

Support for Managing WIL

JCU Careers & Employment



Tools to support WIL

- *Preparing your students:*
 - The JCU Career Development Program
 - *Assessing placements:*
 - CareerHub ePortfolio
 - *Managing placements:*
 - CareerHub workgroups
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Background

- Developed by QUT and accessed by JCU under a creative commons license
 - All faculties at QUT currently use in some form
 - Approximately 35 000 QUT students have accessed the program in a two year period
 - Currently in use in 6 universities in Australia, 1 university in Holland and being translated into Italian at present
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What is it?

- Self-paced course to help prepare students for working life
 - Encompasses over 30 modules on various topics
 - Available through Learn JCU
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- Arranged in six streams:
 - University Preparation
 - Career Preparation
 - Work Placement Preparation
 - Career Management
 - Graduate Careers
 - Workplace Resilience
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Why use it?

- Flexible delivery:
 - modules can be done outside of lectures or tutorials
 - use in isolation as extra assessment, or
 - tie to a Careers workshop for added reinforcement.
 - Pick and choose which modules are most relevant
 - Completion can be monitored via the Grade Centre as each module contains a quiz
 - Completion of entire course is recognised by JCU Professional College – certificate issued
 - Get your students to put their best foot forward on placement – good for the student, good for the university
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What is it?

A digital collection of
information, evidence and examples
of your
interests, skills and achievements
and your
reflections on these over time,
from which you can publish presentations for
different audiences.

What is it?

- Part of the CareerHub suite of applications
 - Tool for recording experiences, qualifications, documents etc
 - Enables students to email selected information directly to contacts
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Why use it? Staff:

- Develop students' reflective practice, to understand their learning as a student, growth as a person and their development as a professional.
 - Deeper engagement with learning experiences and a greater capacity to showcase their potential to others.
 - Mapped against JCU's Graduate Attributes and Qualities
 - Build presentations for fellow students, lecturers or prospective employers
 - Use as a tool for assessment
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Why use it? Staff cont...

- Students are automatically provisioned
 - 35 out of 38 universities in Australia use CareerHub, and another 32 across NZ and UK – widespread support and ideas sharing
 - No issues with who maintains it
 - No lobbying for additional funding for development and training
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Why use it? Students:

- Keep detailed records of professional experiences for reference when filling out selection criteria
 - Record, reflect on and evaluate experiences
 - Include activities at university, in the workplace or in the community.
 - Demonstrate skills and achievements
 - Build self-understanding
 - Upload copies of documents, certificates, work samples, etc.
 - Students keep access for life
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CareerHub: Work Groups

What are they?

- Part of the CareerHub suite of applications
- Link students, organisations and JCU staff through Associations or Placements

CareerHub: Work Groups

Why use it?

- Already available and no charge to access it
 - Helpdesk services readily available, free of charge
 - Training updates included in our licensing
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CareerHub: Work Groups

What can it do?

- Create placement program and add students and organisations into the program
 - Manage their communications through CareerHub – good for record keeping
 - Set up key dates for assessment
 - See which students have finalised assessment
 - Email students in bulk or individually
 - Export reports to Excel
 - Set up custom reports
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CareerHub Training

Tuesday 21 August
Afternoon session
Times and venues to be confirmed



Questions?

- Townsville:
 - First Floor, Student Services Building (above the bookshop)
 - 4781 5116
 - Cairns:
 - Level 2, Library
 - 4042 1150
 - careers@jcu.edu.au
 - www.jcu.edu.au/careers
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