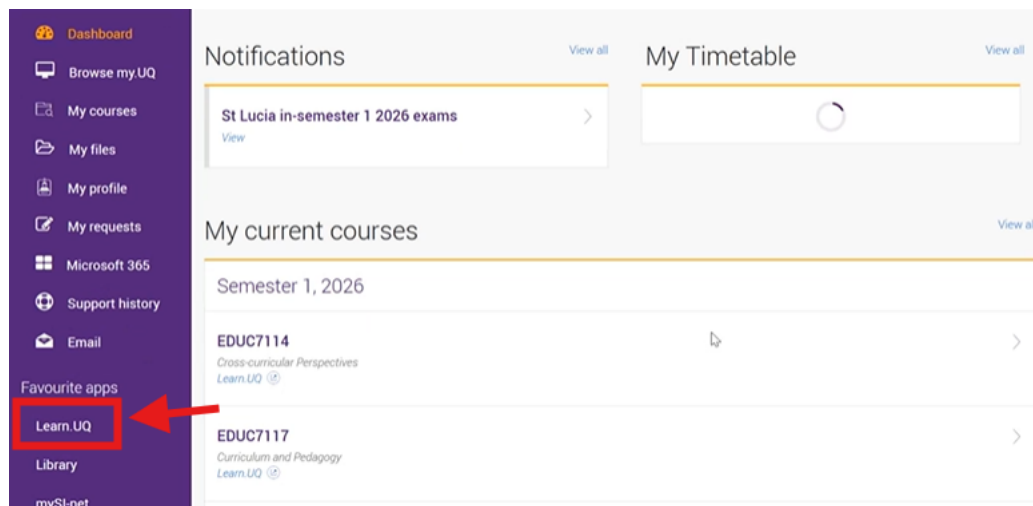


Employability Award: Finding and completing your My Career Adviser supplementary activity

