

Liverpool John Moores University

Title: PREPARATION FOR WORK AND RESEARCH
Status: Definitive
Code: **5501HEPBS** (118852)
Version Start Date: 01-08-2011

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

Team	Leader
John Reed	Y
Charlotte Tommins	

Academic Level: FHEQ5 **Credit Value:** 24.00 **Total Delivered Hours:** 78.00
Total Learning Hours: 240 **Private Study:** 162

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	16.000
Tutorial	26.000
Workshop	36.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	Report	To include Recruitment Documentation.	25.0	
Reflection	Reflection	Learning logs.	25.0	
Report	Report	Research Proposal.	50.0	

Aims

To provide students with the skills and knowledge required to secure undergraduate work experience placements and/or graduate employment.

To prepare students for the Level 3 project, the module aims to enable students to develop a research proposal and utilise quantitative and qualitative research tools.

Learning Outcomes

After completing the module the student should be able to:

- LO 1 Produce the necessary documentation to secure interviews with prospective employers.
- LO 2 Evidence own learning and development in a series of learning logs.
- LO 3 Prepare a research proposal appropriate for a level 3 business project.

Learning Outcomes of Assessments

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

Report	LO 1
Reflection	LO 2
Report	LO 3

Outline Syllabus

Skills analysis.
Effective Covering letters and CV's.
Approaches to Application forms.
Psychometric Tests.
Researching Companies for job applications.
Interview skills.
Assessment Centres.
Presentation skills.
Reflective Writing and learning logs.
Defining the research topic.
Critically reviewing the literature.
Deciding the research strategy and methods.
Using secondary data.
Collecting primary data.
Analysing quantitative and qualitative data.
Planning a timescale and use of resources.
Writing the research proposal.

Learning Activities

Semester 1 - Workshops to develop skills and knowledge.

Semester 2 – Lectures and tutorials to support development of IT research and other skills to produce an effective research proposal and input and analyse data.

References

Course Material	Book
Author	Fisher, C
Publishing Year	2010
Title	Researching and Writing a Dissertation
Subtitle	An Essential Guide for Business Students
Edition	3rd edition
Publisher	Pearson Education, Harlow
ISBN	

Course Material	Book
Author	Innes, J
Publishing Year	2009
Title	The CV Book
Subtitle	
Edition	
Publisher	Pearson Education
ISBN	

Course Material	Book
Author	Neugebaur, J and Evans-Brain, J
Publishing Year	2009
Title	Making the most of your Placement
Subtitle	
Edition	
Publisher	Sage Publishing
ISBN	

Course Material	Book
Author	Saunders M, Lewis, P and Thornhill, A
Publishing Year	2009
Title	Research Methods for Business Students
Subtitle	
Edition	5th edition
Publisher	Financial Times Prentice Hall
ISBN	

Course Material	Book
Author	AGCAS Graduate Prospects
Publishing Year	2008
Title	Applications, CV's and Covering Letters
Subtitle	Student and Graduate Series
Edition	

Publisher	AGCAS Publications
ISBN	

Notes

Formative assessment takes place through the workshops and tutorials.
Recruitment documentation is normally submitted around the middle of semester 1;
learning logs are usually submitted at the end of the semester 1; research proposal
by the end of semester 2.