

Liverpool John Moores University

Title: PREPARATION FOR WORK
Status: Definitive
Code: **5020BUSCOM** (119175)
Version Start Date: 01-08-2012

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

Team	Leader
Lindsey Muir	Y

Academic Level: FHEQ5 **Credit Value:** 24.00 **Total Delivered Hours:** 78.00
Total Learning Hours: 240 **Private Study:** 162

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	26.000
Workshop	52.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	Report	To include Recruitment Documentation.	50.0	
Report	Report		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 Evidence own learning and development in a series of learning logs.
- LO 3 Demonstrate the required individual competences and graduate skills required to perform in the work place

Learning Outcomes of Assessments

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

Report	LO 1	LO 3
Learning Logs	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

Semester 1 - Workshops to develop skills and knowledge.

Semester 2 – Lectures and tutorials to support development of IT research and other skills to produce an effective research proposal and input and analyse data.

References

Course Material	Book
Author	Fisher, C
Publishing Year	2010
Title	Researching and Writing a Dissertation
Subtitle	An Essential Guide for Business Students
Edition	3rd edition
Publisher	Pearson Education, Harlow
ISBN	

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	Saunders M, Lewis, P and Thornhill, A
Publishing Year	2009
Title	Research Methods for Business Students
Subtitle	
Edition	5th edition
Publisher	Financial Times Prentice Hall
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	

Notes

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