GETTING STARTED

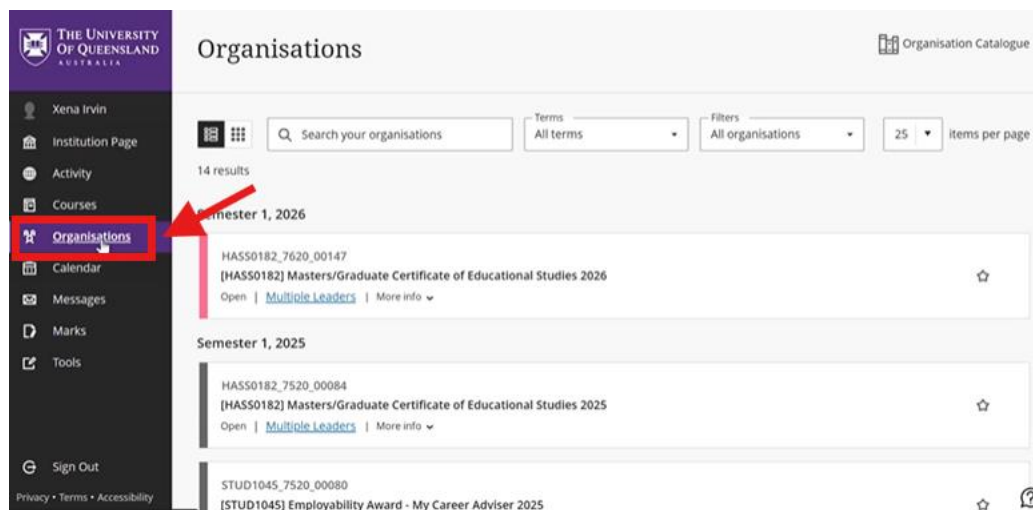
Navigating to the MCA platform

1. Open your browser and navigate to the My.UQ portal. Scroll down and select Learn.UQ from the left hand panel.



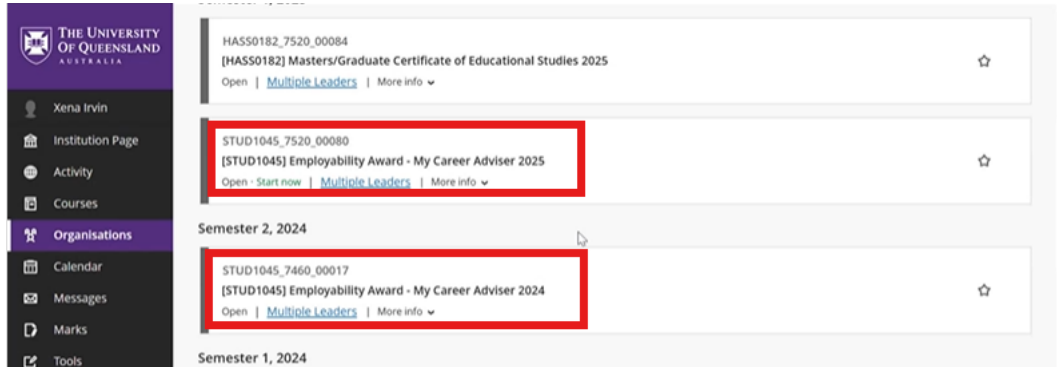
The screenshot shows the My.UQ portal dashboard. On the left, a vertical navigation menu includes options like Dashboard, Browse my.UQ, My courses, My files, My profile, My requests, Microsoft 365, Support history, Email, Favourite apps, and mySI-net. The 'Learn.UQ' option under 'Favourite apps' is highlighted with a red box and a red arrow. The main content area displays 'Notifications' (St Lucia in-semester 1 2026 exams), 'My Timetable', and 'My current courses' for Semester 1, 2026, listing courses like EDUC7114 and EDUC7117.

2. Once Learn.UQ has loaded, select "Organisations" from the left hand panel



The screenshot shows the 'Organisations' page in the My.UQ portal. On the left, a vertical navigation menu includes options like Xena Irvin, Institution Page, Activity, Courses, Organisations, Calendar, Messages, Marks, Tools, and Sign Out. The 'Organisations' option is highlighted with a red box and a red arrow. The main content area displays a search bar, filters, and a list of 14 results for 'Semester 1, 2026', including courses like HASS0182_7620_00147 and HASS0182_7520_00084.

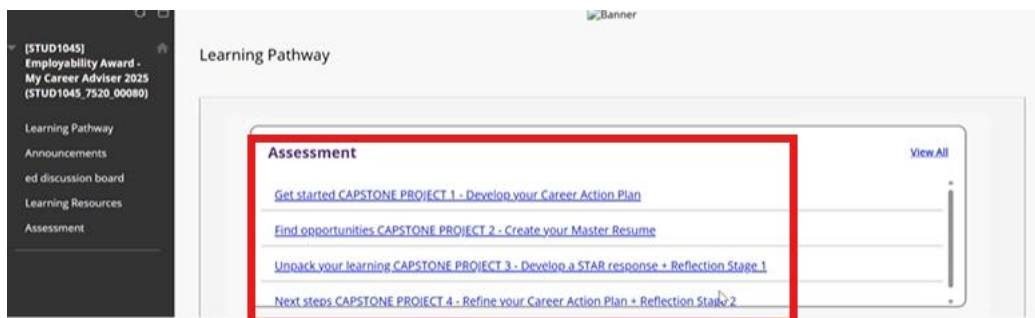
3. Scroll down the list of organisations to see your enrolment into the (STUD1045) Employability Award – My Career Adviser. You may find that you have access to multiple versions of the MCA. In this case, please continue completion with the most recent version possible.



