

Liverpool John Moores University

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Title: EMPLOYABILITY AND BUSINESS SKILLS
Status: Definitive
Code: **5001LAWFL** (116320)
Version Start Date: 01-08-2014

Owning School/Faculty: Law
Teaching School/Faculty: Law

Team	Leader
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Academic Level: FHEQ5
Credit Value: 24.00
Total Delivered Hours: 38.00
Total Learning Hours: 240
Private Study: 202

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	20.000
Tutorial	10.000
Workshop	8.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	RSA		50.0	
Portfolio	Gold		25.0	
Reflection	Reflection		25.0	

Aims

1) To raise awareness of the potential career options available with an LLB degree

(both legal and non-legal) and to develop a range of career management skills that will enhance students ability to effectively career plan/manage.

2) To develop the attributes of self evaluation and external awareness of the trends/issues currently affecting/facing the employment sector the student is planning to work in.

3) Apply and develop a range of key employability skills such as communication skills, time management, initiative/problem solving, IT etc which will improve students competitiveness in the graduate labour market.

4)To identify personal skills, abilities, interest and motivations and relate these to career opportunities.

5)To engage students in the World of Work Programme

Learning Outcomes

After completing the module the student should be able to:

- 1 Identify personal skills, abilities, interests and motivations and relate these to career opportunities
- 2 Formulate a targeted and effective CV and Cover letter and develop their ability to successfully perform at job interviews
- 3 Understand the link between theory and practice in modern business
- 4 Demonstrate organisational awareness and be able to reflect on this. (World of Work Silver Award)
- 5 Demonstrate the ability to plan, organise, problem solve and be adaptable and flexible. (World of Work Gold Award)
- 6 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others

Learning Outcomes of Assessments

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

Reflective self appraisal	1	3			
Gold Award/ portfolio	1	2	3	6	5
Silver statement & Reflection	1	4	6		

Outline Syllabus

Identify the significance and ways of raising self-awareness and self-efficacy in the context of employability as well as developing organisational awareness.

Personal employability profile: Creating and maintaining a CV and cover letter and undertaking a mock interview.

Making sense of the workplace and learning through experience.

*Improving communication and presentation skills.
To complete the Silver and Gold World of Work awards
Conduct 30 hours of work experience or complete a job study.*

Learning Activities

Lectures, seminars, workshops, mock interviews, work placement/job study.

References

Course Material	Book
Author	Cottrell, S.
Publishing Year	2010
Title	Skills for Success
Subtitle	The Personal Development Handbook
Edition	
Publisher	Palgrave Study Guides
ISBN	

Course Material	Book
Author	Maughan, C. Webb, J.
Publishing Year	2005
Title	Lawyering skills and the legal process
Subtitle	
Edition	2nd
Publisher	Cambridge
ISBN	

Course Material	Journal / Article
Author	Roberts, P.
Publishing Year	2009
Title	Career development in the LLB
Subtitle	
Edition	Vol.43, No.3, p.297
Publisher	The Law Teacher
ISBN	

Notes

This module endeavours to provide students with the opportunity to explore future careers in law and other surrounding areas. From interview techniques to examining employment trends in the professions - this module provides an opportunity to develop the skills necessary to enter the legal work environment. The module will provide you with the opportunity to, for example, develop your own existing work-related skills, acquire new skills and to examine employment opportunities following your degree. By the end of the module you will have a better understanding of how

and where you can use your law degree and you will have developed an awareness that is vital to securing future employment. In addition, students will also have the opportunity to engage with the LJMU initiative aimed at improving students' employability, world of work, and to obtain certification for individual development identified during this module.