



The Vientiane College Diploma - Module Overview

DIPPP113 Personal and Professional Portfolios

Overview of the module

Are you interested in applying for a scholarship or job? This course has been designed to equip you with concepts and skills which aim to assist you in this process. Skills such as writing a CV for a professional job, researching and analysing job advertisements, and experiencing the interview process will be explored. The course also focuses on the scholarship application process including responding to writing tasks and participating in scholarship interviews. You will finish the course having created a portfolio of useful documents which can be used in your personal (academic) and professional life.

Key questions explored on the course

- What do I need to understand when applying for a job or scholarship?
- What skills can help me with the recruitment process?
- How can I improve the quality of my ideas and language in writing and speaking?
- What do I need to take notice of in a scholarship or job interview?
- How can I sell myself in a way that is most appropriate to the context?

Skills

This course will help you improve your English language skills through a special emphasis on:

- researching effectively and critically analysing prospective jobs or university courses
- creating and then adapting a CV and crafting a cover letter so it can be used for different purposes
- filling in forms related to job or university applications accurately
- understanding how to effectively communicate and sell myself in a precise and professional manner during an interview
- articulating a relevant, meaningful and precise answer to essay questions about personal or professional development

Performance Tasks

Throughout this module you will:

- participate in an initial writing assessment
- create a CV which is adapted to different contexts
- write a cover letter
- experience a mock interview
- complete an online form in Google Docs similar to those expected in a scholarship application
- compose several essay question responses

