



CEL TOOLKIT

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CAREERS & EMPLOYABILITY SERVICE OVERVIEW

The world of work is rapidly changing and it is imperative that Careers & Employability provide high quality career and employability education, supporting students to successfully navigate in and around this new world. Careers and Employability staff acknowledge that USQ students engage in tertiary studies at various points throughout their professional life. The services provided aim to support all students, through curricular, co-curricular and extra-curricular activities, to reflect on their experiences, contextualise their learning within the context of their careers and to further develop their employability capabilities for the future world of work.

Career Education

- 1 on 1 and small group career conversation: career planning & preparation
- Developing & maintaining a research career
- Careers in Curriculum: working with faculty to embed employability into programs
- HDR Career Conversations Webinars & Resources

Entrepreneurship & Innovation (The Ignition Project)

- Workshops and webinars
- Innovation Challenges using IDEO-certified design thinking methodology
- Group and 1:1 mentoring and brainstorming sessions
- Online resources to help start a new business

Employability & Employment

- Professional networking and LinkedIn support
- Events: virtual career fair, employer webinars, networking events
- Helping students with applications: Resumes, cover letters, selection criteria and interviews

Industry Relationships

- Industry and alumni mentoring
 - Industry work experience, workplace visits
 - HDR Career Conversations Webinars & Resources
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IMPLEMENTATION OF THE CAREERS & EMPLOYABILITY LEARNING FRAMEWORK







This document provides a framework for a coordinated, coherent and consistent approach to embedding employability learning at USQ. This document contains:

- The Careers and Employability Learning (CEL) Framework. This Framework is educative and presented in three developmental stages: *Plan, Decide and Compete* (which may equate to the first, second, third and beyond years of study in both undergraduate and postgraduate studies)
- Sample activities lecturers may choose to use to support the embedding of employability into their programs and individual courses (based on the CEL)
- Support available to lecturers with links to current resources
- A continuum of support which illustrates the ways Careers & Employability (C&E) can support lecturers (from provision of resources/links through to co-designed content tailored to programs and/or course level).
- Further support can be found at [Careers in Curriculum](#)

The CEL framework and sample activities have been organised to:

- Provide a relevant developmental careers and employability learning activity
- Examples of how the activity could be embedded into curriculum or promoted as a curricular/co/extra activity
- Link to the CEL

USQ Careers and Employability Learning (CEL) Framework

	 Decide	 Plan (and do)	 Compete (Apply and Succeed)
 Professional Identity	<p>Outcome 1: Identify one's interests, values and personality in the context of vocational and life planning</p> <p>Outcome 2: Synthesise one's key strengths, goals and motivations into a rounded personal profile</p> <p>Outcome 3: Articulate a statement of purpose to help guide decisions and career adaptive behaviours</p>	<p>Outcome 1: Develop career decisions that are aligned with professional and personal values, interests and motivations</p> <p>Outcome 2: Appraise strengths, skills and experiences to identify gaps and strategies for future development</p> <p>Outcome 3: Build a preferred professional identity and methods of communicating and representing personal brand</p>	<p>Outcome 1: Critically evaluate personal experiences and preferences to clarify fit with potential employers and opportunities</p> <p>Outcome 2: Communicate a professional identity consistent with a career professional</p> <p>Outcome 3: Devise strategies for effectively positioning one's self in the modern labour force</p>
 Career Management	<p>Outcome 1: Develop a self-reflective stance to curricular, co-curricular and extracurricular activities, including professional experience</p> <p>Outcome 2: Clarify sense of aspiration and a proactive, adaptive and opportunity seeking disposition</p> <p>Outcome 3: Plan and implement strategies to manage your career and apply a flexible mindset to career planning</p>	<p>Outcome 1: Research graduate employment opportunities and programs relating to a field of study/preferred employment or enterprise pathways</p> <p>Outcome 2: Articulate transferrable skills through the analysis of employability enhancing activities and experiences.</p> <p>Outcome 3: Employ career management, planning and organisational skills</p>	<p>Outcome 1: Employ an entrepreneurial mindset for strategic career planning</p> <p>Outcome 2: Evaluate the importance of lifelong learning opportunities, effective career transition skills and development strategies to facilitate these</p> <p>Outcome 3: Exercise adaptability, resilience and pragmatism in the pursuit of career and employment goals</p>
 Industry aligned and engaged	<p>Outcome 1: Develop a broad understanding of changing economic, social and employment conditions and how a field of study relates to various industries</p> <p>Outcome 2: Identify personal, professional and support networks and connections and develop strategies to strengthen connections to your profession</p> <p>Outcome 3: Articulate links to occupational opportunities, pathways and the changing world of work</p>	<p>Outcome 1: Connect with people, organisations, industries and resources that might provide work, experience, mentoring and/or networking opportunities</p> <p>Outcome 2: Prepare a quality application portfolio (i.e. resume, digital profile, portfolio, selection criteria, etc.) to enhance employability</p> <p>Outcome 3: Engage with industry through WIL, industry events, networking and engagement with professional associations</p>	<p>Outcome 1: Continue to engage in professional mentoring and WIL opportunities to support connection to industry and career goals</p> <p>Outcome 2: Capitalise on existing relationships and networks with employers and industry connections to transition into or through your professional field</p> <p>Outcome 3: Enhance your understanding of graduate opportunities and pathways to employment with employers and industry</p>

