

Course Outline (Higher Education)

Faculty:	Faculty of Education and Arts
Course Title:	TRANSITION FROM UNIVERSITY TO EMPLOYMENT
Course ID:	FEAFN3101
Credit Points:	15.00
Prerequisite(s):	Nil
Co-requisite(s):	Nil
Exclusion(s):	Nil
ASCED Code:	120599

Description of the Course :

Making the transition from university to employment is an important process in a graduate's professional life. This course provides opportunities for students to identify and reflect on their personal capital related to employability and career development. Students explore employment and career opportunities in their field, examine what employers and managers are looking for when recruiting employees, and develop strategies and skills for pursuing and gaining employment. These strategies and skills include networking, seeking and identifying job opportunities, writing application documents such as curriculum vita, cover letters, responses to key selection criteria and building interview skills. Students examine professional responsibilities in terms of legislative, administrative and organisational policies and practices and apply them to work-related scenarios.

Grade Scheme:

Graded (HD, D, C, etc.)

Program Level:

AQF Level of Program						
	5	6	7	8	9	10
Level						
Introductory	■	■	■	■	■	■
Intermediate	■	■	■	■	■	■
Advanced	■	■	✓	■	■	■

Learning Outcomes:

Knowledge:

- K1.** Investigate how individuals gain, sustain and progress in employment.
- K2.** Explore 'personal capital' related to employability.
- K3.** Access and examine local, national and international employment opportunities and understand the processes used by organisations to recruit staff.

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- K4.** Explore the purpose and value of on-going professional learning and how to recognise and locate opportunities.
- K5.** Investigate the discipline-specific job application process.
- K6.** Examine and apply professional responsibilities in terms of legislative, administrative and organisational policies and practices required for employees.

Skills:

- S1.** Develop a 'narrative of employability' based on reflection on personal experience.
- S2.** Develop a strategic career plan.
- S3.** Demonstrate an array of job search strategies, tailored cover letters, a curriculum vitae, online applications and responding to key selection criteria.
- S4.** Develop interview skills.
- S5.** Identify and reflect on personal skills, attributes, strengths, abilities, dispositions and networks relevant to potential employment.

Application of knowledge and skills:

- A1.** Explore and articulate personal capital by presenting a professional identity (personal experiences, character, and accomplishments) in ways that conform to the competence profiles demanded by an employer.
- A2.** Locate and apply professional codes and practices and legislative responsibilities.
- A3.** Develop and apply an array of job search strategies and skills.

Course Content:

Topics may include:

- Self-awareness across four strands of graduate identity: values, intellect, performance and engagement
- Understanding personal capital
- Professional communication
- Professional networking
- Career identification and awareness
- Recruitment practices in workplaces
- Strategies for seeking employment: finding vacancies, writing cover letters, responding to key selection criteria
- Employers perspectives on recruiting employees
- Interview skills
- Legislative, administrative and organisational policies and practices required by workplaces
- Modules relevant to particular disciplines or career aspirations i.e. working in Australia, working overseas, careers according to disciplines.

Values:

- V1.** Appreciate the roles and responsibilities of the employer and the employee in identifying, planning and providing for on-going personal professional learning and identifying relevant and appropriate sources of professional learning.

Graduate Attributes:

FedUni graduate attributes statement. To have graduates with knowledge, skills and competence that enable them to stand out as critical, creative and enquiring learners who are capable, flexible and work ready, and responsible, ethical and engaged citizens.

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Attribute	Brief Description	Focus
Knowledge, skills and competence	Students develop knowledge of potential career opportunities and skills for seeking and gaining employment	High
Critical, creative and enquiring learners	Students identify employment and career opportunities in their field, examine what employers and managers are looking for when recruiting employees	High
Capable, flexible and work ready	Students identify and reflect on their personal capital related to employability and careers	High
Responsible, ethical and engaged citizens	Students gain awareness of their professional responsibilities in terms of legislative, administrative and organisational policies and practices	High

Learning Task and Assessment:

Learning Outcomes Assessed	Learning Tasks	Assessment Type	Weighting
K1, K2, K3, K5, S1, S2, S3, S5, A1, A3	Locate an advertised position and write a series of documents in response (i.e. a statement demonstrating research into place of employment and role, tailored cover letter, curriculum vitae)	Professional portfolio	30-40%
K1, K2, K3, K4, K5, S1, S2, S3, S4, S5, A1, A3	Write a response to key selection criteria	Reflection on an interview or series of interviews	35-45%
K6, S4, S5, A1, A2	Respond to a workplace scenario(s) demonstrating awareness of professional codes and practice and legislative responsibilities	Response to scenario(s)	25-35%

Adopted Reference Style:

APA