

## Liverpool John Moores University

Title: CAREER DEVELOPMENT PLANNING  
Status: Definitive  
Code: **6001UGPUBH** (113075)  
Version Start Date: 01-08-2014

Owning School/Faculty: Centre for Public Health  
Teaching School/Faculty: Centre for Public Health

Team	Leader
Graeme Mitchell	Y

**Academic Level:** FHEQ6      **Credit Value:** 15.00      **Total Delivered Hours:** 24.00  
**Total Learning Hours:** 150      **Private Study:** 126

### Delivery Options

Course typically offered: Semester 2

Component	Contact Hours
Lecture	8.000
Seminar	14.000
Tutorial	2.000

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	AS1	Job application and CV	30.0	
Essay	AS2	Shortlisting and Interview	30.0	
Reflection	AS3	Critical reflection on processes - 1500 words	40.0	

### Aims

*This module aims to bring together the skills developed and practised during the programme of study. It is the final module to prepare graduates of the programme for the world of work.*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Critically reflect on graduate skills acquired during the programme.
- 2 Evaluate knowledge and skills to prepare a Curriculum Vitae to meet the specification of a job advert.
- 3 Utilise knowledge of the recruitment process to shortlist and interview candidates for a job.

## Learning Outcomes of Assessments

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

Job Application	1	2	
Shortlisting	3		
Reflection	1	2	3

## Outline Syllabus

*The syllabus will include: Identification and reflection of graduate skills; CV writing; researching the job market; attending mock interviews; preparing job applications; shortlisting candidates based on job applications; presentation to an interview panel.*

## Learning Activities

This practical, skills based module will be delivered through lectures, tutorials, exercises and seminars. It is linked to the personal tutor system and will utilise videos and simulated exercises to develop interviewing skills.

## References

<b>Course Material</b>	Book
<b>Author</b>	Association of Graduate Recruiters
<b>Publishing Year</b>	1995
<b>Title</b>	Skills for Graduates in the 21st Century
<b>Subtitle</b>	
<b>Edition</b>	
<b>Publisher</b>	AGR
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Yate, M, and Dourlain, T
<b>Publishing Year</b>	2002
<b>Title</b>	Online Job Hunting

<b>Subtitle</b>	great answers to tough questions
<b>Edition</b>	
<b>Publisher</b>	
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Corfield, R
<b>Publishing Year</b>	2003
<b>Title</b>	Preparing your own CV
<b>Subtitle</b>	How to improve your chances of getting the job you want.
<b>Edition</b>	3rd
<b>Publisher</b>	The Times
<b>ISBN</b>	

<b>Course Material</b>	Book
<b>Author</b>	Williams, L
<b>Publishing Year</b>	2004
<b>Title</b>	readymade Job search letters
<b>Subtitle</b>	Every type of letter for getting the job you want
<b>Edition</b>	
<b>Publisher</b>	The Times
<b>ISBN</b>	

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## Notes

This module gives the student the opportunity to identify and maximise their strengths and prepares them to compete in the market.