USQ Careers & Employability

The *Careers and Employability CEL Framework* has been based on Careers and Employability research frameworks and theories including:

[The Australian Blueprint for Career Development](#)

MCEECDYA, 2010 The Australian Blueprint for Career Development, prepared by Miles Morgan Australia, Commonwealth of Australia, Canberra.

[DOTS Model](#)

The DOTS model considers four key aspects of employability: Decision learning, Opportunity Awareness, Transition Learning and Self-Awareness.

The psycho-social constructs and dimensions of employability

Fugate, M., Kinicki, A. J., & Ashforth, B. E. (2004). Employability: A psycho-social construct, its dimensions, and applications. *Journal of Vocational Behavior*, 65(1), 14-38. DOI: 10.1016/j.jvb.2003.10.005

Dacre Pool & Sewell's CareerEDGE Employability Development Profile

Pool, L. D., Qualter, P., & Sewell, P. J. (2014). Exploring the factor structure of the CareerEDGE employability development profile. *Education+ Training*

Social Cognitive Career Theory.

Brown, S. D., & Lent, R. W. (2018). Promoting adaptive career behavior: A Social Cognitive Career Theory perspective.

Systems Theory Framework.

Patton, W., & McMahon, M. (2014). *Career development and systems theory: Connecting theory and practice* (3rd edition.). Sense Publishers.

SUGGESTED ACTIVITIES ALIGNING WITH THE FRAMEWORK











Key for the options of implementation:

- The initiative can be fully coordinated and implemented by USQ Careers & Employability.
- Support can be provided by USQ Careers & Employability to the Academic in the coordination and implementation of the initiative.
- Services and resources can be tailored by USQ Careers & Employability to fit the discipline, industry and need.
- Academic can access the already prepared resources.
- Initiative can be fully coordinated and implemented by Academic.









DECIDE

- Professional Identity**
- Outcome 1:** Identify one's interests, values and personality in the context of vocational and life planning
 - Outcome 2:** Synthesise one's key strengths, goals and motivations into a rounded personal profile
 - Outcome 3:** Articulate a statement of purpose to help guide decisions and career adaptive behaviours
- Career Management**
- Outcome 1:** Develop a self-reflective stance to curricular, co-curricular and extra-curricular activities, including professional experience
 - Outcome 2:** Clarify sense of aspiration and a proactive, adaptive and opportunity seeking disposition
 - Outcome 3:** Plan and implement strategies to manage your career and apply a flexible mindset to career planning
- Industry aligned and engaged**
- Outcome 1:** Develop a broad understanding of changing economic, social and employment conditions and how a field of study relates to various industries
 - Outcome 2:** Identify personal, professional and support networks and connections and develop strategies to strengthen connections to your profession
 - Outcome 3:** Articulate links to occupational opportunities, pathways and the changing world of work

Activities:

Suggested Activity	Specific Example	Curricular /Co/Extra	Outcome	Resources	Implementation types				
									
