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Title: PREPARATION FOR WORK AND RESEARCH  
 Status: Definitive  
 Code: **5507SERBS** (118188)  
 Version Start Date: 01-08-2018  
 Owing School/Faculty: Academic Portfolio  
 Teaching School/Faculty: South Eastern Regional College

Team	Leader
John Reed	Y
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**Academic Level:** FHEQ5      **Credit Value:** 24      **Total Delivered Hours:** 78  
**Total Learning Hours:** 240      **Private Study:** 162

### Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	27
Workshop	51

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	Report	To include Recruitment Documentation.	25	
Reflection	Reflection	Learning logs.	25	
Report	Report	Research Proposal.	50	

### 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:

- 1 Produce the necessary documentation to secure interviews with prospective employers.
- 2 Evidence own learning and development in a series of learning logs.
- 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	1
Reflection	2
Report	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.

## **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.