

Module Code	LCLM4005
Title	Employability and Career Development
Date	29/07/2022
Level	4
Credits	20
Pre-Requisites	

AIM(S)

- To introduce the student to strategies for personal reflection and career development planning;
- To gain confidence and competence to perform in a business environment.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Understand the skills and knowledge needed for working effectively;
- Demonstrate readiness for employability and personal advancement through an understanding of personal strengths and areas for further development;
- Establish employment goals and develop a personal action plan.

INDICATIVE CONTENT

- Concepts of self-awareness and the various approaches to self-assessment and learning
- The application of background questionnaires and identify personal learning preferences
- An analysis of personal strengths, weaknesses, and tools to support professional development planning
- Ideas relating to the concept of personal confidence, studying, and thinking independently
- Strategies for exploring employment options acquiring, selecting, and collating information from a range of sources
- An introduction to strategies for career advancement: staff recruitment, job evaluation, person specifications, job specifications, interviewing, induction, mentoring, appraisal, and retention issues
- Development of students' confidence and readiness for employability such as responsibility and accountability; interpersonal relationships; effective means for communication; reliability
- Reference to relevant procedures and employment legislation
- Identify good practice relating to respect, effective communication, and effective partnerships in the workplace.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

(Tick one)

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
A practical employment or career development exercise (such as a role play, interview, etc.)	10-15mins per student	50%

Assessment Component 2

(Tick one)

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Reflective essay/blog or equivalent	1500 words	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	100%

INDICATIVE READING LIST

Module Code	LCLM4005	
Module Title	Employability and Career Development	
Classification	Reading List entry	Electronic*
Essential	Cottrell, S. (2021) <i>Skills for success: personal development and employability</i> . 4th edition. London: Red Globe Press. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?d_ocrd=alma99100375381502421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,skills%20for%20success&offset=0	☒
Essential	Tarrant, P. (2017) <i>Reflective practice and professional development</i> . 1st edn. Thousand Oaks, CA: Sage Publications. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?d_ocrd=alma99100185560002421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,Tarrant%20Reflective%20practice%20and%20professional%20development.&offset=0	☒
Essential	Neugebauer, J. and Evans-Brain, J. (2016) <i>Employability: making the most of your career development</i> . London : Sage Publications. Available at : https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?d_ocrd=alma99100298460202421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Employability:%20making%20the%20most%20of%20your%20career%20development.&offset=0	☒
Further	Buchanan, D. and Huczynski, A. (2019) <i>Organizational behaviour</i> . 10th edn. Harlow: Pearson. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?d_ocrd=alma99100324160302421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Buchanan%20Organizational%20behaviour.&offset=0	☒
Further	National Careers Service (2022) 'Interview tips. [Website] Available at: https://nationalcareers.service.gov.uk/careers-advice/interview-advice	☒
Further	Prospects. (2016) 'Career advice '[Website] Available at https://www.prospects.ac.uk	☒