Professional Identity									
Incorporate content that focuses on career choice and identity	Incorporate activities where students consider their interests/skills/values/strengths. This may include asking students to complete the career profile on MyFuture and relate the results to their program choice. Students then discuss how their results relate to their program choice in a group setting and actions they might need to take to better align their interests with their studies.	Curricular	1,2,3	MyFuture.edu.au					
Incorporate content that helps students understand where their degree can take them	Provide and discuss examples of job advertisements and the requirements of these. This can be achieved by completing a general search on a national recruitment site, using no filters. Highlight how course learnings relate to the skills required in the position description.	Curricular	1,2,3	LMIP Job Outlook					

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	Incorporate activities that require students to research the labour market. One activity could be guided by the C&E Industry Investigation worksheet . Alternatively, students could be asked to use Job Outlook to identify industries where their qualification may be relevant.	Curricular	1,2,3	Careers and Employability						
Encourage students to seek out opportunities to explore new projects relevant to interests/values	Become a Student Leader - refer to opportunities Volunteering opportunities advertised through Access, State Volunteering databases or Seek Volunteering	Extra-curricular	1	Student Life Student Leaders VolunteeringQld NSW Volunteer Seek Volunteering						
Lecturer to share own career story	Incorporate this career story into a lecture early in the semester and include your own statement of purpose. Link this story to key career decisions - the why you have chosen this path, and the decisions that most affected your journey	Curricular	3							
Lecturer to examine the industry/field relevant to the program of study and explore changes over time to this field, highlighting the changing nature of work and industry over time	Incorporate into early week lecture or Moodle Chat forum - have students reflect on these changes in relation to decision to study and career thinking	Curricular	3							
Articulate Statement of Purpose	Incorporate an activity where students are asked to reflect on and write about: - Why they chose this degree - How they feel this aligns with their interests/skills/strengths - What is their current purpose? What are they hoping this degree will enable them to achieve?	Curricular	3	Book an appointment Career Insights First Steps to Employability						

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	<ul style="list-style-type: none"> - Discuss/Share with lecturer - Student may be referred to C&E for further discussion if there if clarity of purpose is lacking 									
Articulate required career adaptive behaviours	Ask students to reflect on the career behaviours that are required by employers eg. Teamwork. Ask students to reflect on their current career behaviours and identify where these may require adaptation during their study period in order to develop their professional identity	Curricular	3			●	●			
Career Management										
Make an appointment with a Career Development Practitioner to discuss career plans	<p>Potentials topics for discussion:</p> <ul style="list-style-type: none"> ● Reflect on your strengths, values and attributes to your study/career plans. ● Align your study path with career plans. ● Initiate a career plan (including short term & long term plans) ● Measure current level of employability 	Extra-curricular	1, 2, 3	Book an appointment		●				
Students complete AGrades – a self-report measure of a student's current employability capacity	Refer students to AGRADES (USQ's Australian Graduate Employability Scale) website and ask students to complete; guide a discussion on results within the context of your Course	Curricular	2,3	AGRADES			●			
Students explore options to undertake volunteering as a means to developing skills, knowledge and professional attributes	<p>Search opportunities on Volunteering websites, such as Volunteering Qld, Volunteering NSW, Seek Volunteer, Pro Bono Australia.</p> <p>Note: Industry professional associations often advertise volunteer roles</p>	Extra - Curricular	2, 3	ProBono Australia VolunteeringQld NSW Volunteer Seek Volunteering		●	●	●		
Students advised to begin collecting evidence of your skills, achievements and work experiences	Guide students through the use of the USQ ePortfolio in a tutorial session, engaging students in what information would be useful to keep. Include assessment pieces as well	Curricular	3	ePortfolio		●	●			●
Explore the resources, events and programs available on Access	Encourage students to consider the wide range of careers and employability resources that are available to them on Access	Extra-curricular	2	Careers and Employability		●				

