Liverpool John Moores University

Title:	EMPLOYABILITY SKILLS
Status:	Definitive
Code:	**5700SERCBS** (123143)
Version Start Date:	01-08-2021

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

Team	Leader
Hilary Bishop	

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

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.