

Department of European Languages
STEP (Student Employability Portfolio)
PDP regulations final year

Rationale

The PDP file in final year has changed to a new format in line with the department's employability initiative. All years and modules now have a distinct employability core and provide you with an explicit employability skill set. As a graduate from the department, you should be in a position to present an employability portfolio to future employers that is a) informative and b) practical. The final year PDP is an integral part of this and ties in with your first and second year work. It should also help you focus and apply the skills you will have learned during your first two years and during your year abroad. As a bonus, the experience will be beneficial for you as a student of foreign languages because the final STEP CV and Cover Letter will help you present your strengths to potential employers and make you reflect on your own progress. The idea is that you can eventually use the CV and the cover letter element as a template for future applications in the target language.

Structure

The final year Personal Development Planning File (PDP) is set to comprise two key elements: 1) a CV (**maximum of 1 ½ pages long**) in the target language (SP, FR, IT, GE) and 2) a detailed cover letter of **600-800 words** outlining your key skills and motivation either for a particular job or in a more generic fashion.

Assessment

The STEP PDP in final year will be assessed as a take home-assignment (i.e. one piece of written work). It will form part of your overall workload and assessment and will be marked according to departmental regulations.

Deadlines and Submission

The STEP PDP in final year will be explained and set by your individual course tutors. Deadlines will be announced in class and will be available via blackboard or via the respective module handbooks and semester schedules. Submission should be in electronic format via Turnitin by the deadline stated.

Feedback

Feedback on your CV and cover letter will be given individually by the course tutors. If you wish, you are also very welcome to discuss both elements with your personal tutor with an eye for future applications. It is important that you correct any mistakes you might have made and that you take on board the marking feedback given. Don't forget, you may want to use both elements in the future, so is important that you have a template that is both correct and applicable to your future job search!