

Liverpool John Moores University

Title: PERSONAL AND PROFESSIONAL DEVELOPMENT
Status: Definitive
Code: **5004MATHS** (120906)
Version Start Date: 01-08-2018

Owning School/Faculty: Applied Mathematics
Teaching School/Faculty: Applied Mathematics

| Team | Leader |
|-------------|--------|
| Ian Malabar | Y |

Academic Level: FHEQ5 **Credit Value:** 24 **Total Delivered Hours:** 72

Total Learning Hours: 240 **Private Study:** 168

Delivery Options

Course typically offered: Standard Year Long

| Component | Contact Hours |
|-----------|---------------|
| Lecture | 48 |
| Tutorial | 24 |

Grading Basis: 40 %

Assessment Details

| Category | Short Description | Description | Weighting (%) | Exam Duration |
|--------------|-------------------|--|---------------|---------------|
| Report | AS1 | CV and covering letter | 25 | |
| Presentation | AS2 | Presentation on suitability for a specific role and reflecting on WoW feedback | 25 | |
| Portfolio | AS3 | Assessment of I.T. skills, report writing skills and ethical issues | 50 | |

Aims

To develop employability skills focusing on career management, recruitment and selection.

To develop presentation skills.

To develop the ability to self-analyse and reflect through the coverage of WoW Silver

and WoW Gold.

To develop advanced IT skills.

To develop report writing skills.

To develop an appreciation of ethics, privacy and security.

Learning Outcomes

After completing the module the student should be able to:

- 1 Reflect, analyse and review their career management, personal development and employability.
- 2 Reflect, analyse and review a variety of selection methods used by employers and develop a strategy to address these.
- 3 Use sophisticated software and internet tools related to Mathematics and Statistics.
- 4 Write logically structured and scientific reports.
- 5 Understand important issues concerning ethics, privacy and security when analysing data.

Learning Outcomes of Assessments

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

| | | | |
|------------------------|---|---|---|
| CV and covering letter | 1 | | |
| Presentation | 2 | | |
| Portfolio | 3 | 4 | 5 |

Outline Syllabus

Personal development planning

Employability skills

Current trends in employability and recruitment

Effective job applications

Mathematical job roles

Ethics, privacy and security

Psychometric tests

WoW Silver

WoW Gold

Endnote

LaTeX

Relational Databases

Equation Editor

Advanced Internet Searching

Report Writing

Learning Activities

Lectures, Tutorials and coursework assignments.
External speakers from industry.

Notes

The module familiarises student with the employment market and the expectations of employers, and develops their employability skills, as well as providing an appreciation of the ethical issues associated with data handling. The module also develops advanced I.T. skills related to Mathematics and Statistics and enhances report writing skills.