



Future Me award Structure - a 5-stage programme

Welcome to Future Me Award			
Programme	4 of 4 Tasks Required	Actions Required	Screen Duration
Access SELF - AWARENESS  The 4 tasks in this programme are mandatory (*)	*Introduction to self-awareness	3 of 4	3 actions - 25 m
	*Identifying Preferences and Values	6 of 9	6 actions - 45 m
	Time to Reflect		
	*Understanding your strengths and skills	6 of 10	6 actions - 45 m
	Time to Reflect		
	*Working Styles	6 of 9	6 actions - 45 m
	Time to Reflect		
Programme	5 of 7 Tasks required	Actions Require	Screen Duration
Access OPPORTUNITY AWARENESS  5 of 7 tasks in this programme are required to complete the award: 3 are mandatory (*) and 2 of 4 optional	* Introduction to opportunity awareness	3 of 4	3 actions - 25 m
	* Researching Employers	8 of 10	8 actions - 60 m
	Time to Reflect		
	* The art of Networking	8 of 10	8 actions - 45 m
	Time to Reflect		
	Gaining Experience	10 of 13	10 actions - 50 m
	Time to reflect		
	Job Search Techniques	10 of 15	10 actions - 50 m
	Time to Reflect		
	Socia Media Networking, online brand and e-hire ability.	10 of 17	10 actions - 60 m
	Time to reflect		
Work with recruitment agencies	10 of 13	10 actions - 50 m	
Time to Reflect			

[Time to Reflect](#) - We encourage you to use reflective practice throughout the programme to inform your final piece of work (REFLECTION Programme) to get the award.

Please note that **If you would like your Future Me Award to appear on your Higher Education Achievement Report (HEAR) when you graduate, you will need to complete the Award by 31 July of your final year.** If you complete the Award after this time, or if you are already a University of Suffolk alumni, you can still complete the Award and print a certificate of completion, but it will not appear on your HEAR.

Programme	3 of 4 Tasks Required	Actions Required	Screen duration
Access DECISION MAKING AND PLANNING  3 of 4 tasks in this programme are required to complete the award: 3 are mandatory (*) and 1 is optional	*Career Decision Making	6 of 12	6 actions - 25 m
	Time to Reflect		
	*What is career planning?	6 of 11	6 actions - 35 m
	* Making a plan	4 of 4	4 actions – 60 m
	Resilience, persistence, adaptability and confidence	10 of 16	10 actions – 60 m
Time to Reflect			
Programme	3 of 7 Tasks Required	Actions required	Screen Duration
Access SEEKING AND SECURING OPPORTUNITIES  3 of 7 tasks in this programme are required to complete the award	What makes a great CV?	8 of 15	8 actions - 45 m
	Writing your CV	8 of 10	8 actions - 45 m
	Applying for jobs	8 of 8	8 actions - 45m
	Interviews: Preparing & Performing	8 of 9	8 actions - 90 m
	Tackling different types of interviews	8 of 8	8 actions - 45 m
	Assessment centres and tests	8 of 12	8 actions - 60 m
	Negotiating your offer	8 of 12	8 actions - 45 m
Programme	Task Required	Actions required	Screen Duration
Access REFLECTION 	* Reflection	submit your final reflection in writing, video or audio format	Your pace
Congratulations for having completed 5 programmes			

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