**Appendix B**

**Career Development Plan**

**Career development plan: Immediate**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timescale | Target skill/objective | How? What you will do? | Timeframe  | How will you explain this achievement in your future CV? Or how will your CV change as a result of completing this taskOr what measurable changes will have taken place (skills, knowledge or understanding) |
|  | e.g. identify possible internships | Identify a number of discrete **steps** which will take you towards your final objective | Plan in more detail **when** you will complete each task  | e.g. Better focussed CV;I have a set of CVs for different possible jobs;I will feel confident that I could apply for an opportunity at short notice  |
| Immediate |  |  |  |  |

**Career development plan: Short term**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timescale | Target skill/objective | How? What you will do? | Timeframe  | OutcomesHow will you explain this contribution in your future CV?Or how will your CV change as a result of completing this taskOr what measurable changes will have taken place (skills, knowledge or understanding) |
|  | e.g. demonstrate management experience and skills | Identify a number of discrete **steps** which will take you towards your final objective | plan in more detail **when** you will start and complete each task e.g. weeks 6-9, semester 2  | e.g. Management skillsI completed an independent project <brief description> learning <stuff> subsequently I led a small team at the <xxx event/activity> . |
| Short term |  |  |  |  |

**Career development plan: Medium** **term**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timescale | Target skill/objective | How? What you will do? | Timeframe  | How will you explain this contribution in your future CV?Or how will your CV change as a result of completing this taskOr what measurable changes will have taken place (skills, knowledge or understanding) |
|  | e.g. explore business sectors. | Identify a number of discrete **steps** which will take you towards your final objective | plan in more detail **when** you will start and complete each task. e.g. summer vacation Yr. 1 | e.g. Management skillsI completed my first summer internship at <xxx>. I … . |
| Medium term |  |  |  |  |

**Career development plan: Long** **term**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Timescale | Target skill/objective | How? What you will do? | Timeframe  | How will you explain this contribution in your future CV?Or how will your CV change as a result of completing this taskOr what measurable changes will have taken place (skills, knowledge or understanding) |
|  | e.g. build management experience and skills | Identify a number of discrete **steps** which will take you towards your final objective | plan in more detail **when** you will start and complete each task e.g. after final exams | e.g. Management skillsI completed a graduate programme with <company> . |
| Long term |  |  |  |  |