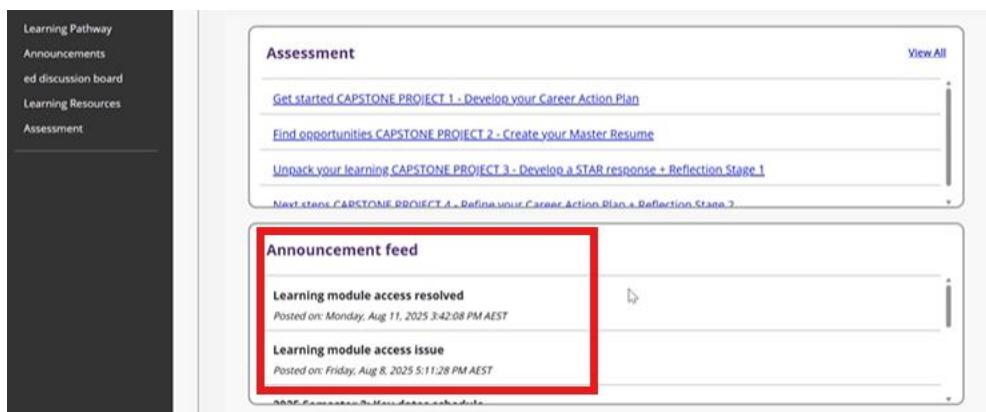
NAVIGATING MY CAREER ADVISER SITE

4. Once in the MCA site, there are multiple ways to view the content, assessments, and announcements.

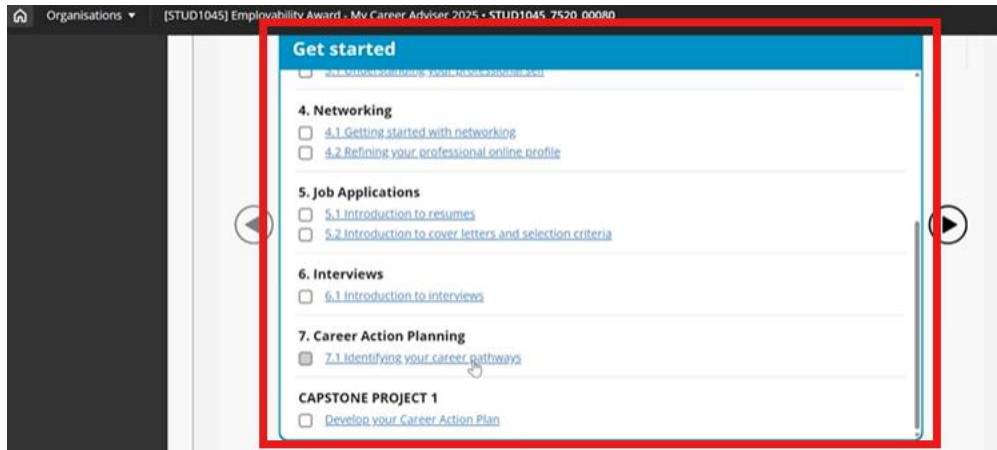
- To navigate directly to the Capstone Project assessments, you can click on any of the four links in the “Assessment” box within the Learning Pathway. These four assessments are compulsory to submit to be eligible to complete your MCA supplementary activity reflection. Submission instructions can be found below.



- Important announcements are visible from the “Announcement feed”

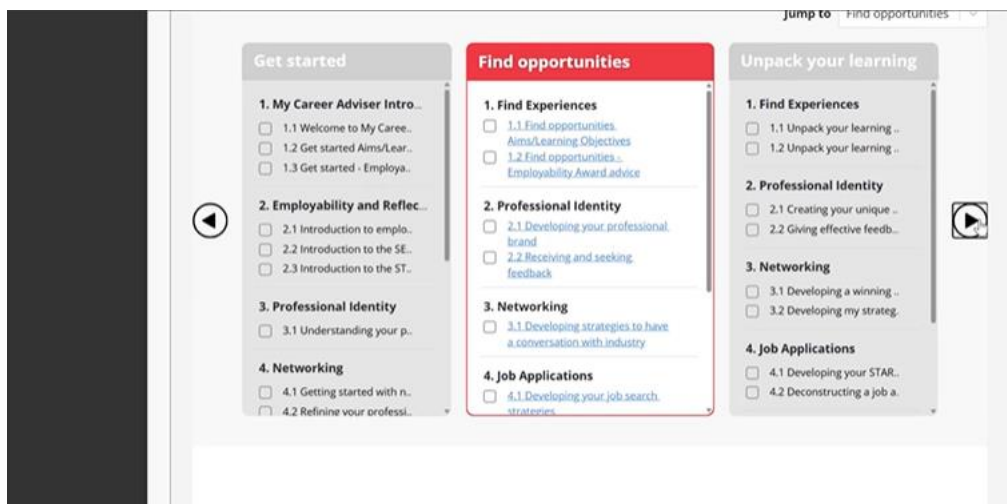


- Learning modules are available to use at your discretion to build your understanding of career development and aid in your completion of the capstone projects.