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Career Resilience & Career Adaptability, entrepreneurial mindset	Tutorial/Lesson Activity - Barriers and challenges. Incorporate activities that examine career disruptions - (Covid, Financial crises, technological developments, changes in funding) and discuss strategies for effectively managing these	Curricular	3	Developing Resilience Lecture Slide Entrepreneurship Lecture Slide Career Insights Adaptability Career Insights Entrepreneurship Part1 Career Insights Entrepreneurship Part 2	●	●			
Aspiration	Consider examples of successful individuals within your field who have overcome challenges, adapted and demonstrated resilience What can you learn from these careers? Consider inviting a guest speaker to join a lecture or referring a student to a podcast interview as part of a tutorial activity	Curricular	3	Career Insights USQ Alumnus of the Year 2020	●	●			
Career management strategies	Riding the highs and lows tutorial activity. In a group, identify the potential highs and lows of being a student in your field of study and together brainstorm strategies to maximise the good and overcome the not so great.	Curricular	1	Ignition Project	●	●			
Industry aligned and engaged									
Course Objectives	In first lecture cover how this course relates to industry. Contextualise course objectives within a career context - assisting students to understand the “why” the course is relevant.	Curricular	3				●		
Volunteering	Search opportunities on Volunteering websites, such as Volunteering Qld , Volunteering NSW , Seek Volunteer , Pro Bono Australia . Industry professional associations often advertise volunteer roles.			ProBono Australia VolunteeringQld NSW Volunteer Seek Volunteering		●			●

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Make an appointment with the USQ Careers and Employability Team to discuss making the most of your time at USQ to maximise your employment prospects	Short and long term planning for prospective jobs and career; assessment of and planning student's employment to gain necessary skills for graduate employment	Extra-curricular		Book an appointment	●				
Invite in industry guest speakers and / or alumni.	Lecturers to invite various industry leaders to participate in lectures and events with a focus on how students should begin to consider their professional identity and engage with employers through their learning journey	Curricular and extra-curricular	1,2,3		●				
Organise site visits as part of courses	C&E can assist with coordinating site visits Current example: C&E coordinated material engineering students visit to Wagners Composite Fibre Technologies	Extra-curricular	1,2,3			●			
Innovation Challenge	Use design thinking methodology to workshop potential solutions alongside industry partners. Semester-long projects.	Extra-curricular	1,2,3	Innovation Challenge	●				
USQ Phoenix Awards	Enrol in the Phoenix Award - through formal recognition of extra and co-curricular activities completed while studying, students can show future employers exactly what they have learned	Extra-curricular	1,2,3	USQ Phoenix Awards		●			●
USQ HDR Research Network	Begin to network within the research community; Identify research colleagues, professional associations & journals; refer students to the Discussion Group Forums	Extra-curricular	1,2,3	USQ HDR		●			●
Gain an awareness of WIL opportunities available in second and third year – consider application dates and preparedness for placement	Complete a networking mapping activity - where students identify potential contacts relevant to their skills and field of interest. Could be a group activity.	Curricular	2	USQ CIC	●	●			

PLAN & DO

Professional Identity	<p>Outcome 1: Develop career decisions that are aligned with professional and personal values, interests and motivations</p> <p>Outcome 2: Appraise strengths, skills and experiences to identify gaps and strategies for future development</p> <p>Outcome 3: Build a preferred professional identity and methods of communicating and representing personal brand</p>
Career Management	<p>Outcome 1: Research graduate employment opportunities and programs relating to a field of study/preferred employment or enterprise pathways</p> <p>Outcome 2: Articulate transferable skills through the analysis of employability enhancing activities and experiences.</p> <p>Outcome 3: Employ career management, planning and organisational skills</p>
Industry aligned and engaged	<p>Outcome 1: Connect with people, organisations, industries and resources that might provide work, experience, mentoring and/or networking opportunities</p> <p>Outcome 2: Prepare a quality application portfolio (i.e. resume, digital profile, portfolio, selection criteria, etc.) to enhance employability</p> <p>Outcome 3: Engage with industry through <u>WIL</u>, industry events, networking and engagement with professional associations</p>

Activities:

Suggested Activity	Specific Example	Curricular/ Co/Extra	Outcome	Resources	Implementation types				
Professional Identity									
Encourage student participation in mentoring Programs e.g. USQ Mentoring Program	Encourage students to connect with mentors to further understandings about the student's preferred industry. UltiseC&E online mentoring program to align to your program.	Extra / Co-curricular	1, 2	USQ Mentoring Program					
Encourage participation in volunteering	Search opportunities on Volunteering websites, such as VolunteeringQld , VolunteeringNSW , SeekVolunteer , Pro Bono Australia . Industry professional associations often advertise volunteer roles.	Extra-curricular	1	VolunteeringQld VolunteeringNSW SeekVolunteer , Pro Bono Australia .					

