

Liverpool John Moores University

Title: PERSONAL DEVELOPMENT II
Status: Definitive
Code: **5037COMP** (103133)
Version Start Date: 01-08-2011

Owning School/Faculty: Computing and Mathematical Sciences
Teaching School/Faculty: Computing and Mathematical Sciences

Team	Leader
Janet Lunn	Y

Academic Level: FHEQ5 **Credit Value:** 12.00 **Total Delivered Hours:** 48.00
Total Learning Hours: 120 **Private Study:** 72

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Practical	24.000
Tutorial	24.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	Portfolio including CV, SAF and covering letter	50.0	
Presentation	AS2	Presentation	50.0	

Aims

To expand the development of employability skills.

Learning Outcomes

After completing the module the student should be able to:

- 1 Reflect, analyse and review their career management and personal development

- 2 Explain the concept and processes of career planning.
- 3 Describe a variety of selection methods used by employers and develop a strategy to address these.
- 4 Identify and demonstrate their employability skills.

Learning Outcomes of Assessments

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

Portfolio	1	4		
Presentation	1	2	3	4

Outline Syllabus

Personal development planning: employability skills.
Current trends in employment.
Current trends in recruitment.
Effective applications.
Throughout the module, IT skills underpin the other parts of the syllabus.

Learning Activities

Tutorial exercises
 IT Laboratory work
 Coursework assignments

References

Course Material	Book
Author	Bright, J., Earl. J.
Publishing Year	2007
Title	Brilliant CV: What employers want to see and how to say it
Subtitle	
Edition	3rd Edtion
Publisher	Pearson
ISBN	

Course Material	Book
Author	Cottrell, S.
Publishing Year	2003
Title	Skills for Success: The Personal Development Planning Handbook
Subtitle	
Edition	

Publisher	Palgrave
ISBN	

Course Material	Book
Author	Cox, G. & Dufault, C.
Publishing Year	1996
Title	25 Roleplays for Interview Training
Subtitle	
Edition	
Publisher	Gower
ISBN	

Course Material	Book
Author	Eggert, M.
Publishing Year	2003
Title	The Perfect Interview
Subtitle	
Edition	
Publisher	New Arrow Business Books
ISBN	

Course Material	Book
Author	Eggert, M.
Publishing Year	2003
Title	The Perfect CV
Subtitle	
Edition	
Publisher	New Arrow Business Books
ISBN	

Course Material	Book
Author	Hawkins, P.
Publishing Year	1999
Title	The Art of Building Windmills – Career Tactics for the 21st Century
Subtitle	
Edition	
Publisher	Graduate into Employment Unit
ISBN	

Course Material	Book
Author	http://www.prospects.ac.uk/
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	

ISBN	
-------------	--

Course Material	Book
Author	http://www.ljmu.ac.uk/Careers/index.htm
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	http://targetjobs.co.uk/graduate-jobs/default.aspx
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Book
Author	http://www.alec.co.uk/
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

Notes

The module familiarises students with the employment market and the expectations of employers, and develops their employability skills.