CI4450 Career Development Plan

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| Image result for got the job | Image result for got the job |

Whether securing that first job, moving up the ladder, or changing companies or even changing industry, the key to success is the ability to plan your career. Such planning means the ability to identify weaknesses in your knowledge, key skills, and personal attributes, and then to put in place an achievable plan to acquire these over a realistic timescale.

In this exercise, you will target your first job after graduation and use your previous *employability asset audit* to build a plan to plug the holes in your CV!

# Task 1 – Preparation

*Task duration: 20 minutes*

## Step 1 – Review the employability asset model

Review the employability asset model introduced in the lectures. In particular, ensure you understand what is meant by the terms *domain knowledge*, *professional knowledge*, *key skills*, *personal attributes* and *evidence*.

## Step 2 – Review your employability asset audit

Review the employability asset audit exercise you undertook previously. In particular, you will need to remind yourself of the following lists that you created in that exercise:

* the *job adverts* in your prospective profession
* those areas of *professional knowledge* which you would struggle to demonstrate an awareness of
* the top ten *key skills* which you would like to provide evidence for in your employability portfolio
* the top ten *personal attributes* which you would like to provide evidence for in your employability
* one professional relationship you might build on with a view to developing an additional referee
* list of experiences (situations or circumstance) which you could develop into case studies for your *key skills* and *personal attributes*

# Task 2 − Mechanisms for developing your employability assets

*Task duration: 60 minutes*

## Step 1 – Continuous Professional Development

What does *Continuous Professional Development* mean to you? How is it relevant to you as a student?

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| This means I can gain the ability to plan and develop my knowledge and skill, which will be helpful while I am studying, I can manage on my study and learning new thing which can be applied to my career in the future. |
| **Sources of Information:** “What is Continuing Professional Development (CPD)?” <http://www.jobs.ac.uk/careers-advice/managing-your-career/1318/what-is-continuing-professional-development-cpd>  “Continuing Professional Development (CPD)” <http://www.bcs.org/category/16876>  “Continuing Professional Development (CPD)”  <https://ima.org.uk/about-us/professional/continuing-professional-development-cpd/> |

## Step 2 – Acquiring new domain knowledge

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| Hundreds of thousands of students and professionals sign up for thousands of *massive open online courses* (MOOCs) each year. Although the drop-out is high, MOOCs offer a new way of acquiring skills – often for free – delivered in a similar manner to universities. The length of courses can vary from a weekend to a semester! Some well-known examples include: | | | |
| [Coursera.svg](file:///C:/Users/ku06696/Desktop/coursera.org) | | | Commercial |
| ONLINEOnline | | | Non-profit |
|  | Udacity | | Commercial |
| Image result for khan academy logo | | | Non-profit |
| Image result for lynda.com | | | Commercial |
| UdemyLogo.svg | |  | Commercial |
| **Sources of Information:** “Massive open online courses (MOOCs)  <https://en.wikipedia.org/wiki/Massive_open_online_course> | | | |

Using the form below, plan a series of online courses that you would like to take over the next year which are either relevant to your job adverts or would help prepare for future university modules. (Note that even *commercial* organisations offer free courses.)

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| 1. | Intro to HTML/CSS: Making webpages |
| Khan Academy |
| Programming |
| April 2020, duration 1 months |
| May not relate to the module I would be studying for the following year. |

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| 2. | Algorithms: Design and Analysis |
| Stanford Online |
| Requirement Analysis and Design |
| May 2020, duration 6 weeks |
| Potential conflicts |

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| 3. | Java Developer |
| Udacity |
| Programming |
| May 2020, duration 4 months |
| Potential conflicts |

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| 4. | Complete Python Bootcamp: Go from zero to hero in Python 3 |
| Udemy |
| Programming |
| April 2020, duration 24 hours on-demand video |
| Potential conflicts |

## Step 3 – Information Junkie - forming a habit!

In addition to having the appropriate domain knowledge, employers are keen to attract individual who take a lively interest in new ideas and new technologies and their effect on the world around them. If you were to adopt the following regular *information habit*, identify the substances you would consume!

### Weekly

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| --- | --- |
| “Every week I watch [ten] videos from the following *Youtube* or podcast channels …” | |
| 1. | Every week I watch one video from the Future Tech YouTube channels as they posted one video weekly. |
| 2. | Every week I watch ten videos from TechOffside from YouTube channel. |
| 3. | Every week I watch several videos from Techquickie YouTube channels. |

Any other weekly information habits?

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### Monthly

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| “Every month I read the following magazine(s) …” | |
| 1. | Every month I read the Institution of Engineering and Technology magazine. |
| 2. | Every month I read the Web User magazine |

Any other monthly information habits?

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### Quarterly

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| “Every three months I try to go to [one] expert talk from the following local organisations …” | |
| 1. | Every three months I try to go to one expert talk from the Institution of Engineering and Technology. |
| 2. | Every three months I try to go to one expert from Digital Health Rewired. |
| 3. | Every three months I try to go to one expert talk from TED Talk. |

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| “Every three months I buy a text book to support a new skill. The next [three] are likely to be …” | | | |
| 1. | Foundational Programming book | | |
| 2. | Python Data Science Handbook | | |
| 3. | Principles of Data Science | | |
| Image result | Image result | Image result for books on java | Image result for books on css3 |

## Step 4 – Professional Knowledge

Imagine you have a job or placement interview in a month’s time. You are told the following answers might come up. What might be the **types** of answers they are expecting? Are there any current news **stories** you might be able to include?

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| How might you characterise the economic situation at the moment in the UK for a company like ours? |
| Commercial Awareness |

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| Computer and information security is very important to a company like ours. What do you think are the current key issues we should be aware of? |
| Computer and network security |

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| The products we develop here can transform peoples’ lives. As a developer, what responsibilities do you have? |
| Legal, ethical and societal issues |

# Task 2 − Building a Plan

*Task duration: 30 minutes*

Create a series of prioritised activities that you might undertake over the following timescales which are designed to address the weaknesses you identified in your employability assets.

There are no correct answers and you may need to be quite inventive if you are to develop evidence that will really convince a future employer or to develop an effective way of generating that evidence.

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| **Over the next month** I plan the following activities | |
| 1. | Take a public speaking class. |
| Key skill. |
| 2. | Take an online programming course. |
| Domain knowledge. |
| 3. | Complete all the activity on Nooblab’s exercise in the Programming 1 module. |
| Domain knowledge |

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| **Over the summer** I plan the following activities | |
| 1. | Take extra online programming courses. |
| Domain knowledge. |
| 2. | Working part-time for gaining an experience on professional environment. |
| Professional Knowledge. |
| 3. | Take extra online computing fundamental’s courses. |
| Domain Knowledge. |

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| **Over the next year** I plan the following activities | |
| 1. | Apply for an internship. |
| Professional Knowledge. |
| 2. | Take extra more Programming courses. |
| Domain Knowledge. |
| 3. | Take an English language development program at Kingston University. |
| Domain knowledge |

For you, when would be an appropriate time to review your plan?

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| I could review my plan in a year or two. |

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