



Prifysgol Cymru

Y Drindod Dewi Sant

University of Wales

Trinity Saint David

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

ECGE6002Q:
Skills for Life: Employability and Future Pathways
Module Overview and Assessment Tutorial



www.uwtsd.ac.uk



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Module Aim:

To foster a range of behaviours, attitudes and competencies which develop enterprising thinking and an employability mindset and enhance students' ability to critically reflect on their own development needs.





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Learning Outcomes:

- Critically analyse the principles of employability and enterprising skills in relation to relevant career pathways;
- Critically reflect on the importance of continual learning and future thinking for own personal development and employability;
- Exhibit written and presentation skills that evidence advanced competencies and characteristics that reflect a range of transferable skills e.g. teamwork, problem solving and communication;
- Organise knowledge and learning through an advanced use of a range of information sources, including ICT, and present their work at the appropriate level.





Assessment

Assignment Title:	Assignment 1 For an employment opportunity of your choice prepare a 20 minute presentation outlining your suitability for the post. Your presentation should use theory to support your arguments. You will be asked a number of questions at the end of your presentation which will be based on your chosen opportunity and the content of your presentation.	Word count (or equivalent):	Interview 30 mins (including questions)
20 Jun 2024	20 May 2024	Return date of provisional marks & written feedback:	18 June 2024

Assessment

Interview – Delivered live on TEAMS

For an employment opportunity of your choice prepare a 20 minute presentation outlining your suitability for the post.

Your presentation should use theory to support your arguments.

You will be asked a number of questions at the end of your presentation which will be based on your chosen opportunity and the content of your presentation.

Where do I find my 'employment opportunity'?

- Graduate Careers Services, e.g.:
 - UWTSD Careers Service <https://uwtsd.careercentre.me/JobSearch>
 - Graduate Prospects <https://www.prospects.ac.uk/>
 - Total Jobs <https://www.totaljobs.com/browse-jobs>
- Recruitment Services (N.B. there are many), e.g.:
 - Hays Recruitment <https://www.hays.co.uk/>
 - Indeed <https://uk.indeed.com/>
 - Reed Recruitment <https://www.reed.co.uk/>
 - Jobs in Wales <https://www.jobsinwales.com/>
 - Fish 4 Jobs <https://www.fish4.co.uk/jobs/wales/>

Where do I find my 'employment opportunity'?

- Third Sector sources, e.g:
 - Wales Council for Voluntary Associations (WCVA) / Recruit 3 <https://wcva.cymru/jobs/>
 - Charity Job Finder <https://charityjobfinder.co.uk/en/home/>
 - Charity Job <https://www.charityjob.co.uk/community-centre-manager-jobs-in-en5>
- Media (N.B. there are many), e.g.
 - Guardian Jobs <https://jobs.theguardian.com/>
 - The Big Issue <https://jobs.bigissue.com/>
 - Independent <https://independentjobs.independent.co.uk/>

Where do I find my 'employment opportunity'?

- Local Authorities, e.g:
 - Carmarthenshire C.C.
<https://www.carmarthenshire.gov.wales/home/council-services/jobs-careers1/>
 - Pembrokeshire C.C.
<https://www.pembrokeshire.gov.uk/jobs-and-careers>
 - Swansea C.C.
<https://www.swansea.gov.uk/article/992/Jobs>
 - Cardiff C.C.
<https://www.cardiff.gov.uk/ENG/resident/Jobs-and-training/Pages/default.aspx>

Where do I find my 'employment opportunity'?

- Others, e.g:
 - Welsh Government <https://gov.wales/job-and-vacancies>
 - UK Government <https://www.civilservicejobs.service.gov.uk/csr/index.cgi>
 - United Nations <https://careers.un.org/lbw/home.aspx?viewtype=SJ&vacancy=All>
 - LinkedIn* <https://www.linkedin.com/jobs/?originalSubdomain=uk>

How do I know it is suitable?

- For the Assessment:
 - *Learning Outcome 3 – “Exhibit written and presentation skills that evidence advanced competencies and characteristics that reflect a range of transferable skills e.g. teamwork, problem solving and communication”*

How do I know it is suitable?

- **In general:**
 - *‘Every employer receives [...] applications from people who have not interpreted the job information correctly’*
 - *‘If you have very few of the qualifications, skills and experience required, you will not be short-listed’*
 - *‘You could have spent your time making a stronger application for a job that is within your competence’.*

How do I know it is suitable?

- For the Assessment:
 - By way of illustration we will now work through some of the principles above using real opportunities
 - First step is to use one or more of the sources mentioned previously to find an opportunity of interest
 - Example 1: Park Ranger – Groundwork Wakefield (see Moodle)

How do I know it is suitable?

- One way of checking the suitability is to use a 'RAG' system to self-evaluate yourself against the opportunity
 - **Red** – I definitely do not meet this criteria
 - **Amber** – I have some experience of this that might be appropriate
 - **Green** – I definitely meet this criteria

How do I know it is suitable?

- Using the RAG system, work through the available information in a logical sequence
- It is often best to start with the Person Specification and to look at Qualifications first.



Why do you think this is?



How do I know it is suitable? Example 1 -Park Ranger

- In general:
 - I do not have the required qualification or anything even similar
- For the Assessment:
 - I am likely to be asked questions about Environmental Science which I will not be able to answer
 - This is too far from my experience to be useful for me
- Although you do not have to hit all of the criteria the opportunity must be 'realistic' for you.



How do I know it is suitable? Example 2 -Project Manager

- In general:
 - The self-evaluation contains a lot of amber. This may be an opportunity that I do not have appropriate experience for.
- For the Assessment:
 - There are many examples where I can argue that I meet the criteria
 - However, I also need to be aware of the amber sections as I am likely to be asked questions on these
 - It will be a personal judgement as to whether you use an Opportunity

What Theories should I use?

- You need to include Theory as part of the Assessment process (this is an Academic Assignment).
- However, it can also give you an advantage in an interview to include Theory or Policy as part of your presentation.

Why do you think this is?



Link to Policy

- You need to include any relevant legislation and policies as part of the assessment process.
- Consider utilising Legislation and workplace policy to enhance your presentation.

Why do you think this is?



Important Information

- Email me a copy of the job description and person specification PRIOR to starting this assignment.
 - This needs to be approved before you can start preparing your presentation.
 - The 10-minute questions will be based on the job description and person specification
- Please remember that this is an academic assignment, References are needed throughout.

The End of a Process

- It is important to note that this Module is a chance to bring together some of the themes and information that has formed part of our learning over the last 3 years
- You may therefore recognise concepts and theories from other Modules for example;
 - Advocacy Services in the 21st Century
 - Multi-Agency Working
 - Reflective Practice
- This is because we consider them to be important for your future development
- But we will also be adding to this knowledge as we work through the Themes in this Module.

Your Future Plans

- It is important to remember that this Module is called 'Skills for Life'
- It is not just focused on employment but on your personal development as a whole
- It is not just about finding a new job but also involves considering;
 - Moving on in your current work
 - Volunteering
 - Setting up a Social Enterprise
 - Improving your skills, knowledge and understanding
- Take some time to think about your future plans so that you can identify what you might want from this Module

The UWTSD Careers Site/App

- Abintegro is the new UWTSD Careers Site and App
- For the rest of this session we will take a quick tour of what it can offer.



Abintegro