

## Liverpool John Moores University

Title: PREPARATION FOR WORK  
Status: Definitive  
Code: **5001KFLHM** (118588)  
Version Start Date: 01-08-2012

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

Team	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 2

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**

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

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

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

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

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

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

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

<b>Publisher</b>	AGCAS -Graduate Prospects
<b>ISBN</b>	

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

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

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## 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.