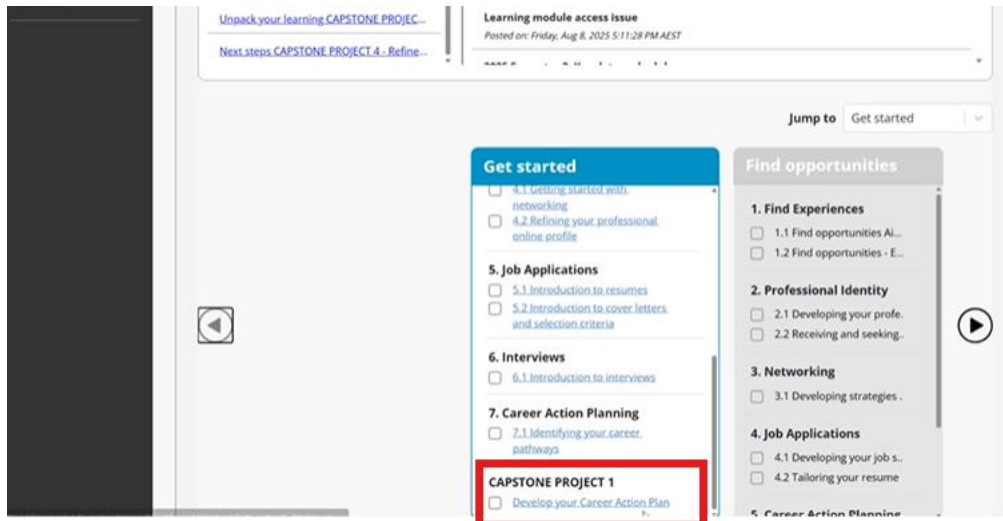
- The view of these modules can also be adjusted by reducing the screen %. Modules have been grouped by employability award progress. This will allow you to see a few of the 4 module “areas” at one time (E.g. Get Started, Find Opportunities, Unpack your Learning”.

These modules are not compulsory to complete. Students are welcome to self-select which modules they believe would benefit them most.

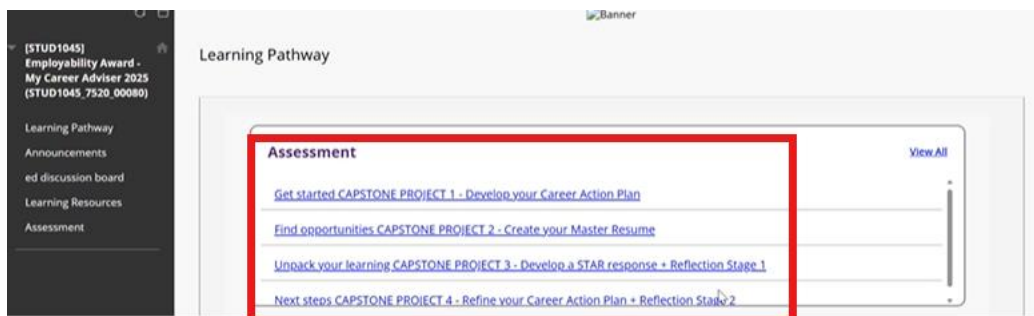


COMPLETING AND SUBMITTING CAPSTONE PROJECTS

5. Capstone project information can be found at the bottom of each of the four module groups at the very bottom of the module list:

