

COMM07008 The Next Step - Transitioning to Work

Full Title	The Next Step - Transitioning to Work		
Status	Uploaded to Banner	Start Term	2019
NFQ Level	07	ECTS Credits	05
Module Code	COMM07008	Duration	Semester - (13 Weeks)
Grading Mode	Numeric	Department	Business
Module Author	Sinead Kilgannon		
Co Authors	Noreen Henry		

Module Description

This module will develop the learner professionally and personally and equip them with the skills and knowledge to enable them to plan for and achieve their career goals. This module will apply action learning techniques through interaction with industry professionals. Learners will gain knowledge and skills in relation to the recruitment and selection process, and gain skills relevant to commencing in the workplace.

Learning Outcomes

On completion of this module the learner will/should be able to:

1. Analyse an occupation/industry sector and formulate an appropriate occupation/sector analysis.
2. Analyse personal skills and characteristics and develop a personal development plan related to career strategy.
3. Develop a personal brand and apply marketing techniques to marketing themselves.
4. Network effectively online and in person.
5. Review current recruitment and selection processes used by organisations, and prepare relevant documents for same.
6. Present and articulate their skills and experience professionally in an interview situation.
7. Discuss and appraise appropriate behaviour and communication in a range of employment situations.

Indicative Syllabus

1. Occupation/Industry Sector Analysis

Sources of information, Key Indicators and Bases for Analysis

2. Personal Development

Personality profile, Analysis of aptitudes, Personal Development Plan (PDP), Mentoring

3. Marketing for Recruitment

The recruitment and selection process, marketing yourself, CVs, Cover Letters

4. Networking

The importance of networking, How to Network – Online and Traditional Networking, Networking Events

5. Developing an Online Profile

Online Professional Profile Development Technologies e.g. Linked In, Twitter, Tumblr, Blogging Technologies, Video.

6. Professional Etiquette

Professionalism, Ethical Perspectives, Professional Communication

7. Professional Presentation

Interview skills, Interpersonal skills, Presenting, Negotiating, Pitching

Teaching and Learning Strategy

This module will use action learning and discussions, and will include guest lecturers from industry as relevant.

Assessment Strategy

This module will be assessed using a portfolio (including inter alia occupation analysis, PDP, Online Profile(s), recruitment documentation), interview, discussions and reflective essay.

Repeat Assessment Strategies

Students will be required to repeat any failed written components of this module and submit for assessment on 1st September. Students failing the interview element will be required to present for a repeat interview in early September.

Indicative Coursework and Continuous Assessment:		100 %		
Form	Title	Percent	Week (Indicative)	Learning Outcomes
Assignment	Project Portfolio	60 %	End of Term	1,2,3,4,5
Interview	Interview Recruitment Interview	20 %	Week 10	6
Assignment	Reflective Essay	20 %	End of Term	7

Full Time Delivery Mode Average Weekly Workload:			2.00 Hours		
Type	Description	Location	Hours	Frequency	Weekly Avg
Seminar	Double Class	Seminar Room	2	Weekly	2.00

Online Learning Delivery Mode Average Weekly Workload:			2.00 Hours		
Type	Description	Location	Hours	Frequency	Weekly Avg
Online Learning	Online Delivery	Not Specified	2	Weekly	2.00

Blended Delivery Mode Average Weekly Workload:			2.00 Hours		
Type	Description	Location	Hours	Frequency	Weekly Avg
Online Learning	Blended Delivery	Not Specified	2	Weekly	2.00

Literary Resources

Bolton, G. E. (2010). *Reflective Practice: Writing and Professional Development*. Sage Publications.

Faust, B. a. (2006). *Pitch Yourself: The Most Effective CV You'll Ever Write: Stand Out and Sell Yourself*. Prentice Hall.

Kay, S. (2010). *Professionalism: The ABC for Success*. Hertfordshire: Professionalism Book

Parkinson-Hardman, L. (2013). *LinkedIn Made Easy: Business Social Networking Simplified*. 3rd ed. Clear Publications.

Spiropoulos, M. (2005). *Interview Skills that Win the Job*. Allen and Unwin.

Online Resources

Students will be advised of appropriate and relevant discipline/industry related web resources.

Other Resources

None

Additional Information

None

Programme Membership

GA_KNCSC_B07 202000 Bachelor of Science in Network Cybersecurity
GA_SGISCS08 202000 Certificate in Digital Mapping and Geographical Information Systems
GA_ACOAG_H08 202100 Bachelor of Arts (Honours) in Contemporary Art
GA_ESOEG_B07 202000 Bachelor of Engineering in Software and Electronic Engineering
GA_ESOEG_H08 202000 Bachelor of Engineering (Honours) in Software and Electronic Engineering
GA_ESOEG_B07 202100 Bachelor of Engineering in Software and Electronic Engineering