

Liverpool John Moores University

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Title: PREPARATION FOR WORK
Status: Definitive
Code: **5009BUSMK** (117099)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Liverpool Business School

Team	Leader
Charlotte Tommins	Y

Academic Level: FHEQ5
Credit Value: 12.00
Total Delivered Hours: 19.50
Total Learning Hours: 120
Private Study: 100

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Workshop	19.500

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	Report	Recruitment Documentation.	50.0	
Reflection	Reflection	Evidenced-based learning logs.	50.0	

Aims

To provide students with the skills and knowledge required to secure undergraduate work experience placements and/or graduate employment.

Learning Outcomes

After completing the module the student should be able to:

- LO 1 Produce the necessary documentation to secure interviews with prospective employers.
- LO 2 Recognise own learning and development achievements and be able to evidence them in a series of learning logs.

Learning Outcomes of Assessments

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

Report	LO 1
Reflection	LO 2

Outline Syllabus

Skills analysis
Effective Covering letters and CV's
Approaches to Application forms
Psychometric Tests
Researching Companies for job applications
Interview skills
Assessment Centres
Presentation skills
Reflective Writing and learning logs

Learning Activities

Workshops to develop skills and knowledge.

References

Course Material	Book
Author	Innes, J
Publishing Year	2009
Title	The CV Book
Subtitle	
Edition	
Publisher	Pearson Education
ISBN	

Course Material	Book
Author	Neugebaur, J and Evans-Brain, J
Publishing Year	2009

Title	Making the most of your Placement
Subtitle	
Edition	
Publisher	Sage Publishing
ISBN	

Course Material	Book
Author	AGCAS Graduate Prospects
Publishing Year	2008
Title	Applications, CV's and Covering letters
Subtitle	Student and Graduate Series
Edition	
Publisher	AGCAS Publications
ISBN	

Course Material	Book
Author	AGCAS Graduate Prospects
Publishing Year	2008
Title	Going for Interviews
Subtitle	Student and Graduate Series Booklet
Edition	
Publisher	AGCAS Publications
ISBN	

Course Material	Book
Author	Herbert, I and Rothwell, A
Publishing Year	2005
Title	Managing Your Placement
Subtitle	A Skills-based Approach
Edition	
Publisher	Palgrave Macmillan
ISBN	

Notes

Formative assessment takes place through the workshops. Recruitment documentation is normally submitted around the middle of the semester; learning logs are usually submitted at the end of the semester.