An assignment is considered late if the requested format, such as hard copy or electronic copy, has not been submitted on time or where the 'wrong' assignment has been submitted.

Extensions to assessment deadlines will be granted only in exceptional circumstances, and where adequate supporting documentation can be provided. Requests must be made through the UNSW Special Consideration process. For details about this process, see: <https://student.unsw.edu.au/special-consideration>

Please note that work commitments **do not** constitute grounds for an extension.

## **Grading Basis**

Standard

## Requirements to pass course

In order to pass this course you must achieve an overall mark of at least 50%.

# Course Schedule

## Attendance Requirements

Students are strongly encouraged to attend all classes and review lecture recordings.

## General Schedule Information

Activities are both asynchronous learning activities (self-paced online modules) and synchronous learning activities (four x two hour seminars).

**Online modules:** Students will make their way through interactive online modules throughout the term, each with associated activities. Whilst the modules are self-paced, the associated online activities must be completed within the designated weekly timeframe.

**Seminars:** The online seminars are scheduled once a week for four weeks. The content covered in the seminars will assist with the development of professional skills, career artifacts and assessments.

**Workload:** It is expected that students will complete 150 hours including:

- Completing online modules and associated activities
- Attendance and participation in seminars
- Participation in continuing discussions
- Readings
- Assessment
- Career coaching sessions

# Course Resources

## Prescribed Resources

All learning materials, assessments and feedback will be delivered online through Moodle and other ad hoc technology as needed throughout the term.

There are three main aspects of this course:

- **knowledge and skill development** – through completing the online modules and associated activities, participating in the seminar activities and completing assessment tasks;
- **career artefact creation** – through completing assessment tasks and class activities; and

- **personalised career support** – through engaging in peer feedback exercises, assessment feedback and utilising UNSW tools and support services

## Recommended Resources

There are no prescribed textbooks for this course. Links to all required learning resources are accessed through the UNSW Library's Leganto system via your Moodle course. Please note you will need to login and may be required to enter your UNSW zID and zPass in order to access the library site.

If you experience any problems in accessing the readings, please try the following:

- Search directly for the **article** on the UNSW Library home page (<https://library.unsw.edu.au/>) by placing the name of the article in the Search box.
- Search directly for the **book excerpt** on the UNSW Library home page (<https://library.unsw.edu.au/>) by placing your course code into the Search box. When you do this all the course readings that are excerpts from books will appear.

## Course Evaluation and Development

Each session feedback is sought from students and other stakeholders about this course and continual improvements are made based on this feedback. In this course, we will seek your feedback through end of session myExperience responses. Your feedback is important to ensure the course is continually improved.

## Staff Details

Position	Name	Email	Location	Phone	Availability	Equitable Learning Services Contact	Primary Contact
Convenor	Adrianne Harris		UNSW Kensington Campus		One hour before class, Tuesdays during Summer Term 1-2pm	Yes	Yes