

## Liverpool John Moores University

Title: PREPARATION FOR WORK  
Status: Definitive  
Code: **5001BUSHM** (108162)  
Version Start Date: 01-08-2019

Owning School/Faculty: Business and Management  
Teaching School/Faculty: Business and Management

Team	Leader
Lucy McGrath	Y

**Academic Level:** FHEQ5      **Credit Value:** 12      **Total Delivered Hours:** 26  
**Total Learning Hours:** 120      **Private Study:** 94

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Workshop	26

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Recruitment Documentation	40	
Report	AS2	Group Presentation	20	
Report	AS3	Evidenced based learning log	40	

### Aims

*To provide students with the practical skills necessary to secure undergraduate sandwich work experience placements and/or graduate employment.*

*To develop graduate skills in personal development and reflection to assist with the completion of PDP documentation.*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Produce the necessary documentation to secure interviews with prospective employers
- 2 Communicate effectively with different audiences using appropriate methods
- 3 Manage tasks with time constraints
- 4 Research business topics and summarise conclusions in a business presentation
- 5 Recognise own learning and development achievements and be able to evidence them in a series of learning logs and in PDP documentation

## Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Recruitment	1	2	3	5
Documentation				
Group presentation	2	3	4	
Learning log	2	3	5	

## Outline Syllabus

*Skills audit and self reflection*

*Covering letters, cv's and application forms*

*Recruitment and selection techniques*

*Interview skills*

*Presentation skills*

*Research Skills*

*Teamwork and Interpersonal skills*

*Conflict management*

*Learning to Learn*

*Self and peer appraisal and evaluation*

*Personal Planning and Organising Reflection and practical skills required in the completion of PDP documentation*

## Learning Activities

Workshops with a high content of personal development and presentation based activity together with lectures and tutorials.

## Notes

The module provides the practical skills necessary to secure a work experience placement and PDP development.

Formative assessment takes place through the workshops and via the workbased

learning unit who provide individual and generic feedback on letters, application forms and CVs.

Component deadline dates are structured to allow students to reflect on feedback given in the learning logs.

Recruitment documentation is normally submitted in week 6.

Presentations normally take place during weeks 9 and 10 with learning logs normally submitted in week 12 or 13.