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Encourage participation in USQ's Industry Experience Program (IEP) and Internships	Promote the benefits of participating in Industry Experience Programs and internships Ask students to source examples of companies offering relevant internship and summer/winter work experience programs.	Extra / Co-curricular	1,2	Careers and Employability					
Ensure student are prepared for professional placement	Work with C&E to embed placement preparation tailored to your program. Students can be referred to C&E for support sourcing placements e.g. PWE 3000, CSC3600 and other compulsory work experience (Professional Placement) ENG3909	Curricular	1,2						
Highlight the important of participation in professional associations &/or regulatory bodies.	Investigate all related associations and membership options. Evaluate the advantages of membership. Lecturer to promote relevant industry associations to students through Study desk forums	Extra / Co-curricular	1, 2, 3	USQ degree home page for list of professional accreditations Professional Associations Lecture Slide Job Outlook 'Useful Links and resources' eg Public Relations and Sales Manager Advertising Public Relations and Sales Manager					
Develop (or update) LinkedIn profile	Encourage students to create a LinkedIn profile with any professional development, work experience, new connections and a group membership.	Co / Extra	3	Creating a LinkedIn profile LinkedIn review					

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	Students can submit LinkedIn profile for review by Careers & Employability			LinkedIn Lecture Slide Networking Lecture Slide					
Encourage student participation in careers and employability events throughout the year	Encourage student engagement and participation in: <ul style="list-style-type: none"> • Career Insights Conference (November) • Online Career Fair (March) • Law Q&A panel • Chamber of Commerce Events • Chamber of Commerce Breakfast • Events organised in collaboration with O&E and Alumni • Virtual Coffee Catch Ups with Employers 	Extra-curricular	1, 2, 3	2019 Career Insights Conference 2020 Online Career Fair Careers and Employability	●	●			●
Guest lectures from industry and professional associations	Invite employers and industry representatives as guest lecturers focusing on alignment of degree to industry, professional identity and career management as a student professional	Curricular	1, 2, 3		●	●	●		●
Career Management									
Explore labour market data	Encourage students to explore various labour market information sites – ask students to connect their understanding of their industry with data provided on these sites	Curricular	1,3	Job Outlook, Labour Market Information Portal, LMIP Special reports, Recovery Monitor Australia,		●			●
Career Planning	Encourage students to revisit their career plan with a Career Development Practitioner to re-affirm alignment between study goals, career goals and employability development	Co / Extra	1, 2, 3	Careers Planning and Advice	●				●
EMP 2020/2030	Consider encouraging students to select EMP2020 Career Success or EMP 2030 Employability and Professional Skills as electives	Curricular	1, 2, 3	EMP Handbook					●
Industry Aligned and Engaged									

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Prepare a quality application portfolio	Have students develop their resume and write responses for selection criteria for jobs in their field Alternatively, Student can upload their resume for review at C&E	Curricular	2	Recruitment Support Resumes Lecture Slide					
Reflect on employment opportunities in your preferred field of employment	Encourage students to explore employment opportunities available in their preferred field of employment and consider the employability assets (resume, selection criteria) they can use to apply for these opportunities	Curricular/ Co / Extra	1						
Engaged in industry events offered at USQ and by employers	Encourage students to participate in industry events offered through USQ, employers and professional associations. Have students reflect on their engagement and learnings <ul style="list-style-type: none"> Speed dating/coffee chats with employers C&E organizes virtual networking with employers who have current employment opportunities, for students to engage and prepare their applications) Q&A panels (tailored for your program area online/F2F) 	Curricular/ Co / Extra	3	Virtual Coffee and Conversation					
Host a simulated graduate recruitment program for your students	Students work through a simulated assessment procedure (Online/F2F) alongside C&E – these can be tailored to your program area. Currently available in: <ul style="list-style-type: none"> Nursing Law Paramedicine These programs are blended delivery focused on simulated online application, video interviewing, psychometric testing and participation in an assessment centre. Students are provided with individualised and group feedback through all stages.	Co / Extra	2,3	Careers & Employability					
Informational Interviewing	Have students consider three people they admire or want to connect with in their industry. Map out a step-by-step strategy for how they might connect with them. Use informational interviewing to ask them questions about the industry (be sure not to ask for a job!)	Co / Extra-curricular	1,3	Careers & Employability					

COMPETE (APPLY & SUCCEED)

