



**UNIVERSITY
of
TECHNOLOGY,
MAURITIUS**

EMPLOYABILITY SKILLS DEVELOPMENT (ESD)

GUIDELINES

**School of Business Management and Finance
School of Innovative Technology and Engineering
School of Sustainable Development and Tourism
School of Health Sciences**

Version 1.0

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University of Technology, Mauritius
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A. BACKGROUND

The present day skills mismatch in the labour market and the issue of graduate unemployment brings additional concern as regards the employability of future graduates in Mauritius. The University of Technology, Mauritius decided to ponder on how to address such skill gaps emphasized the need to go beyond academic content and expose students more to the world of practice. In this connection, all revised and new undergraduate programmes are now proposed with compulsory components of work-based learning through **Work Placement** of one semester duration and **Employability Skills Development** (ESD) components.

Employability Skills Development (ESD), in particular, is **an innovative credit-based component** which is included across undergraduate programmes and across Schools at the University of Technology Mauritius.

B. OBJECTIVES

ESD aims at equipping undergraduate students with core employability and job readiness skills (including communication, simulated interviews, career choice, etc.), as well imparting professional practice expectation and knowledge (including work environment, professionalism and ethics, job mobility locally and internationally, etc.) related to the programme of study. The ESD, therefore, ensures that students acquire the generic skills needed to become employed and to prosper in the world of work and to engage in lifelong learning. It focuses on raising students' awareness of the importance of developing their personal management and teamwork skills. ESD may also be offered to other groups such as Secondary School students, School leavers and job-seeking graduates.

C. BENEFITS TO STUDENTS

Students will benefit from the ESD initiative through:

- Opportunity to participate in learning employability skills;
- Acquire and develop their employability skills;
- Development of skills portfolios and preparing for job leads, writing resumes and covering letters and exposure to simulated interviews;
- Personal assertiveness, interpersonal skills, communication skills and the ability to be team players in a modern business context; and
- A certificate, upon successful completion.

D. ESD STRUCTURE

The ESD will carry 2 credits of 30 notional hours. The ESD will be structured as follows:

- Personal Development Skills (6 hrs)
- Generic Employability Skills (10 hrs)
- Core Job readiness Skills (5 hrs)
- Professional Practice Expectations/knowledge (5 hrs)
- Lifelong Learning Skills (4 hrs)

E. CONTENT AND TYPES OF ESD ACTIVITIES

It will emphasize on communications, problem solving, use of current technology, professional ethics and the skills needed to work with others. It will include but not be limited to workshops, seminars, discussion forums, guest lectures from professionals in the field, debates, projects, skills portfolios or any other activity deemed necessary to enhance the employability skills of the graduates. The following activities (elective) may be organized under the ESD component:

- Workshops
- Seminars
- Group discussions
- Student Presentations of Projects
- Intervention by industry stakeholders
- Research work presentation
- Debates
- Skills portfolio presentation
- Any other relevant program or activity approved by the School.

For each School, the specific themes for ESD activities shall be agreed upon based on field specialty.

F. RESPONSIBILITY OF THE STUDENT.

The ESD will be a compulsory component of the programme of study where the student is registered. It is the responsibility of the student:

- To attend ESD activities organized by the School;
- To register and provide anonymous feedback for each activity;

G. ASSESSMENT CRITERIA

The following components of the ESD - employability and communication skills including job readiness, curriculum vitae writing, interview, presentation skills, teamwork, grooming and career guidance will be assessed and students will be awarded a Satisfactory (**S**) or Unsatisfactory (**U**) grade.

Students will be assessed for satisfactory completion of the ESD through presentation, assignments, teamwork and role play or any other form of assessment as may be decided by the School.

Modes of Assessment.

- Motivation letter and Curriculum Vitae;
- Group assignments and teamwork;
- Written and oral presentation;
- Simulated interviews and role play;
- Attendance/participation in seminars/workshops;
- Any other form of assessment as may be decided by the School

If the student fails to meet the assessment criteria, he/she shall have to retake another similar ESD activity as and when offered.

H. ESD Forms

The following annexed forms will be used for the ESD component:

- (i) ESD Registration form (Appendix A)
- (ii) Feedback form (Appendix B)
- (iii) Evaluation Form (Appendix C)

University of Technology, Mauritius

EMPLOYABILITY SKILLS DEVELOPMENT (ESD) REGISTRATION FORM **(TO BE FILLED IN BY THE STUDENT AND SUBMITTED ON THE SAME DAY)**

REGISTRATION

I. STUDENT DETAILS

Student Name:

Student ID:

Programme Name:

Cohort:

II. ESD ACTIVITY *(please tick your choice of ESD activities)*

Type of Activities	

EMPLOYABILITY SKILLS DEVELOPMENT (ESD) FEEDBACK FORM

(TO BE FILLED IN BY THE STUDENT AND SUBMITTED ON THE SAME DAY)

FEEDBACK/COMMENTS (Feedback on the ESD activity)

Topic:

Lecturer/Facilitator:

		Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives of ESD were clearly defined					
2	Participation and interaction were encouraged					
3	The topic was relevant to me					
4	The content was organised and easy to follow					
5	The experience will be useful for me in the future					
6	The objectives of ESD were met					
7	The time allotted for the programme was sufficient					

What did you like most about the activity?

In what aspects of the activity would you recommend improvement?

Thank you for your feedback!

For Office Use

Received by: _____ Date: _____

University of Technology, Mauritius

EMPLOYABILITY SKILLS DEVELOPMENT (ESD) EVALUATION FORM

A: STUDENT DETAILS

Student Name:Student ID

Programme Name:

Cohort:

B: ESD ACTIVITY DETAILS

Activity:

Mode of Assessment:

Assignment

Presentation

Any Other

Please specify:

C: ASSESSMENT OF PERFORMANCE OF STUDENT

Satisfactory

Unsatisfactory

Reasons (if performance found unsatisfactory)

Lecturer/Facilitator Name:

Signature:

Date :