

## SKIL90003 Graduate Careers Program

<b>Credit Points:</b>	0
<b>Level:</b>	9 (Graduate/Postgraduate)
<b>Dates &amp; Locations:</b>	This subject is not offered in 2014.
<b>Time Commitment:</b>	Contact Hours: A total of 21 hours, delivered over 12 weeks. Total Time Commitment: 21 hours, delivered over 12 weeks.
<b>Prerequisites:</b>	Admission into a Graduate Program in the Faculty of Business and Economics
<b>Corequisites:</b>	None
<b>Recommended Background Knowledge:</b>	Completion of Business and Economics Careers Centre Online Career Development modules.
<b>Non Allowed Subjects:</b>	None
<b>Core Participation Requirements:</b>	For the purposes of considering requests for Reasonable Adjustments under the Disability Standards for Education (Cwth 2005), and Students Experiencing Academic Disadvantage Policy, academic requirements for this subject are articulated in the Subject Description, Subject Objectives, Generic Skills and Assessment Requirements for this entry. The University is dedicated to provide support to those with special requirements. Further details on the disability support scheme can be found at the Disability Liaison Unit website: <a href="http://www.services.unimelb.edu.au/disability/">http://www.services.unimelb.edu.au/disability/</a>
<b>Contact:</b>	Melbourne Business School @ Berkeley Street Level 4, 198 Berkeley Street Telephone: +61 3 8344 1670 Email: <a href="mailto:mbs-enquiries@unimelb.edu.au">mbs-enquiries@unimelb.edu.au</a> ( <a href="mailto:mbs-enquiries@unimelb.edu.au">mailto:mbs-enquiries@unimelb.edu.au</a> ) Web: <a href="http://mbs.unimelb.edu.au/">http://mbs.unimelb.edu.au/</a> ( <a href="http://mbs.unimelb.edu.au/">http://mbs.unimelb.edu.au/</a> )
<b>Subject Overview:</b>	<p>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:</p> <p><b>Self Awareness</b> - self assessment, career readiness and strategic career planning</p> <p><b>Opportunity Awareness</b> - global and local employment trends, company information</p> <p><b>Application</b> - CV writing, letters, addressing selection criteria, online forms</p> <p><b>Selection</b> - online tests, assessment centres, group interviews, individual interviews</p> <p><b>Workplace communication</b> - salary negotiations, performance review</p> <p><b>Online career materials</b> and their applicability in the total career development process</p> <p><b>Career planning for global employment</b> - transferability of local knowledge and skills</p>
<b>Learning Outcomes:</b>	<p>On successful completion of this subject, students should be able to:</p> <ul style="list-style-type: none"> <li># Identify their key career motivators and desired career outcomes</li> <li># Demonstrate understanding of global and local career and employments trends</li> <li># Select and use a range of online career development materials and tools</li> <li># Select and search web based sources for company and employment information</li> <li># Create a professional CV appropriate to their career stage and professional field</li> <li># Produce appropriate written application materials</li> <li># Participate with increased competence in all kinds of selection interviews and workplace communication actions</li> </ul>

<b>Assessment:</b>	Please note that this is a Pass/Fail subject. Students must complete all items of assessment to pass this subject. Class participation (10%) Complete a self-awareness, self-assessment activity (15%) Create a professional CV (20%) Create a master cover letter (20%) Complete a practice interview in Interview Stream (20%) Create a Career Action Plan that includes a LinkedIn profile (15%)
<b>Prescribed Texts:</b>	Online reference material provided in class.
<b>Breadth Options:</b>	This subject is not available as a breadth subject.
<b>Fees Information:</b>	Subject EFTSL, Level, Discipline & Census Date, <a href="http://enrolment.unimelb.edu.au/fees">http://enrolment.unimelb.edu.au/fees</a>
<b>Generic Skills:</b>	<p>On successful completion of this subject, students should be able to demonstrate attributes and skills particularly in relation to career and employment issues:</p> <ul style="list-style-type: none"> <li># Written communication</li> <li># Oral communication</li> <li># Analysis, synthesis and interpretation of information</li> <li># Strategic thinking and planning</li> <li># Collaborative pair/group work</li> <li># Using a range of software</li> <li># Problem solving</li> </ul>
<b>Notes:</b>	<b>This is a Not for credit subject</b>