- | | |
|-------------------------------------|---|
| Professional Identity | <p>Outcome 1: Critically evaluate personal experiences and preferences to clarify fit with potential employers and opportunities</p> <p>Outcome 2: Communicate a professional identity consistent with a career professional</p> <p>Outcome 3: Devise strategies for effectively positioning oneself in the modern labour force</p> |
| Career Management | <p>Outcome 1: Employ an entrepreneurial mindset for strategic career planning</p> <p>Outcome 2: Evaluate the importance of lifelong learning opportunities, effective career transition skills and development strategies to facilitate these</p> <p>Outcome 3: Exercise adaptability, resilience and pragmatism in the pursuit of career and employment goals</p> |
| Industry aligned and engaged | <p>Outcome 1: Continue to engage in professional mentoring and <u>WIL</u> opportunities to support connection to industry and career goals</p> <p>Outcome 2: Capitalise on existing relationships and networks with employers and industry connections to transition into or through your professional field</p> <p>Outcome 3: Enhance your understanding of graduate opportunities and pathways to employment with employers and industry</p> |

Activities:

Suggested Activity	Specific Example	Curricular/ Co/Extra	Outcome	Resources	Implementation types				
Professional Identity									
Who do you want to work for?	Ask students to select an employer in their industry and research their values. <ul style="list-style-type: none"> What can you ascertain about that company? Do their values align with yours? Will you be happy? 	Curricular (S1) / Co	1						
What do you seek in meaningful work?	Meaningful work includes: Flexibility, financial, location, value, make difference, career advancement and more!	Curricular	1	Careers & Employability					

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	Recommend students investigate what is meaningful to them using an Informational interview format								
Connect in with your hidden job market	Engage with your professional networks and seek out opportunities. Assist students identify the Professional Association relevant to their interests. Refer students to the Professional Association resource available from C&E.	Curricular	2,3	Careers & Employability	●	●			
Research is attractive to employers	HDR Focus. Research skills are valuable in all industries. Support students to identify their transferable skills and align these skills to a professional job they have identified.	Co-curricular	3	Careers & Employability		●			
Review LinkedIn profile	Ask students to find a LinkedIn profile of a career professional they admire. Note why this profile impresses them. Update profile with any professional development, work experience, new connections and a group membership. Submit LinkedIn profile for review by C&E	Co/Extra-curricular	2	Creating a LinkedIn profile LinkedIn review LinkedIn Lecture Slide	●	●			
Encourage students to apply for the Australian Financial Review Top100 Future Leaders	Refer students to Career & Employability for further information	Extra-curricular	1,2,3	Top100 Careers & Employability	●				
Encourage student participation in mentoring Programs e.g. USQ Mentoring Program	Explain the importance of having a mentoring and examine ways to connect with this individual.	Extra-curricular	1,2,3	USQ Mentoring Program	●				
Student to choose a leader in their field	Assessment Activity: Research this leader and write about what attributes make them an admirable leader/professional	Curricular			●	●			●
Job Application Documents	Students should be actively applying for graduate opportunities - support (and review of applications) can be provided by C&E team.	Curricular/Extra-curricular	2	Resume and Cover Letter Review	●	●			

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Interview Skills	<p>Provide opportunities for students to participate in mock interviews through USQ's online video interviewing platform - Big Interview. This platform is tailored to program and industry areas – students can undertake multiple mock online interviews independently or lecturers can set it up as an assessment item</p> <p>Lecturers could have students conduct mock interviews with peers using live job advertisements</p>	Curricular /Extra	2	Big Interview Interview Lecture Slide	●	●				
Career Management										
Research graduate job opportunities and understand due dates and criteria	<p>Encourage students to attend Career Fair for graduate employment advice and to consider the graduate opportunities on Access Provide links to these on StudyDesk</p> <p>Have students set up notifications on Grad Recruitment sites, such as GradConnection, SEEK, Grad Australia and USQ's Access jobs board</p>	Co/Extra	2,3	USQ Access USQs Online Career Fair GradConnection GradAustralia Seek	●	●			●	
Review/create a job search strategy	In the context of your industry, your strengths, modern recruitment practices identify the search strategies you will employ. Have students share job search strategies	Curricular	2	Strategic Job Search Lecture Slide Careers and Employability	●	●			●	
Lifelong learning	<p>Define lifelong learning and its contribution to the individual, communities and broader economy</p> <p>Consider how your learning may continue beyond these studies:</p> <ul style="list-style-type: none"> • Post Grad studies • MOOCS • Active engagement with professional associations • Professional reading • Maintain an open and inquisitive mind 	Curricular	2		●	●			●	
Transition	Tutorial/Lecture/Assessment	Curricular	2	edx.org lynda.com	●	●			●	

