OpenLearn

The Open University

Introduction and guidance

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Succeed in the workplace is a free badged course which lasts 8 weeks, with approximately 3 hours' study time each week. You can work through the course at your own pace, so if you have more time one week there is no problem with pushing on to complete another week's study.

You'll start this course by looking at yourself, to explore career opportunities. As you progress you will gain the skills to write strong CVs and application forms, and to handle different types of interviews. By the end of the course you will have made a start on your own realistic and robust action plan to enable you to find a job that will fulfil your aspirations and suit your lifestyle. You'll use plenty of real-life examples to help with this and get plenty of opportunities to practise your new understanding and skills.

Part of this practice will be the weekly interactive quizzes, of which Weeks 4 and 8 will provide you an opportunity to earn a badge to demonstrate your new skills. You can read more on how to study the course and about badges in the next sections.

After completing this course you will be able to:

- reflect on your interests and values and how these are relevant to your career choice
- understand the value of your networks in career planning
- develop the skills to write strong job applications and CVs
- recognise different interview situations and questions, and know how to approach these
- produce a realistic personal action plan.

Keeping your work

We recommend that you keep a notebook to record your responses to the activities throughout the course. There are several also tables and documents which are useful to work on directly and keep. We've collected these together in the Resource pack, which you can download. You can either work on this directly and store it on your computer or print it out and fill it in by hand.

Moving around the course

The easiest way to navigate around the course is through the 'My course progress' page. You can get back there at any time by clicking on 'Go to my course progress' in the menu bar.

It's also good practice, if you access a link from within a course page, including links to the quizzes, to open it in new window or tab. That way you can easily return to where you've come from without having to use the back button on your browser.

What is a badged course?

While studying *Succeed in the workplace* you have the option to work towards gaining a digital badge.

Badged courses are a key part of The Open University's mission *to promote the educational well-being of the community.* The courses also provide another way of helping you to progress from informal to formal learning.

To complete a course you need to be able to find about 24 hours of study time, over a period of about 8 weeks. However, it is possible to study them at any time, and at a pace to suit you.

Badged courses are all available on The Open University's OpenLearn website and do not cost anything to study. They differ from Open University courses because you do not receive support from a tutor. But you do get useful feedback from the interactive quizzes. What is a badge?

What is a badge?

Digital badges are a new way of demonstrating online that you have gained a skill. Schools, colleges and universities are working with employers and other organisations to develop open badges that help learners gain recognition for their skills, and support employers to identify the right candidate for a job.

Badges demonstrate your work and achievement on the course. You can share your achievement with friends, family and employers, and on social media. Badges are a great motivation, helping you to reach the end of the course. Gaining a badge often boosts confidence in the skills and abilities that underpin successful study. So, completing this course should encourage you to think about taking other courses.

How to get a badge

Getting a badge is straightforward! Here's what you have to do:

- read each week of the course
- score 50% or more in the two badge quizzes in Week 4 and Week 8.

For all the quizzes, you can have three attempts at most of the questions (for true or false type questions you usually only get one attempt). If you get the answer right first time you will get more marks than for a correct answer the second or third time. Therefore, please be aware that for the two badge quizzes it is possible to get all the questions right but not score 50% and be eligible for the badge on that attempt. If one of your answers is incorrect you will often receive helpful feedback and suggestions about how to work out the correct answer.

For the badge quizzes, if you're not successful in getting 50% the first time, after 24 hours you can attempt the whole quiz, and come back as many times as you like.

We hope that as many people as possible will gain an Open University badge – so you should see getting a badge as an opportunity to reflect on what you have learned rather than as a test.

If you need more guidance on getting a badge and what you can do with it, take a look at the OpenLearn FAQs. When you gain your badge you will receive an email to notify you and you will be able to view and manage all your badges in My OpenLearn !Warning! Tahoma not supportedwithin 24 hours of completing the criteria to gain a badge..

Get started with Week 1.

Acknowledgements

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Week 1: Start planning your career