

Liverpool John Moores University

Title: CAREER PLANNING
Status: Definitive
Code: **5002SS** (114798)
Version Start Date: 01-08-2011

Owning School/Faculty: Humanities and Social Science
Teaching School/Faculty: Humanities and Social Science

Team	Leader
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Academic Level: FHEQ5 **Credit Value:** 12.00 **Total Delivered Hours:** 56.00
Total Learning Hours: 120 **Private Study:** 64

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	1.000
Online	50.000
Tutorial	5.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	500 word personal statement	33.3	

Aims

To enable students to develop their employability and make realistic well informed choices and decisions through effective identification and development of their personal attributes, skills, experiences and career aims within context of current labour market opportunities and requirements. To support continuing engagement with personal development planning and the utilization of the Blackboard portfolios.

Learning Outcomes

After completing the module the student should be able to:

- 1 Comprehend and explain the concept and processes of career planning.
- 2 Apply the practices of reflection, analysis and review in relation to career management and personal development.
- 3 Identify and examine a range of suitable options for Social Scientists post graduation.
- 4 Analyse, with reference to his/her own situation, how the graduate labour market operates, and the forces, which act upon it.
- 5 List and describe a variety of selection methods used by employers and have begun to devise strategies to respond.
- 6 Identify sources of help and support, which can be accessed or referred to both in the short-term, and at transitional periods throughout working life.
- 7 Have knowledge of the WOW Skills process within LJMU and appreciate how the chosen programme of study and other activities can help create evidence of WOW skills i.e. Self-awareness, Organisational awareness and Making Things Happen.

Learning Outcomes of Assessments

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

Essay	1	2	3	4	5	6	7
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Outline Syllabus

Intoduction to the Module.

Finding your Profile (Self-Awareness).

Identify skills, learning about Transferable Skills, reflecting upon personal motivation, considering personality type, and how this relates to career choice, identifying existing strengths, and aspects, which could be developed further.

Finding the Fit (Opportunity-Awareness).

Matching interest, strengths and activities with the world of work, being introduced to current trends within the labour market, researching opportunities available to graduates in the social science disciplines.

Effective Applications (Recruitment & Selection Strategy Awareness).

What are Employers Looking For? Making successful applications - CVs, Application Forms, Covering letters - Effectively communicating your skills and experience. Recruitment & Selection - how employers sift and select candidates and successful interview strategies.

Learning Activities

1. Engage with on-line learning experiences and WOW materials and resources.

2. Use web-based research resources.
3. Research and produce written assignments.
4. Build personal portfolio to support personal development training.

References

Course Material	Book
Author	www.ljmu.ac.uk/careers/index.htm
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.prospects.ac.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.gradunet.co.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.doctorjob.com
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	www.alec.co.uk
Publishing Year	0

Title	
Subtitle	
Edition	
Publisher	
ISBN	

Notes

Students who register for this module must be confident in using I.T, and able to undertake an on-line learning experience. This will be supplemented by occasional support sessions. Whilst the module is delivered wholly on-line, it is supported by an initial lecture, which will introduce students to the materials, the system itself, the aims of the module, and the assignments. There will be further support sessions during the module. Students are encouraged to attend personal development meetings with their personal tutor during the year to discuss their progress before final submission of portfolio for assessment.