

## Liverpool John Moores University

Title: PERSONAL AND PROFESSIONAL DEVELOPMENT  
Status: Definitive  
Code: **5104MATHS** (124198)  
Version Start Date: 01-08-2021

Owning School/Faculty: Computer Science and Mathematics  
Teaching School/Faculty: Computer Science and Mathematics

Team	Leader
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**Academic Level:** FHEQ5      **Credit Value:** 20      **Total Delivered Hours:** 55  
**Total Learning Hours:** 200      **Private Study:** 145

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	22
Tutorial	33

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	CV and covering letter. Presentation on suitability for a specific role and reflecting on employability	50	
Portfolio	AS2	Assessment of IT skills	50	

### Aims

*To develop employability skills focusing on career management, recruitment and selection.*

*To develop presentation skills.*

*To develop the ability to self-analyse and reflect.*

*To develop advanced IT skills that will enable students to solve a range of problems in Mathematics and Statistics.*

## **Learning Outcomes**

After completing the module the student should be able to:

- 1 Reflect, analyse and review their career management, personal development and employability.
- 2 Reflect, analyse and review a variety of selection methods used by employers and develop a strategy to address these.
- 3 Use sophisticated software to solve problems in Mathematics and Statistics.

## **Learning Outcomes of Assessments**

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

CV and Presentation	1	2
Assessment of IT skills	3	

## **Outline Syllabus**

*Personal development planning.*

*Employability skills.*

*Current trends in employability and recruitment.*

*Effective job applications focusing on CV's and covering letters.*

*Suitability for specific mathematical job roles.*

*Psychometric tests, format and practice.*

*Creating Excel spreadsheets incorporating functions and formulae.*

*Using software to perform statistical tests and draw conclusions from data.*

## **Learning Activities**

Lectures, Tutorials and coursework assignments.

External speakers from industry.

## **Notes**

The module familiarises students with the employment market and the expectations of employers, and develops their employability skills. The module also develops advanced I.T. skills related to Mathematics and Statistics.