



# Careers Employability and Work-based Learning for PhD students (10 ECTS)

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## Module Timetable 10 ECTS 2025 2026



NATIONAL FORUM  
FOR THE ENHANCEMENT OF TEACHING  
AND LEARNING IN HIGHER EDUCATION



AN tÚDARÁS um ARD-OIDEACHAS  
HIGHER EDUCATION AUTHORITY



Rialtas na hÉireann  
Government of Ireland

## Workshop & Assignment Timetable

Session or Assessment Title	Mode	Details	Date	Time
<b>Complete Skills Audit and Reflective PDF and bring to in-person day</b>	Individual	Due Date	<b>14<sup>th</sup> January 2026</b>	n/a
<b>Welcome and overview</b>	In Person	<b>Room 201, 2<sup>nd</sup> Floor, 7-9 Sth. Leinster St.</b>	<b>Thursday, 15<sup>th</sup> January 2026</b>	10.30am
<b>Workshop:</b> Networking with confidence	In Person	<b>Room 201, 2<sup>nd</sup> Floor, 7-9 Sth. Leinster St.</b>	<b>Thursday, 15<sup>th</sup> January 2026</b>	11:00am-1:00pm
<b>Workshop:</b> Mapping Skills onto Career Options	In Person	<b>Room 201, 2<sup>nd</sup> Floor, 7-9 Sth. Leinster St.</b>	<b>Thursday, 15<sup>th</sup> January 2026</b>	14:00pm - 16:00pm
<b>Workshop:</b> The Art and Craft of a Great CV & Cover Letter	Online	Session and supporting materials available on Blackboard	19 <sup>th</sup> Jan onwards	N/A
<b>Workshop:</b> Preparing for your Work-Based Learning	Online	Session and materials available on Blackboard	26 <sup>th</sup> Jan onwards	N/A
<b>Workshop:</b> Designing your Career	Online	Session and materials available on Blackboard	9 <sup>th</sup> Feb onwards	N/A
<b>Workshop:</b> Navigating the Emotions of Planning & Managing your Career	Online	Session and materials available on Blackboard	23 <sup>rd</sup> Feb onwards	N/A
<b>Online Activity:</b> Reflecting on your Work-based learning experience	Online	Available on Blackboard from February. Complete after 100 hours of WBL	23 <sup>rd</sup> Feb onwards	N/A
<b>Assessment 1 - Skills of a PhD Poster Project</b>	Group	Due Date	<b>27<sup>th</sup> February 2026</b>	5:00pm
<b>Workshop:</b> Presenting your Best Self at Interview	Online	Session and materials available on Blackboard	9 <sup>th</sup> March onwards	N/A
<b>Workshop:</b> Intercultural competence and the Global Workplace	Online	Session and supporting materials available on Blackboard	23 <sup>rd</sup> March onwards	N/A
<b>Assessment 2 - Individual CV Review Session</b>	In-person	Due Date	<b>24<sup>th</sup> April 2026</b>	5.00pm
<b>100 hours of self-sourced WBL Experience</b>		Completed by:	19 <sup>th</sup> June 2026	
<b>Assessment 3 – Critical Reflective Essay</b>	Individual submission	Due Date	<b>26<sup>th</sup> June 2026</b>	5:00pm
<b>Assessment 4 – WBL Self-assessment</b>	Individual submission	Due Date	<b>26<sup>th</sup> June 2026</b>	5:00pm
<b>WBL Reference form submitted</b>	Individual submission	Due Date	<b>26<sup>th</sup> June 2026</b>	5:00pm

## Timeline of Module Commitments

### Pre-Module:

- Skills Audit and Reflective PDF: 3 hours
- Introduction to the Module Podcast and Student Handbook: 1 hour

### During Module:

- Online sessions: 2 hours each (you can pause, reflect, and restart these at any stage)
- Face-to-face sessions: 1 day event (overview, 2x face-to-face workshops and lunch) on **15<sup>th</sup> January 2026** (compulsory attendance)
- Reflective journal entries: 1 hour per week (these are optional but recommended)
- Prepare/apply/reflect/recall/extend tasks: 1 hour per week (these are optional but recommended)
- Optional additional webinars/activities: 1 hour each (videos on MyCareer resources, also on Blackboard, keep an eye on MyCareer for upcoming events)
- Work-based learning experience: 100 hours
- Assessments: 40 hours for critical reflection, 5 for Group Poster Project, 5 for CV & Cover Letter Review, 10 for WBL reflection

### Estimated total time commitment:

Activity	Hours
Skills Audit & Reflective PDF	3
Day event: 2 x face-to-face sessions, overview and lunch	5.5
Online sessions (7)	14
Teaching & Learning activities e.g. further reading, journaling, webinars	67.5
Work-based learning experience	100
Assessment	<u>60</u>
<b>Total</b>	<b>250</b>