



# Anna Flatt – Postgraduate Taught Careers Adviser

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# The Postgraduate Professional Development Award (PPDA)



Completing the Postgraduate Professional Development Award will equip you to...

**Reflect on  
professional  
development  
activities**

**Develop self-  
awareness to  
support career  
decision-  
making and  
career  
management.**

**Present your  
skills and  
experiences  
professionally**

# What are the benefits?

- Recognised on your enhanced transcript
- Endorsed by employers and the University Graduate School
- Exciting prizes!
- Will enhance your CV and position yourself for the future

*“As an international postgraduate student, I was unfamiliar with everything around me. However, the PPDA masterclass provided me with valuable insights into various opportunities through interactive workshops, some of which involved practical experiences.”*

# Feedback from our PPDA completers...

Completing the PPDA has given me a platform which I would not have had. I definitely would recommend it.

It motivated me to grow as an individual and professionally

It felt incredibly flexible and allowed me to shape my development as I wanted. I think that's a really important element of the PPDA and I am very impressed by the variety on offer.

# Employability Masterclasses

- Choose any 3 (or more) Masterclasses from the series
- Sessions will be repeated throughout the year
- Find the dates and booking details on Canvas



**Attend 3  
Masterclasses**

Session	Date and time
What can I do with a Masters degree?	18 <sup>th</sup> October 13.00 - 14.30
Should I do a PhD?	25 <sup>th</sup> October 14.00 – 15.30
Promoting your Postgrad Skills in CVs and Cover Letters	2 <sup>nd</sup> November 10.00 – 11.30
Job Hunting Beyond Academia: Top Tips for Postgrads	9 <sup>th</sup> November 15.00 – 16.00
Applying for and funding a PhD	15 <sup>th</sup> November 14.00 – 15.30
Promoting your Postgrad Skills in Online Applications	21 <sup>st</sup> November 14.00 – 15.30
Interview Skills: Top Tips for Postgrads	30 <sup>th</sup> November 13.00 – 14.30

**Recordings will be made available on Canvas. More sessions will be scheduled in Semester 2.  
You can also substitute one of these sessions with one of our Top Tips sessions**

# Professional Development Activities

- One activity for 20 hours, or mix and match
- List of eligible activities is available on Canvas
- Get started whenever you are ready!



**20 hours of  
activity**



# Example Professional Development Activities

- Masters Consultancy Challenge
- PG Skills sessions
- Mentoring Scheme
- B-Experienced Internships
- Insight into... events
- Part-time jobs through Worklink
- Student rep roles
- UGS Scholar roles
- Images of research competition

## Upcoming Employer events

Upcoming events	Date	Time
Introduction to Consulting – Young MCA	19 <sup>th</sup> October	17.00 – 18.30
Building your Personal Brand with KPMG	24 <sup>th</sup> October	13.00 – 14.00
Oxford PharmaGenesis: Career opportunities in Medical Communications	24 <sup>th</sup> October	15.00 – 16.00
Reddie and Grose: An introduction to careers in IP	26 <sup>th</sup> October	12.00 – 13.00
Gradcracker Presentation	26 <sup>th</sup> October	16.00 – 17.00

## Current part-time roles through Worklink

- Student Models – deadline 23rd October
- Visitor Services Assistant – deadline today 2pm!

# Example activities – Canvas site

## PG Skills

**Description:** Interactive workshops delivered by employers and experts, focussed on developing key skills which are in demand in the job market.

**Expected hours:** 1.5 hours per session

**Timing:** Monthly throughout the year

**Are there any restrictions on this activity?** No, this activity is open to all.

**Where can I find out more?** Enrol on the Canvas site here: <https://canvas.bham.ac.uk/enroll/PKYPEA>

# Suggested pathways

On Canvas you will find pages of suggested pathways through the PPDA which pull together relevant Masterclasses and activities for you if you fit any of these descriptions:

- 'I don't know what I want to do!'
- International Students
- Careers Changers
- Interested in an Academic Career
- Entrepreneurship

# Portfolio

- Download the portfolio document
- Record the Masterclasses you attended
- Record the activities you participated in and no. of hours
- Reflect on what you learned from the experience
- Submit your CV on CV checker and screenshot your score to add to your portfolio
- Deadlines in April, June/July and August



**Submit on  
Canvas**

# What else can you expect on Canvas?

- Regular updates on events and opportunities
- Modules with additional resources, linked to themes of the Masterclasses
- Support with completing the final portfolio
- Signposting to further support

# FAQs

- Do I need to commit in advance?
- Can all postgraduates take part?
- Will you check my hours of Professional Development Activity?
- Can I use other activities which are not listed on Canvas?
- What if I can't make the Masterclasses?
- Can I participate if I already have a lot of experience?
- Can I participate if I am unsure what I want to do?
- What happens if I don't complete it?

# Find out more:

Take a look at the 'Getting Started' module on Canvas

<https://canvas.bham.ac.uk/enroll/H6LJ7T>



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CN CAREERS  
NETWORK

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