1. KentVision Code and title of the module

HUMA8000 Career Management Skills

## Division and School/Department or partner institution which will be responsible for management of the module

Arts and Humanities

## The level of the module (Level 4, Level 5, Level 6 or Level 7)

Level 7

## The number of credits and the ECTS value which the module represents

1 credit

## Which term(s) the module is to be taught in (or other teaching pattern)

Autumn and Spring

## Prerequisite and co-requisite modules and/or any module restrictions

Only available to Arts and Humanities Postgraduate Taught students

## The course(s) of study to which the module contributes

Compulsory (non-contributory) to the following courses:

All Arts and Humanities Postgraduate Taught courses

## The intended subject specific learning outcomes. On successfully completing the module students will be able to:

* 1. Conceptualise how subject-specific knowledge can be applied in different professional contexts.
  2. Reflect on and evaluate skills acquired through their studies in relation to different career prospects.
  3. Apply a reflective approach to career management and evaluate their own values, attributes and needs.

## The intended generic learning outcomes. On successfully completing the module students will be able to:

* 1. Effectively plan their careers and update their plans as they develop professionally.
  2. Identify the level of their career-readiness, self-reflect on skill gaps and action plan in order to be work ready.
  3. Convincingly present their skills, in a variety of formats including CVs and cover letters, and search, prepare and apply for relevant jobs.
  4. Demonstrate skills in teamwork and networking, and develop confidence.
  5. Critically reflect on the current state of and trends in the job market

## A synopsis of the curriculum

This module supports the academic and professional development of the Arts and Humanities students by helping them better plan and manage their careers. It improves career readiness and enhances employability across a range of sectors, including the private and public sector and the creative and cultural industries. It widens students’ skill set, and offers the opportunity to reflect on, develop and apply skills and subject-specific knowledge in today’s job market. Students will learn how to effectively present their skills in a variety of formats including CVs and cover letters; and how to search, prepare and apply for relevant jobs. They will develop team work skills, networking and confidence, and critically reflect on the current state of and trends in the job market. This module takes a reflective approach to career management allowing students to evaluate their own values, attributes and needs, as well as to develop a better understanding of the skills requirements and recruitment processes for employment, freelance and portfolio careers.

## Reading list

## The University is committed to ensuring that core reading materials are in accessible electronic format in line with the Kent Inclusive Practices.

## The most up to date reading list for each module can be found on the university's [reading list pages](https://kent.rl.talis.com/index.html).

## Contact Hours

Private Study: 2

Contact Hours: 8

Total: 10

## Assessment methods

* 1. Main assessment methods

Participation only (pass/fail)

14.2 Reassessment methods

Like for like

## Map of module learning outcomes (sections 8 & 9) to learning and teaching methods and methods of assessment

**Module learning outcomes against learning and teaching methods:**

| **Module learning outcome** | 8.1 | 8.2 | 8.3 | 9.1 | 9.2 | 9.3 | 9.4 | 9.5 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Private Study** | **X** | **X** |  | **X** |  |  |  | **X** |
| **Workshop** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| **Conference** | **X** | **X** |  |  | **X** | **X** | **X** |  |

**Module learning outcomes against assessment methods:**

| **Module learning outcome** | 8.1 | 8.2 | 8.3 | 9.1 | 9.2 | 9.3 | 9.4 | 9.5 |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Participation** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |

## Inclusive module design

The Division recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

## Campus(es) or centre(s) where module will be delivered

Canterbury

## Internationalisation

Internationalisation is actively incorporated in this module. It considers the job market in the UK and internationally, and reflects on skills, knowledge and attribute in a global context and in relation to a diverse body of students. Internationalisation is also promoted through this module’s teaching methods, as students from diverse backgrounds exchange their experiences, thus promoting cultural awareness, self-awareness, awareness of others, empathy and respect.

**DIVISIONAL USE ONLY**

**Module record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

| Date approved | New or major/minor revision | Start date of delivery of (revised) version | Section revised  (if applicable) | Impacts CLOs |
| --- | --- | --- | --- | --- |
| 20/01/2023 | New | 2023/24 | N/A | No |
|  |  |  |  |  |