

CAREERS AWARD

*This online award on Moodle greatly improves
your chances of getting a graduate job*



CAREERS AWARD

The Careers Award consists of quizzes and short, easy assignments and is completed entirely online via Moodle. It can be finished in a day. It improves your career planning and job hunting skills and greatly increases your chances of getting graduate level employment.

It greatly increases your chances of getting a graduate job.

The unemployment rate for students completing the award is 2% compared to 5% for those not doing the award.

'I recently had a very successful interview because I put the advice on the module into practice!'

'It would be mad to apply for a job or attend an interview without doing it!'

It improves your career planning and job hunting skills helping with CVs, application forms, interview skills, aptitude tests, assessment centres and choosing a career.

'Before I had only a vague idea of my career path and opportunities, now I am applying for summer internships and know how to effectively sell my skills to a prospective employer and have a much more focused plan for my future.'

'I particularly liked the depth of information that accompanied each quiz and assignment. I feel that I have a significantly greater understanding of the types of careers available, the careers best suited to my strengths and the best ways to secure these careers.'

'I now feel I have a much better idea about where I want to go in life and more importantly how to approach getting there.'

Get your CV professionally reviewed online.

'The review of the CV by a professional enabled me to drastically improve my CV.'

'As an international student, I am used to writing CVs in a quite different manner, so to get feedback through Moodle was very helpful.'

'It has helped me tremendously in applying for jobs, and I am especially thankful for the thorough feedback.'

You get the University of Kent Careers Award and 60 Employability Points. You can add the following to your CV:

'On my own initiative I successfully completed the University of Kent Careers Award which covered identification and development of employability skills, self-awareness, identification of relevant career options, researching opportunities, CV preparation and interview skills.'

Do it from anywhere in the world: students have done it whilst in Spain, Sweden and Hong Kong.

'I liked the flexibility and accessibility of the award. Whilst it is incredibly useful, it is not too time-consuming and can easily be fitted around other studies.'

'You can do it anywhere and in however long you like.'

It can be completed in one day or over several weeks doing a little at a time, and is available in vacations.

'It was so easy, quick and I learned a lot. Without realising, you have finished and have already put together a very good CV and covering letter.'

'I liked the way you could work through it in your own time doing each assignment/quiz when you had spare minutes rather than in large sessions.'

I enjoyed being able to dip in and out of the module as it suited me. It only takes a day to complete (if you work hard!)

It is fun!

'I loved how when I got an incorrect answer it immediately told me why. I also found mapping out my personal skills and what career path would suit me.'

'It is very, very useful! I really love how it makes you to think about your personality and helps you to identify your strengths and weaknesses.'

How to enrol

- Go to moodle.kent.ac.uk
- Type 'Careers Award' or the module code (DP2650) into the module search box and click 'Enrol me in this Module'
- If you have problems enrolling email Bruce Woodcock bw@kent.ac.uk and I'll enrol you
- The final date for completion each year is the 31st July.
- For more information about the award visit www.kent.ac.uk/careers/moodle.htm

You must complete the following twelve quizzes. The pass mark is 75% for each quiz but you are allowed unlimited attempts.

- Employability skills quiz
- How can I develop the skills employers want?
- Test your spelling and grammar
- What makes you happy at work?
- How commercially aware are you?
- CV Test
- CVs and covering letters – drag and drop quiz
- Interview preparation
- Practice interview
- What are the most common interview questions?
- Aptitude tests and assessment centres
- Career planning drag and drop quiz

Plus any three of the following short and easy assignments

- Analyse your skills and learn to make top quality applications
- Do you live to work or work to live?
- Researching careers
- Choosing a career
- Submit a CV
- Using social media in job-hunting
- Action planning

You must also complete the feedback form at the end of the module

Once you have reached done this, email bw@kent.ac.uk with the names of the modules you've done.

Other student comments

“The amount of time put into this is astounding! I spoke to friends from other universities who said they wished they had something like this.”

“It has made me feel a lot more confident when it comes to applications and interviews and has also made me think about skills I have that I didn't think I had before.”

“I enjoyed the depth of the module. It went far beyond general tips on how to write a good CV and prepare for an interview. Rather it went in to detail about the whole process of graduate job search from the beginning to the end.”

“The assignments require you to think deeply about your goals and what you would like to achieve. Assignments such as action planning are a great way to push yourself to putting your goals into practice.”

“It covered every aspect: the early stages of how to apply for a job, how to write a good cv and cover letter, analysing your skills and showcasing them as well as making you think about the reason why we work making me feel better prepared for the future.”

“It was very focused on helping you to work out the best career path for yourself and didn't pressurise you in any way. It is clever how through completing the tasks, with little effort, you realise that you know a lot more about what you want to do in the future and how to go about it.”

“This award has been incredibly informative and an amazing tool, I wish I had done it sooner.”

“I feel that I have a significantly greater understanding of the types of careers available, the careers best suited to my strengths and finally some of the best ways to secure these careers by increasing my employability.”

“The feedback contained so much relevant information specifically for my field of studying and potential career.”

“It takes the overwhelming task of choosing and applying for jobs and makes it more manageable through a step-by-step process.”

VISIT US ONLINE

www.kent.ac.uk/ces

Canterbury

Follow us on Twitter: [@unikentemploy](https://twitter.com/unikentemploy)

Visit our Facebook page

www.facebook.com/UKCES

Medway

Follow us on Twitter: [@ukmemploy](https://twitter.com/ukmemploy)

Visit our Facebook page

www.facebook.com/ukmemployability

The Careers and Employability Service
University of Kent, Canterbury, Kent CT2 7ND
T: +44 (0)1227 823299 E: careerhelp@kent.ac.uk www.kent.ac.uk/ces

© 2016 The University of Kent Careers and Employability Service

University of
Kent