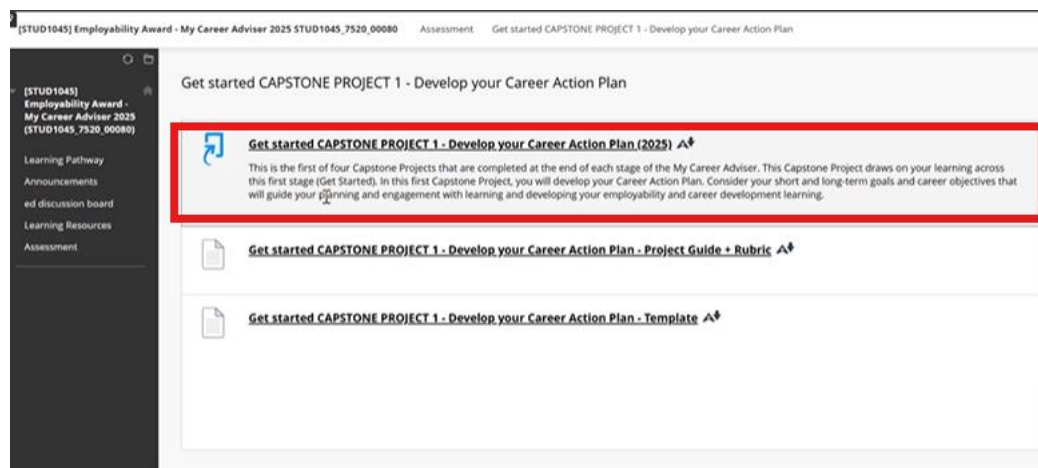


Or alternatively, from the assessment box at the top of the learning pathway

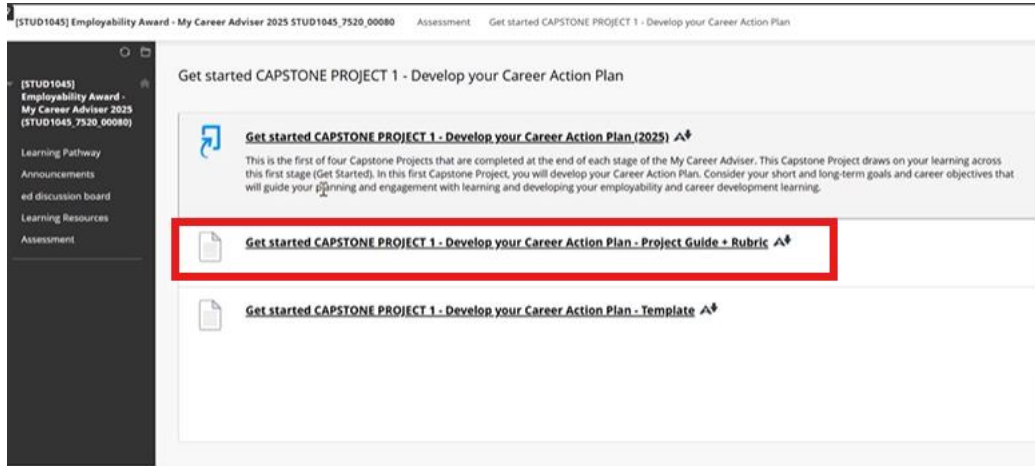


6. After clicking into one of the Capstone Project pages, you will see multiple links. These include:

- Submission point: A Turn-It-In link with capstone project name



- Project Guide + Rubric: a downloadable PDF with instructions on the task and a marking rubric used by reviewers.



[STUD1045] Employability Award - My Career Adviser 2025 STUD1045_7520_00080 Assessment Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan

Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan

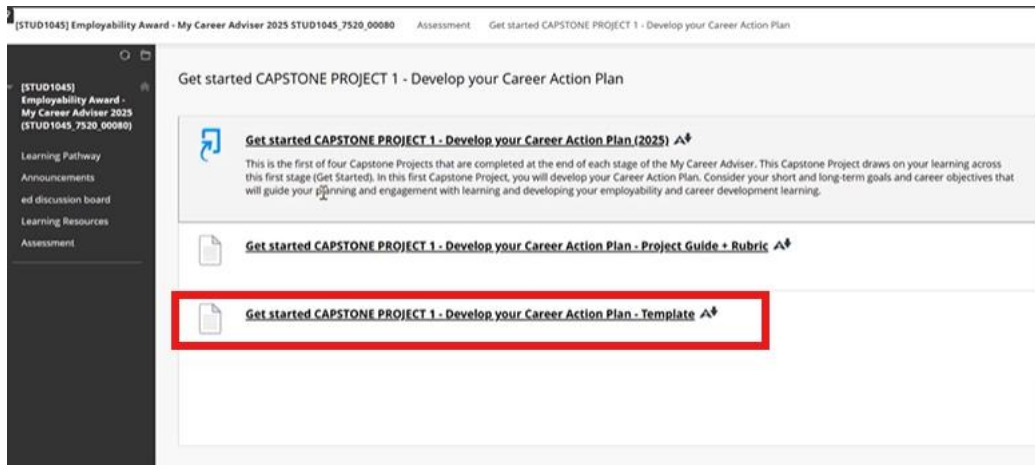
[Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan \(2025\) ▲](#)

This is the first of four Capstone Projects that are completed at the end of each stage of the My Career Adviser. This Capstone Project draws on your learning across this first stage (Get Started). In this first Capstone Project, you will develop your Career Action Plan. Consider your short and long-term goals and career objectives that will guide your planning and engagement with learning and developing your employability and career development learning.

[Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan - Project Guide + Rubric ▲](#)

[Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan - Template ▲](#)

- Template: A Word Document template for you to complete the task.



[STUD1045] Employability Award - My Career Adviser 2025 STUD1045_7520_00080 Assessment Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan

Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan

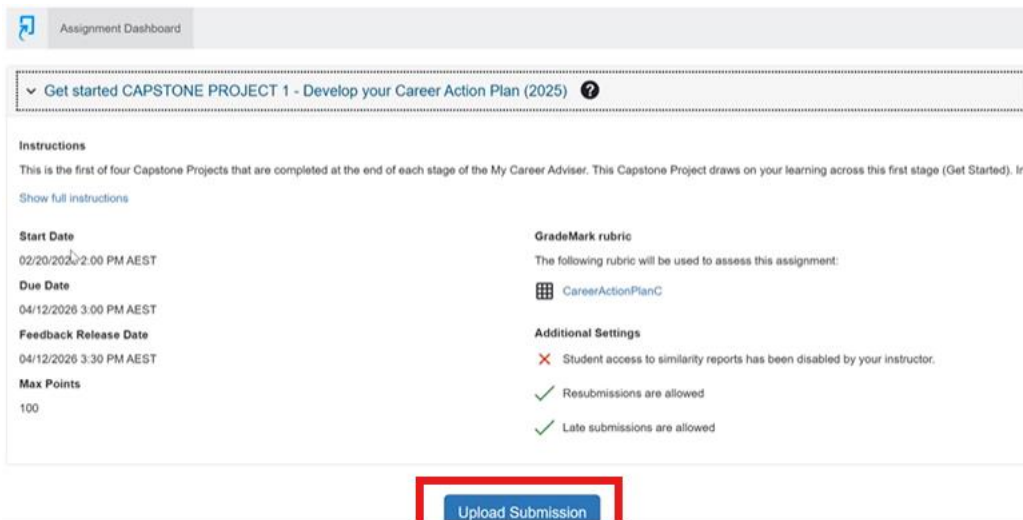
[Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan \(2025\) ▲](#)

This is the first of four Capstone Projects that are completed at the end of each stage of the My Career Adviser. This Capstone Project draws on your learning across this first stage (Get Started). In this first Capstone Project, you will develop your Career Action Plan. Consider your short and long-term goals and career objectives that will guide your planning and engagement with learning and developing your employability and career development learning.

[Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan - Project Guide + Rubric ▲](#)

[Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan - Template ▲](#)

7. Review the project guide + rubric document and then download the template and complete it. When ready, use the Turn-It-In submission point to upload your completed document.



Assignment Dashboard

Get started CAPSTONE PROJECT 1 - Develop your Career Action Plan (2025) ?

Instructions

This is the first of four Capstone Projects that are completed at the end of each stage of the My Career Adviser. This Capstone Project draws on your learning across this first stage (Get Started). In

Show full instructions

Start Date
02/20/2026 2:00 PM AEST

Due Date
04/12/2026 3:00 PM AEST

Feedback Release Date
04/12/2026 3:30 PM AEST

Max Points
100

GradeMark rubric

The following rubric will be used to assess this assignment:

CareerActionPlanC

Additional Settings

- ✗ Student access to similarity reports has been disabled by your instructor.
- ✓ Resubmissions are allowed
- ✓ Late submissions are allowed

[Upload Submission](#)

You will see a green confirmation after submission



RULES

All students who wish to achieve their Employability Award by a certain semester must complete the following points by the relevant Employability Award application deadline of that semester.

- submit all four capstone projects into their UQ My Career Adviser platform via Learn.UQ.
- submit their StudentHub MCA supplementary activity reflection within their StudentHub Employability Award Workflow.
- Submit their final written application for the Employability Award via their StudentHub workflow (this only becomes available once all reflections have been submitted).

TROUBLESHOOTING

Please contact the Employability Award program coordinators via employability@uq.edu.au if:

- you are unable to view any My Career Adviser platforms within the Learn.UQ website within a week of registering for the Employability Award.
- you have specific questions regarding your completion of the capstone projects.