

# Career Management Skills Teaching Pack



## What is it?

Building on the best practices developed by the Careers & Employment Service who have been delivering the Career Management Skills (CMS) Module at SHU since 1994, the complete pack will offer a learning experience that will cover all 4 of the core career management skills; Self Awareness, Opportunity Awareness, Decision Making and Transition Skills.

It will be a key resource to embed CMS teaching across the curriculum, and will be an up to date, dynamic and empowering resource for both students & tutors.

It will include supporting elements that will enable all who are (or will be) engaged in employability activities with their students to be fully engaged in the teaching of CMS

## What is involved?

The development of a professionally formatted multi-media portfolio that will comprise:

- A Module Guide incorporating Learning Outcomes & Assessment Criteria
- A structured programme of lectures & PowerPoint's, with tutor notes and prompts
- A set of individual and group exercises and activities
- A range of handouts for photocopying
- A comprehensive list of supporting materials and e-resources
- A brief Tutor Manual on Employability and the development of Career Management Skills

## Why is the project important to the CETL and the University?

- It (the pack) will help embed, integrate & enhance Employability related activity within the curriculum
- It will complement the Employability Audit Instrument that is currently in development, drawing from the same core competences and learning outcomes

- It will assist all academics in engaging with the SHU Employability Framework
- It reinforces the pedagogical principles that underpin the University's LTA Strategy, namely; student-centred, experiential, reflective and deep learning

## What impact do you hope the project will have?

It should increase the career management and employability learning opportunities for students at all levels and modes of study. It is intended that the pack can be used in its entirety as a credit bearing module, and that single components/modules can be taken and integrated into other modules or used as stand alone sessions. In this way it will reinforce the Employability Spine that will be integral to the learning experience of all SHU students. It should encourage more teaching staff to become directly involved in the teaching of Career Management Skills. It will reinforce the pedagogical approaches central to the development of Career Management Skills in students as well making its theoretical underpinning available of all teaching staff.

## Future Developments

It is intended to incorporate a data stick into the pack (for PowerPoint's and other materials) which may give further scope for more interactive/e-teaching resources at a later stage. Related developments for the future include new online CMS materials, and interactive Employability/CMS resources within the SHU e-PDP initiative, delivered via a Blackboard VLE.

## Links

- <http://www.Prospect.ac.uk>
- <http://www.WindmillsProgramme.com>
- <http://www.esect.co.uk>

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