

## Liverpool John Moores University

Title: Employability and Business Skills  
Status: Definitive  
Code: **5101LAWFL** (121767)  
Version Start Date: 01-08-2021

Owning School/Faculty: Law  
Teaching School/Faculty: Law

Team	Leader
Sarah Stirk	Y

**Academic Level:** FHEQ5  
**Credit Value:** 20  
**Total Delivered Hours:** 47  
**Total Learning Hours:** 200  
**Private Study:** 153

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Online	5
Tutorial	2
Workshop	40

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Port	Silver and Gold Awards, Cv, Cover Letter, Interview feedback, Reflective Statement - 1500 words	50	
Essay	Essay	2500 words on either work experience placement or Job Study	50	

### Aims

*1) To raise awareness of the potential career options available with an LLB degree (both legal and non-legal) and to develop a range of career management skills that*

*will enhance students ability to effectively career plan/manage.*

*2) To develop the attributes of self evaluation and external awareness of the trends/issues currently affecting/facing the employment sector the student is planning to work in.*

*3) Apply and develop a range of key employability skills such as communication skills, time management, initiative/problem solving, IT etc which will improve students competitiveness in the graduate labour market.*

*4)To identify personal skills, abilities, interest and motivations and relate these to career opportunities.*

*5)To engage students in the World of Work Programme.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Identify personal skills, abilities, interests and motivations and relate these to career opportunities in the work environment.
- 2 Formulate a targeted and effective CV and Cover letter and develop their ability to successfully perform at job interviews.
- 3 Understand the link between theory and practice in modern business.
- 4 Demonstrate organisational awareness and be able to reflect on this. (World of Work Silver Award).
- 5 Demonstrate the ability to plan, organise, problem solve and be adaptable and flexible. ( World of Work Gold Award).
- 6 Identify and reflect upon the following aspects of personal development: strengths and weaknesses, motivations and values, ability to work with others.

## **Learning Outcomes of Assessments**

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

Ref Statement -1500 words	1	2	4	5
2500 words essay	1	2	3	6

## **Outline Syllabus**

*Identify the significance and ways of raising self-awareness and self-efficacy in the context of employability as well as developing organisational awareness.*

*Personal employability profile: Creating and maintaining a CV and cover letter and undertaking a mock interview.*

*Making sense of the workplace and learning through experience.  
Improving communication and presentation skills.*

*To complete the Silver and Gold World of Work awards*

*Conduct 30 hours of work experience or complete a job study.*

## **Learning Activities**

Workshops  
Tutorials  
Mock interviews  
Work placement/job study  
Online Quizzes

## **Notes**

This module endeavours to provide students with the opportunity to explore future careers in law and other surrounding areas. From interview techniques to examining employment trends in the professions - this module provides an opportunity to develop the skills necessary to enter the legal work environment. The module will provide you with the opportunity to, for example, develop your own existing work related skills, acquire new skills and to examine employment opportunities following your degree. By the end of the module you will have a better understanding of how and where you can use your law degree and you will have developed an awareness that is vital to securing future employment. In addition, students will also have the opportunity to engage with the LJMU initiative aimed at improving students' employability, world of work, and to obtain certification for individual development identified during this module.