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	<ul style="list-style-type: none"> Consider statistics around how often people change careers; discuss associated challenges; discuss strategies for preparing for these (maintaining currency) Consider the portfolio careers and its relevance to students in the field; reflect on entrepreneurial approaches to job seeking Consider new and emerging roles within the industry e.g. the rising role of e-sports 			Coursera FutureLearn Udacity						
Reflect on transferable skills developed through program of study	Tutorial/Lecture/Assessment <ul style="list-style-type: none"> Consider how transferable skills are required in jobs Reflect on transferable skills developed throughout the student's program of study Have the student evaluate their development of transferable skills and identify strategies for improving 	Curricular	2,3		●	●			●	
Industry Aligned and Engaged										
Understand submission dates for preferred employment and actively job seek	Encourage students to analyse graduate employment opportunities in their preferred field/ location.	Extra-curricular	2,3		●	●			●	
Continue active participation in industry aligned events and programs	Encourage students to actively engage with industry aligned events and programs (sources from employers, professional associations and USQ). Have students identify specific information they are seeking through active participation. C&E events include: <ul style="list-style-type: none"> The Big Meet Career Fair Careers Insights Conference Masterclass webinars tailored to program areas (C&E organizes webinars with government, industry leaders, and professional associations to update students regarding latest information for their fields) USQ Mentoring program 	Extra-curricular	2,3	Careers and Employability Career Insights Networking and Career Conversations	●				●	
WIL/Work Experience	Encourage students to actively engage in WIL opportunities both within and outside of curriculum	Curricular /Co/Extra	1,2,3	USQ CIC	●	●			●	

USQ Careers & Employability

	<p>C&E has provided <u>WIL</u> opportunities for students in workplaces and online</p> <ul style="list-style-type: none"> • Online industry projects for CSC3600, CIS8500 • Workplace based projects for PWE3000, CIS8500 									
Alumni/Industry Transition Activity	<p>Invite Alumni/Industry professionals into class to speak about the transition from the final year of studies to:</p> <ul style="list-style-type: none"> • The workforce • A different position within the same organisation • A new job in a new industry/company • A promotion <p>A panel discussion would work well here. Topics could include:</p> <ul style="list-style-type: none"> • Transitional challenges and strategies for adapting well • Making a positive start • Graduate opportunities • Succeeding in your new industry • Maintaining currency once your leave academia 	Curricular	2,3			●	●			●
Employer Connections	<p>Encourage students to prepare for an informational meeting with a prospective employer. Encourage students to develop a list of questions which will help them to learn more about the most effective job-hunting strategies. Discuss.</p> <p>As a “fun” activity, students could develop a list of “fails” - actions that have failed to impress prospective employers. These could be shared to a Course Wall or discussed in class.</p>	Curricular	3			●				●
Employer Research	<p>Activity (in class or research): Students are to consider:</p> <ul style="list-style-type: none"> • What makes a “balanced” graduate”? (Sound academic performance/involvement in extra-curricular activities/leadership etc • What attributes do employers value? • What are their key transferable skills? • How could these transferable skills help them transition between jobs/industries? 	Curricular	3	Careers and Employability Careers in Curriculum Current C&E Literature		●	●			●

HOW CAN USQ CAREERS AND EMPLOYABILITY HELP YOU?

Visit: <https://www.usq.edu.au/current-students/career-development/careers-in-curriculum>

Careers in Curriculum

Learn more about the range of resources, strategies and events available to support academics seeking to assist their students with career development.

USQ Careers & Employability supporting you >
Careers and Employability Learning Framework.

Request Support >
Complete this form to request support from USQ Careers & Employability.

WIL Integration Support for Academics >
Support for integrating work integrated learning.

Study Desk Resources >
Share an overview of the supports available that are most relevant to your students.

Lecture Slides >
Range of slides that are easily integrated into any learning resource.

Events and Programs >
Working together to plan and coordinate career and employability events.

