

300-627 Graduate Careers Programs

Credit Points:	0.00
Level:	9 (Graduate/Postgraduate)
Time Commitment:	Contact Hours: A total of 21hours delivered over 12 weeks Total Time Commitment: A total of 21 hours in a 12 week semester. Other elements of the Graduate Careers Centre activity range, e.g. Career Days, Career Mentoring, Internship, etc. are also associated with the program, but do not form an integral part in this subject outline.
Prerequisites:	Admission into a Graduate Program in the Faculty of Economics and Commerce
Corequisites:	None
Recommended Background Knowledge:	None
Non Allowed Subjects:	None
Core Participation Requirements:	<p>For the purposes of considering request for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Student Support and Engagement Policy, academic requirements for this subject are articulated in the Subject Overview, Learning Outcomes, Assessment and Generic Skills sections of this entry.</p> <p>It is University policy to take all reasonable steps to minimise the impact of disability upon academic study, and reasonable adjustments will be made to enhance a student's participation in the University's programs. Students who feel their disability may impact on meeting the requirements of this subject are encouraged to discuss this matter with a Faculty Student Adviser and Student Equity and Disability Support: http://services.unimelb.edu.au/disability</p>
Subject Overview:	The Graduate Careers Program aims at providing students with developmental opportunities for broadening self awareness, opportunity awareness, career knowledge and networks as well as job search and workplace skills. Each session has a theoretical and a practical component with knowledge and skill building activities essential for career building and advancement. Main topics covered are: Self Awareness - self assessment, career readiness and strategic career planning Opportunity Awareness - global and local employment trends, company information Application - CV writing, letters, addressing selection criteria, online forms Selection- online tests, assessment centres, group interviews, individual interviews Workplace communication - salary negotiations, performance review Online career materials and their applicability in the total career development process Career planning for global employment - transferability of local knowledge and skills
Assessment:	None
Prescribed Texts:	None
Breadth Options:	This subject is not available as a breadth subject.
Fees Information:	Subject EFTSL, Level, Discipline & Census Date, http://enrolment.unimelb.edu.au/fees
Generic Skills:	On successful completion of this subject, students should be able to: # Identify their key career motivators and desired career outcomes # Demonstrate understanding of global and local career and employments trends # Select and use a range of online career development materials and tools # Select and search web based sources for company and employment information # Create a professional CV appropriate to their career stage and professional field # Produce appropriate written application materials

	# Participate with increased competence in all kinds of selection interviews and workplace communication actions On successful completion of this subject, students should be able to demonstrate attributes and skills particularly in relation to career and employment issues: # Written communication # Oral communication # Analysis, synthesis and interpretation of information # Strategic thinking and planning # Collaborative pair/group work # Using a range of software # Problem solving
Notes:	Not for credit subject