

PD1 Week 1 - Worksheet

TASK 1: Use the '*PD1 Week 1 – Module Information*' document on the VLE to answer the questions in groups.

1. What is the main focus of this course?
2. Who is the module leader for PD1? How can you contact them?
3. What is the assessment method for this module?
4. What are the key dates this term?
5. Which week offers an opportunity to practice prior to your final interviews?
6. What are the key sources being used on your course?
7. What are the three main assessment offences?
8. What should you do if you notice that the record of your attendance in the PD1 class isn't right?
9. What is the purpose of the course evaluation?

TASK 2: Read the '*PD1 Week 1 – Module Information*' document again then decide if the statements below are TRUE or FALSE

1. The course includes some sessions about using PowerPoint, Excel and Word documents.
2. Weeks 6-8 of the course will focus mainly on CV writing and IT skills.
3. Your final assessment will be graded based on Task Fulfilment, Organisation, Use of Resources, and Professional Conduct.
4. You will need to pay close attention to activities marked by a blue folder during the course.
5. The final interview is worth 100% of the Professional Development Skills module.

TASK 3: Look at the Scheme of Work in the '*PD1 Week 1 – Module Information*' document. Match the broad focus of each section of the trimester to its corresponding colour in the document:

- | | |
|----------|---|
| • Purple | 1. Sessions designed to prepare for your final interview. |
| • Green | 2. Sessions focusing on developing skills relating to applying for jobs including IT skills |
| • Blue | 3. Final interview weeks |
| • Orange | 4. Introductory session |
| • Red | 5. Sessions on self-reflection based on the Career's Express Model, gradually leading to the formulation of a basic career plan |

TASK 4: Open the '*PD1 Week 1 – Graduate Career Guidebook p.22-23*' pdf document on the VLE and read about the Career Express Model which forms the first part of this course. Hide the document. From memory, can you reorganise the stations below to place them in the order they appear in the model? Write the correct number of the station in the box.

Station ...:

Map out specifically what you need to do in order to reach your career goal.

Station ...:

Look for suitable positions that match your interests.

Station ...:

Link your abilities and interests to the positions that you have identified to pin point suitable positions.

Station ...:

Decide what it is that you're looking for professionally, and what skills and knowledge you can provide to a potential employer.

Station ...:

Prepare yourself mentally for the journey ahead.

Station ...:

Take your first steps to achieve your career goals.

TASK 5: Look at the content of the interview in the '*PD1 Week 1 – Assignment Brief*' and take a note of the words highlighted in orange. Cross checking with the *Scheme of Work* in the '*PD1 Week 1 – Module Information*' document, what week of the trimester do you think you'll be covering material useful for each topic?

E.g. One possible career path → Week 3

Values:

Current strengths:

Current weaknesses:

Employment history/educational background:

Improvements:

Opportunities:

Digital identity and e-hireability:

TASK 6: Look at the different topics covered each week for the *Bronze Passport Scheme*, and answer the questions below.

Bronze Award			
Time/Date	Tuesday	Wednesday	Thursday
	23rd	24th	25th
13:00 - 13:30	Your Career Story (Introductory)	Your Career Story (Introductory)	
17:15 - 17:45			Your Career Story (Introductory)
	30th	31st	1st
13:00 - 13:30	Your Personal Brand	Your Personal Brand	
17:15 - 17:45			Your Personal Brand
	6th	7th	8th
13:00 - 13:30	Professional Skills	Professional Skills	
17:15 - 17:45			Professional Skills
	13th	14th	15th
13:00 - 13:30	Career Planning	Career Planning	
17:15 - 17:45			Career Planning
	20th	21st	22nd
13:00 - 13:30	CV Building	CV Building	
17:15 - 17:45			CV Building
	27th	28th	29th
13:00 - 13:30	Interview Preparation	Interview Preparation	
17:15 - 17:45			Interview Preparation
You may attend an afternoon or evening session			
You must stay until the end of the session in order for your attendance to be counted as present			
The webinar rooms will be locked by 13.10 and 17.25 respectfully			
Please check the Industry Exposure Timetable to collect your 3 Industry Stamps and to meet the employers!			

1. When are the sessions run?
2. How long are the sessions?
3. What time are the evening sessions?
4. Which of these sessions would be most useful for you to attend in your opinion?