

What is the Career Management Certificate?

A new, 30 credit certificate worth 30 credits which appear on a student's transcript. The Certificate is managed by the Careers Centre.

The modules consist of highly interactive workshops, individual work and the submission of a portfolio for assessment. Each module is worth 10 credits. Students may *either* 3 specific modules in order to achieve a Career Management Certificate, *or* combine 1 or more module from Warwick Skills, to obtain the Warwick Skills Certificate. Students can take the modules at their own pace.

Why students should do it

The modules enhance employability as the skills students have gained during their time at Warwick and developed through these modules can be used on their CV and at interview with graduate employers. It can accelerate the time it takes for a student to identify what they want to do; learn how to present themselves effectively and settle into a graduate level destination on completion of their degree course.

Component Modules

Career Management Skills- the core module. Explores decision making, action planning, reflection and exploration. Includes the graduate application process, assessment centres, CVs, interview skills and effective career research.

MBTI-Helps students to gain an insight into their personality and preferences and those of others, through completion of the Myers-Briggs Type Indicator.

Work Experience -Includes preparation for work experience, help in finding a placement if required and guidance on effective follow-up to maximise the value of the opportunity.

Lost in Translation- Career Planning with PDP-Enables students to identify and 'translate' their study skills and life experiences into the language and attributes employers are looking for. Students produce an annotated CV and are filmed delivering a 30 second elevator speech.

Creative Careers – For students wanting to access the creative arts and industries, helping them to understand the hidden job market and how to enhance their chances of entering it. Students learn how to develop their networking skills and how to understand and apply the theory of 'Planned Happenstance'.

NGOing for It – For students wanting to access work with NGOs, Charities and Not-for-Profit organisations. This module involves representatives from these sectors.

Commercial Awareness-For students who have not studied business but who are keen to develop their understanding of what commercial awareness is and how to acquire it in order to present themselves convincingly in applications and at interview.

For more information on any of the Career Management Certificate courses go to: <http://www2.warwick.ac.uk/services/careers/undergrad/careermanagementcertificate/> or contact Anne Wilson, course manager at A.E.Wilson@warwick.ac.uk

Facts and Figures to date

162 students have so far completed modules during the current academic year, with 3 'graduates' to date. A cross section of students from all faculties have attended, with the recent end of term summer attracting substantial numbers of finalists. Highest take up has been from Economics, English, History, Law and WBS.

In students' own words:

"This was really useful. It should be compulsory for every first year" (Career Management Skills)

"A very good module, would particularly recommend it to students who have no clue about their future and need some motivation." (Lost in Translation- Career Planning with PDP)

"PRACTICAL advice- a refreshing change for an Arts student." (Creative Careers)

"I have been really inspired by the content and the style of the course. I thought that it would be difficult to combine the practical careers advice with the academic theorising but the tutors pulled it off really well. What I was most impressed with was that the ethos of the subject matter –taking action, making a difference, working together- was mirrored in the style of teaching. Loved that the teaching room (Reinvention Centre) set up mirrored democratic group work and social action" (NGOing for It).

Why we believe in it

"The quality of student portfolios has at times been awe inspiring. For many students the experience of working with a range of students from other disciplines and being expected to work outside their natural comfort zone has increased their self-awareness and self-confidence tremendously."

Benefits for Tutors

- Developing a range of skills and undertaking experiences beyond the academic environment helps students to develop their self confidence, encourages participation in group discussion and improves presentation skills;
- Students, in particular those students from non-vocational courses, understand more clearly what they are gaining from their particular degree and how this is relevant to life beyond Warwick, which can increase motivation:
- Understanding the competitiveness of the graduate labour market can focus student attention on the importance of a good degree result and the work required to achieve this;
- By developing a set of skills which will add to their employability, students are more likely to progress sooner into a graduate level destination, which will impact positively on departmental DLHE statistics.

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