Integrating Transferable Skills into the Bachelor of Commerce Degree at NUI Galway

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Agenda

• ‘Skills for Work Life’ Module Overview
• Why?
• How?
• Outcomes
Skills for Work Life – Overview

• Partnership between J.E. Cairnes School of Business and Economics and the Career Development Centre

• Compulsory module for all 300 second year Bachelor of Commerce students.

• Overall objective to develop a practical set of skills that form the basis for an effective work life
Skills for Work Life – Why?

Aims:
– develop employability of B.Comm students
– enhance career management skills
– prepare students for the ‘world of work’
Skills for Work Life – Why?

- Recognising the generic skills or ‘competencies’ that employers look for at recruitment.
  - Self Awareness
  - Communication Skills
  - Teamwork
  - Career Management
  - Industry Awareness
Skills for Work Life - How?

Module was delivered through a blended learning approach combining:

– lectures
– group workshops
– e-Portfolio

Further highlighted the importance of skill development through:

– integration with Organisational Behaviour module
– guest speakers
Skills for Work Life - How?

Personal Development Planning (PDP)

“A structured and supported process undertaken by an individual to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development.”

Higher Education Academy
Skills for Work Life – e-Portfolio

1.1 Skills/Styles Assessment, Development Plan, Actions and Reflection

Content on this page:

Below are the areas that will be looked at and assessed during the Skills for Work Life course. As you carry out your various assessments over the Semester, use structured reflection to consider the results. Consider the implications for your career decision making and planning and your work performance.

Identify a development plan to work on improving your skills or modifying your style, setting yourself targets and reviewing how you achieve against them. Be honest about your level of competence. Identify opportunities to develop these skills. Identify specific actions which will focus on skills development. Highlight aspects of the 2nd Commerce courses that provide you with opportunities to learn and develop.

Personality Preferences
Learning Styles
Communication Style
Self-management
Problem-solving Skills
Creativity and innovativeness
Group/Team Work
Presentation Skills
Project Management
Motivation and Values
Negotiation and Conflict Management
Multiple Intelligences
This section is a summary of your assessment, planning, execution, reflection and learning in Sections 1.1 and 1.2. You should keep this section concise so that it acts as a focal point and a pointer to areas of key learning for you from the other sections.

### Structuring your Portfolio content

As you build the material in this section, you should structure it such that it follows these five steps:

- **a. Analysing where you are now** *(Self-assessment)*
- **b. Understanding what you want to achieve** *(Setting Targets)*
- **c. Deciding how you are going to achieve it** *(Planning)*
- **d. Doing it** *(Action and Practice)*
- **e. Looking back to see how well you did** *(Reflection)*

Look upon these steps as a cycle, i.e. Step e becomes Step a and you start all over again setting new targets for yourself.

Include the results of the self-evaluation that you have carried out using on pages 6-9 of the Cottrell textbook. What are your development priorities?
1.2 Career Management (permalink)

Content on this page:

Job Study
Completed CV
Cover Letter

Job Study

Add the presentation you have created arising from your work in the Tutorial of Week 5 with the industry representative of your area of preference.

Add your job study here

Completed CV

Add your CV here

Cover Letter

Add your cover letter here
Skills for Work Life - Assessment

Solely graded on continuous assessment as follows:

- Student Skills Development Portfolio 50%
- Tutorial pre-work completed on time 15%
- Attendance and participation at tutorials 15%
- Organisational Behaviour Project Presentation 20%
Skills for Work Life - Outcomes

- Positive feedback from students
- Module now a permanent module for 2nd year
- Further skill integration planned for 1st and 3rd year modules of the B. Comm degree