

Professional Skills Development 2

Module Information

2022.01, Approved

Summary Information

Module Code	5006SSLN
Formal Module Title	Professional Skills Development 2
Owning School	Business and Management
Career	Undergraduate
Credits	10
Academic level	FHEQ Level 5
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
Business and Management

Learning Methods

Learning Method Type	Hours
Lecture	11
Seminar	11
Workshop	22

Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-MTP	MTP	September	12 Weeks

Aims and Outcomes

Aims	To provide students with the skills and knowledge to succeed in the graduate employment market.
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After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	1	Produce the necessary documentation to secure interviews with prospective employers.
MLO2	2	Evidence and reflect on own learning and development in a series of learning logs.
MLO3	3	Develop a high level of organisational awareness.

Module Content

Outline Syllabus	Skills Analysis Effective Covering Letters and CVs Completion of Application Forms Psychometric Tests Researching Companies Interview Skills Assessment Centres Presentation Skills Reflective Writing and Learning Logs
Module Overview	This module provides you with the opportunity to develop your organisational awareness and the skills required to improve performance in a professional capacity. You will learn to identify developmental needs in terms of knowledge, skills and experience for an intended career pathway, and consider, prepare and design personal strategies and action plans to develop knowledge, skills and experience.
Additional Information	To provide students with the skills and knowledge to succeed in the graduate employment market.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	Portfolio	100	0	MLO1, MLO2, MLO3

Module Contacts

Module Leader

Contact Name	Applies to all offerings	Offerings
Valerie Makin	Yes	N/A

Partner Module Team

Contact Name	Applies to all offerings	Offerings
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