

## Liverpool John Moores University

Title: Employability Skills  
Status: Definitive  
Code: **5500VLUBW** (128592)  
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management  
Teaching School/Faculty: Van Lang University

Team	Leader
Gemma Dale	Y

**Academic Level:** FHEQ5  
**Credit Value:** 20  
**Total Delivered Hours:** 44  
**Total Learning Hours:** 200  
**Private Study:** 156

### Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	11
Seminar	11
Workshop	22

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	PORT	To include Recruitment Documentation and Learning Logs. Portfolio word count 4500.	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
--------	---	---	---

### **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.