

Liverpool John Moores University

Title: CAREER MANAGEMENT
Status: Definitive
Code: **5054BUSIS** (108230)
Version Start Date: 01-08-2011

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

Team	Leader
Janet Farrow	Y

Academic Level: FHEQ5
Credit Value: 12.00
Total Delivered Hours: 20.00
Total Learning Hours: 120
Private Study: 100

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Workshop	20.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Reflection	AS1	Personal Career Profile	40.0	
Portfolio	AS2	Job Study	20.0	
Report	AS3	CV or SAF + Personal Action Plan	40.0	

Aims

To provide students with the confidence, skills and knowledge to make realistic, well-informed career and lifestyle choices, and with the ability to review and adapt their plans in the light of changing priorities and circumstances.

To develop students' independent learning skills by offering access to diverse educational experiences, including on-line and off-campus learning, and Action Learning Sets.

Learning Outcomes

After completing the module the student should be able to:

- 1 Comprehend and explain the concept and process of career planning.
- 2 Apply the practices of reflection, analysis and review in relation to career management and personal development.
- 3 Identify and examine a range of suitable options post-graduation.
- 4 Analyse, with reference to his/her own situation, how the graduate labour market operates, and the forces which act upon it. This will include the role in the market of SME's, the importance of relevant work experience to new graduates seeking work in the business and information sector, along with the professional progression routes
- 5 List and describe a variety of selection methods used by employers and have begun to devise strategies to respond.
- 6 Identify sources of help and support which can be accessed or referred to both in the short-term, and at transitional periods throughout working life.

Learning Outcomes of Assessments

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

CW	1	2
CW	5	6
CW	3	4

Outline Syllabus

Introduction to the Module.

Finding your Profile (Self-Awareness):

Identifying skills, learning about Transferable Skills, reflecting upon personal motivation, considering personality type, and how this relates to career choice, identifying existing strengths, and aspects which could be developed further.

Finding the Fit (Opportunity-Awareness):

Matching interests, strengths and activities with the world of work, being introduced to current trends within the labour market, researching opportunities available to business and information graduates.

Effective Applications:

What makes a good CV/Application Form?, what to put in a covering letter, how to effectively communicate skills and experience, how to perform confidently in a job interview, how employers sift and select candidates, forward planning.

Learning Activities

1. Engage with on-line learning experiences and materials.
2. Use web-based research resources.

3. Network directly with local/national business and information graduate employers.

References

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

Course Material	Book
Author	http://destinations.ljmu.ac.uk
Publishing Year	0
Title	
Subtitle	
Edition	
Publisher	
ISBN	

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

Notes

This module is taught with the support of the Graduate Development Centre