

GROUP 'D' GENERIC COURSE DESCRIPTIONS

Courses in this group are compulsory and must be completed within 36 months of enrolment if you are a full-time student and within 72 months if you are a part-time student.

Courses are held regularly throughout each year.

To reserve a place on courses in Group 'D' please contact the Graduate School Office on 0116 250 6242 or by email at rtp@dmu.ac.uk.

Preparing For Your Viva (REST7303)

Course Description:

This course is restricted to **final year students** only and will offer guidance on preparing for your viva examination.

At the end of this course you will:

- understand the format and purpose of the viva examination,
- know how to devise a strategy for preparing for the final viva,
- have gained confidence to perform well in your final examination,
- have viewed an example of a simulated viva examination.

Joint Skills Statement Competency

Communication Skills

Exemptions

Requests for exemption will NOT be considered.

Written Application Skills and Job Interview Skills (REST7302)

Course Description:

Knowing how to sell yourself on your CV and an application form is an essential skill for career success.

This participative workshop will also allow you to reflect on your skills and experience and acquire the skills to sell them.

It will also enable you to:

- understand the recruitment process and the reasons why employers ask for CVs or application forms,
- get to know CV conventions,
- to compose a letter of application,
- approach applications with confidence.

Interviews can be stressful if you are not prepared or are unfamiliar with the process, which can differ between jobs and employment sectors.

This workshop will help to:

- understand the purpose of the interview in the recruitment process,
- explore the range of questions employers are likely to ask,
- look at what works when selling your skills verbally,
- develop an effective approach to interview preparation.

Exemptions

Requests for exemption will be considered

Joint Skills Statement Competency

Career Management