

MODULE CODE:	EMPL4007	
TITLE:	Employability	
DATED:	15/10/2012	
MODULE AUTHOR:	Roger Maidment	
LEVEL:	4	
CREDITS:	10	
TEACHING METHODS:	Workshops (16 hours)	16%
	Directed Learning: (84 hours)	84%

AIM(S)

- To gain confidence and competence as effective employees.

LEARNING OUTCOMES

By the end of this module, students should be able to:

- demonstrate an understanding of skills and knowledge for working effectively;
- demonstrate confidence and readiness for employability and personal advancement;
- organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.

CONTENT

Through task-based study, students will explore:

- an examination of effective systems, such as rotas, health and safety regulations and good conduct procedures;
- 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.

ASSESSMENT

Coursework Assignment **100%**

Example: Students' make an application for a designated job in their chosen area of work. The application involves a CV, written report, a short presentation and an interview

BIBLIOGRAPHY

Essential

Cottrell, S. *The Study Skills Handbook* (2nd edition). Hampshire: Palgrave MacMillan, 2003.
Pears, R. & Shields, G. *Cite Them Right*. Basingstoke: Palgrave MacMillan, 2011.

Recommended

Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook* (2nd edition). Hampshire: Palgrave MacMillan.
Levin, P. (2004) *Write Great Essays*. Maidenhead: Open University Press.
Mercer, N. (2006) *The Guided Construction of Knowledge: talk amongst teachers and learners*. Clevedon: Multilingual Matters Ltd.
Pritchards, A. M. (2008) *Studying and Learning at University: Vital Skills for Success in your Degree*. London: Sage Publications.
Seely, J. (2005) *Oxford Guide to Effective Writing and Speaking* (2nd edition). Oxford: Open University Press.
van Emden, J. & Becker, L. (2010) *Presentation Skills for Students* (2nd edition). Palgrave Macmillan.

Ebooks

Hind, D. and Moss, S. (2011) *Employability Skills*, Business Education Publishers Ltd; 2nd ed.
Marsh, R. (2012) *Skills for Employability Part One: Pre-employment*, Christal Pub.
Marsh, R. (2012) *Skills for Employability Part One: Moving into Employment*, Christal Pub.

Websites

<http://www.acas.org>
<http://www.skills4study>
<http://www.careerswales.com>
<http://www.colegsirgar.ac.uk>