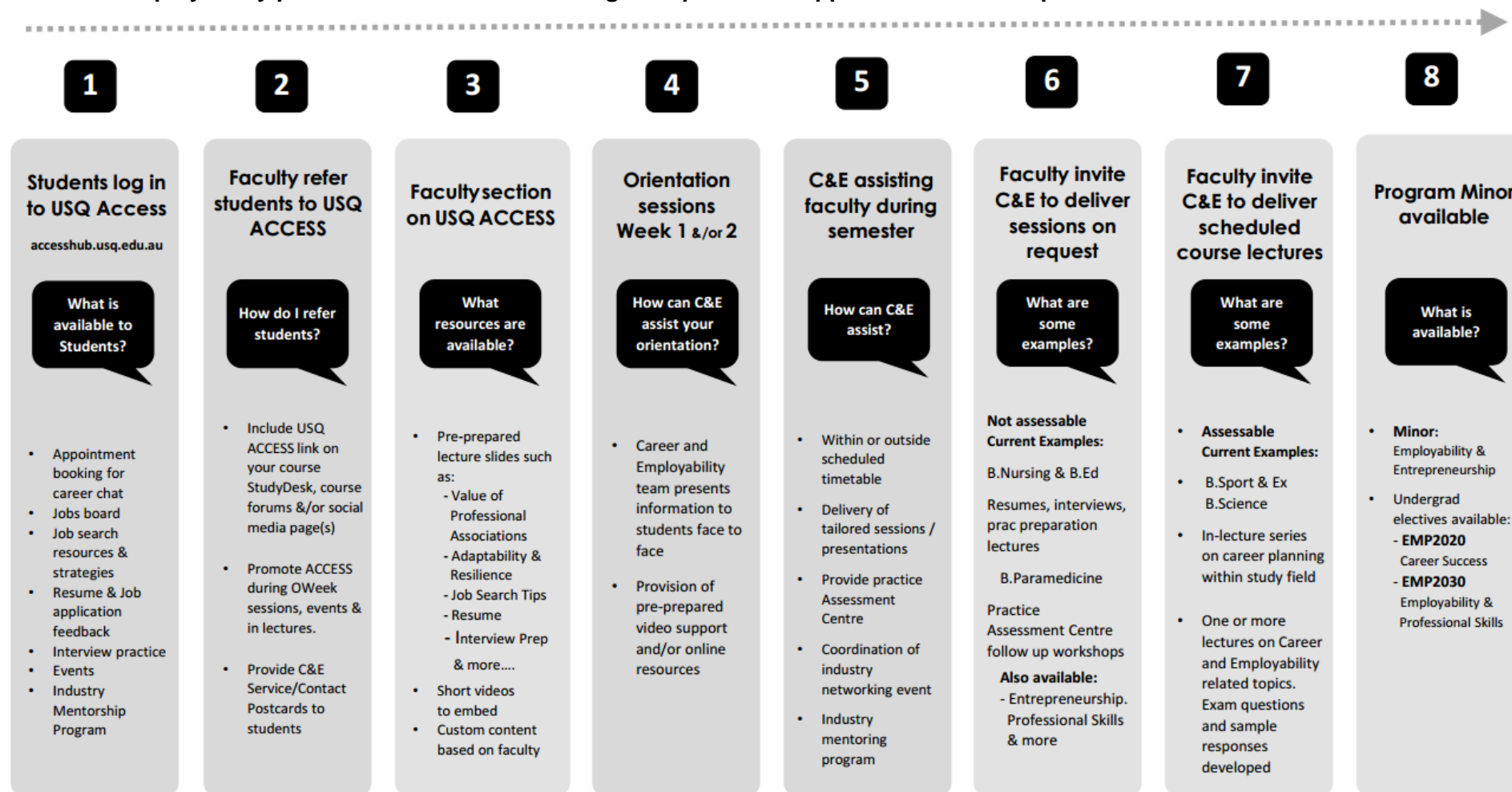
Careers and Employability Minor >
Undergraduate Careers and Employability course.

Employability Resources >
Resources available to share with your students.

Current Literature and Resources >
Access current careers and employability literature and resources.

CAREERS & EMPLOYABILITY SERVICE CONTINUUM

Careers & Employability provide academics with a range of options to support them in the implementation of careers education.



Further details available at: <https://www.usq.edu.au/current-students/career-development/careers-in-curriculum/usq-careers-and-employability>

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