

**Summary Information**

<b>Module Code</b>	5011SSLN
<b>Formal Module Title</b>	Employability Skills
<b>Owning School</b>	Business and Management
<b>Career</b>	Undergraduate
<b>Credits</b>	20
<b>Academic level</b>	FHEQ Level 5
<b>Grading Schema</b>	40

**Module Contacts**

**Module Leader**

Contact Name	Applies to all offerings	Offerings
Laura Dixon	Yes	N/A

**Module Team Member**

Contact Name	Applies to all offerings	Offerings
Tom Fletcher	Yes	N/A

**Partner Module Team**

Contact Name	Applies to all offerings	Offerings
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**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)

Offering Code	Location	Start Month	Duration
SEP-MTP	MTP	September	12 Weeks

### Aims and Outcomes

<b>Aims</b>	To provide students with the skills and knowledge to succeed in the graduate employment market.
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### Learning Outcomes

After completing the module the student should be able to:

Code	Description
MLO1	Produce the necessary documentation to secure interviews with prospective employers.
MLO2	Evidence and reflect on own learning and development in a series of learning logs.
MLO3	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 gives you the opportunity to gain experience in an area of work relevant to your future career choice. You will develop transferable skills and self-awareness through the writing of learning agreements, reflective writing and portfolio preparation. Learning will be achieved by working as part of a team or as a member of a workforce within a tourism or leisure organisation.

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)	Learning Outcome Mapping
Portfolio	Portfolio	100	0	MLO1, MLO3, MLO2