Liverpool John Moores University

Title:	PREPARATION FOR WORK
Status:	Definitive
Code:	**5001KFBHM** (118595)
Version Start Date:	01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Kaplan Financial London

Team	emplid	Leader
Charlotte Tommins		

Academic Level:	FHEQ5	**Credit Value:**	12.00	**Total Delivered Hours:**	26.00
Total Learning Hours:	120	**Private Study:**	94		

Delivery Options
Course typically offered: Semester 1

Component	Contact Hours
Workshop	26.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Recruitment Documentation	40.0	
Report	AS2	Group Presentation	20.0	
Report	AS3	Evidenced based learning log	40.0	

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:

CW   1   2   3   5

CW   2   3   4

CW   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.

References

Course Material	Book
Author	Yate, M.J.
Publishing Year	1998
Title	Great Answers to tough interview questions

Subtitle	How to get the job you want
Edition	4th Ed
Publisher	London kogan Page
ISBN	

Course Material	Book
Author	Jones, A
Publishing Year	1996
Title	How to write a winning CV
Subtitle	A simple step by step guide to creating the perfect CV
Edition	2nd ed
Publisher	Arrow
ISBN	

Course Material	Book
Author	McGe, Paul
Publishing Year	1997
Title	Writing a CV that works
Subtitle	How to devvelop and use your key marketing tool
Edition	2nd Ed
Publisher	Oxford: How to books
ISBN	

Course Material	Book
Author	Kolb, David A
Publishing Year	1984
Title	Experiential learning
Subtitle	Experience as the source of learning and development
Edition	
Publisher	Englewood Cliffs : Prentice-Hall
ISBN	

Course Material	Book
Author	AGCAS Graduate prospects
Publishing Year	2008
Title	Applications,CV's and Covering letters
Subtitle	Student and graduate Series
Edition	
Publisher	AGCAS publications
ISBN	

Course Material	Book
Author	AGCAS-Graduate Prospects
Publishing Year	2008
Title	Going for interviews
Subtitle	student and graduate series booklet
Edition	

Publisher	AGCAS -Graduate Prospects
ISBN	

Course Material	Book
Author	Cottrell, S
Publishing Year	2003
Title	Skills for Success
Subtitle	
Edition	
Publisher	Palgrave Macmillam
ISBN	

Course Material	Book
Author	Herbert, Ian and Rothwell Andrew
Publishing Year	2005
Title	Managing your Placement
Subtitle	A skills-based approach
Edition	
Publisher	Palgrave Macmillam
ISBN	

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 studnets 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.