

BA3b/BSc3b Career Development Plan

Guidelines for submission

Your Career Development Plan is a document which shows evidence that you have taken steps to prepare for leaving university, starting a job, business or further course of study. It should explain your approach and strategy to Careers and Employability beyond the end of your degree.

Your Career Development Plan *must* include the following:

- An overview which outlines your intended career direction and explains the decisions you have made in choosing this career route (maximum 300 words)
- A career strategy which details your approach to achieving your professional aims, both immediately post-graduation and longer term for the following three to five years. You should provide details of how you will address practical issues that could affect your career (for example, where you will be based; how you will support yourself financially; what further skills, training, experience and qualifications are required and how you will gain them, etc). (maximum 300 words)
- An up-to-date CV
- Example cover letter (tailored to a specific role and/or company and/or post-graduate course)
- Profile online transferable skills evaluation

You should also include these items if relevant to your intended career:

- Documentation of Social Media and Online Presence
- Documentation of Self-Promotion, marketing of ideas, products and services
- Documentation of interview/pitch preparation and practice
- Example of a completed application form for a real job or further qualification
- Example of a personal statement
- Annotated Job Adverts
- Other evidence you consider relevant or that is specifically required by your course.

You may also include any other relevant and appropriate documents and information.

The layout of the Career Development Plan is up to you. You may include diagrams, images charts and URL links if they help to highlight the points you are making. The plan should be submitted as a PDF of not more than 15 A4 pages in total.

Assessment

The Career Development Plan is an Assessment Requirement of BA3b/BSc3b and we will be looking for evidence in this component to establish the extent to which you have met the following Learning Outcomes and are able to:

LO1 Apply the skills of RESEARCH and ANALYSIS to the practice, individuals and institutions that inform your final projects and the decisions you have taken regarding your future career direction.

LO2 Use SPECIALIST KNOWLEDGE and expertise of contemporary and future practice in making your creative and career decisions.

LO7 Show that you have developed and applied the relevant specific and transferable CAREERS and EMPLOYABILITY SKILLS to enable you to embark on your future career.