

## Liverpool John Moores University

Title: EMPLOYABILITY SKILLS  
Status: Definitive  
Code: **5300BUSBS** (121927)  
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management  
Teaching School/Faculty: Business and Management

Team	Leader
Adrian McGrath	Y

**Academic Level:** FHEQ5      **Credit Value:** 10      **Total Delivered Hours:** 44  
**Total Learning Hours:** 100      **Private Study:** 56

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Workshop	44

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	Port	To include Recruitment Documentation and Learning Logs. Portfolio word count 2500.	100	

### Aims

*To provide students with the skills and knowledge to succeed in the graduate employment market.*

### Learning Outcomes

After completing the module the student should be able to:

- 1 Produce the necessary documentation to secure interviews with prospective employers.
- 2 Evidence and reflect on own learning and development in a series of learning logs.
- 3 Develop a high level of organisational awareness.

## **Learning Outcomes of Assessments**

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

REPORT	1	2	3
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## **Outline Syllabus**

*Skills Analysis*  
*Effective Covering Letters and CVs*  
*Completion of Application Forms*  
*Psychometric Tests*  
*Researching Companies*  
*Interview Skills*  
*Assessment Centres*  
*Presentation Skills*  
*Reflective Writing and Learning Logs*

## **Learning Activities**

Workshops to Develop Employability Skills  
Employer Presentations  
Participation in Mock Interviews

## **Notes**

To provide students with the skills and knowledge to succeed in the graduate employment market.