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| **MODULE TITLE** | **Advanced Skills For Work** |
| **MODULE CODE** | PPD295 |
| **EFFECTIVE FROM** | Academic Year 2017/18  |
| **MODULE LEVEL** | 4 |
| **CREDIT POINTS****MODULE STATUS** | **5**Optional |
| **E-LEARNING** | Web Supplemented |
| **MODULE INSTANCE(S)** | **Location** | **Semester** | **Module Co-ordinator** | **Teaching Staff** |
|  | All | 1 & 2 | Glenda Martin | Career Development Centre Team |
| **PREREQUISITE(S)** | None |
| **CO REQUISITE(S)** | None |
| **HOURS** | Workshops - 4 hoursIndependent Study – 46 hours |
| **TOTAL EFFORT HOURS** | 50 minimum |
| **ACADEMIC SUBJECT** | Career Development Learning |

# RATIONALE

The Career Development Centre offers this module which will support students to secure work based learning opportunities such as placement and internship.

Today’s labour market requires graduates to have substantial, relevant work experience to secure graduate opportunities. A significant number of graduate employers are actively recruiting from the 1st and 2nd year student cohorts and students will be disadvantaged if they do not engage with work experience.

According to the Confederation of British Industry (CBI) 82% of businesses said employability is the single most important consideration when recruiting students or graduates and 70% of the employers said that university students need to do more to prepare themselves to secure that role and be effective in the workplace.

# AIMS

This module aims to:

* engage students in their own employability development to help develop the skills to confidently compete and secure internship and placement work based learning
* ensure students understand the skills and attributes employers are seeking
* provide employability interventions to help students develop and evidence key employability skills and graduate qualities
* develop students’ ability to identify their transferrable skills and articulate their experience, skills and attributes in a confident, meaningful and positive manner

# LEARNING OUTCOMES

Upon successful completion of this module, a student will be able to:

* Recognise the transferable skills developed through their academic programme of study, work experience and extra curricular activities
* Describe the importance of professional attitudes and behaviours in an employability context and explain how these can create differentiation
* Use a range of techniques to professionally articulate how their skills, attributes and qualities have been developed using technology or narrative which is relevant to employer expectations
* Confidently demonstrate their strengths, attributes and graduate qualities via technology, CV, application form. face to face networking online presence and interview situations

# CONTENT

The content of this module will support the driving question “How will securing a work based learning opportunity impact on my professional future?”

**Preparing For Your Future Career**

* The value of placement, internships and work experience
* Demonstrating self confidence and minimising limiting beliefs
* Developing resilience

**Matching Employer Expectations**

* What employers are seeking
* Graduate qualities and transferable skills
* Skills audit & personality profile
* Developing an impactful CV & online presence

**Securing the Opportunity**

* Personal SWOT analysis
* Evidencing commercial awareness
* Interview skills

# LEARNING AND TEACHING METHODS

A variety of teaching methods will be utilised, the emphasis being on a workshop style active learning approach, which will include the use of the flipped classroom, mind mapping and problem based learning approaches. It will also incorporate the use of technology, group discussion, self-reflection, brainstorming and multimedia

Practical activities will encourage student engagement and students will be expected to fully participate and contribute to all workshops and apply their learning to independent study and preparation of assignments

# ASSESSMENT AND FEEDBACK

100% Coursework 0% Examination

The module will be assessed by 1 piece of coursework: Work Based Learning Action Plan

Assessment will be via 1-1 conversation which will provide verbal feedback on the Work Based Learning Action Plan, individual aspirations, how the skills audit and personality profile has been utilised and preparation of a CV,

Blackboard Learn will be used to provide resources, upload verbal feedback and record module mark.

The result will be Pass or Fail

# READING LIST

**Required**

Trought, F. (2011) *Brilliant Employability Skills: How to Stand Out from the Crowd in the Graduate Job Market*.1st ed. Prentice Hall.

Holmes, K. (2017) *What Employers Want: The Employability Skills Handbook*. 2nd ed. Trotman Education

De Sutter, J.  (2017) *Making That Leap! Starting Out as a Young Professional*  1st ed. Harper Publishing

**Recommended**

Hooley, T. & Grant, K. (2017) *You’re Hired! Graduate Career Handbook*.  Maximise your employability and get a graduate job. 1st ed. Trotman.

Cottrell, S. (2015) *Skills for Success: Personal Development and Employability*. 3rd ed. Palgrave Macmillan.

Hopwood, S. (2017) *Kickstart Your Career: Graduate Edition*. Independently Published

**Websites:**

**CBI Report – Preparing Graduates for the world of work** <http://www.agcas.org.uk/agcas_resources/104-Future-fit-Preparing-graduates-for-the-world-of-work->

**UKCES – Employer Perspectives Survey (2016)**

<https://www.gov.uk/government/publications/employer-perspectives-survey-2016>

**What do employers want? (2017)**

<https://www.agr.org.uk/AGR-Blog/skills-gap-what-do-employers-want-from-graduates#.WYOvAYjyvIU>

**The top 10 skills that’ll get you a job when you graduate**

<https://targetjobs.co.uk/careers-advice/career-planning/273051-the-top-10-skills-thatll-get-you-a-job-when-you-graduate>

**Why is work experience important?**

<https://www.allaboutcareers.com/careers-advice/work-experience/why-is-work-experience-important>

**Job hunting and social media**

<https://www.prospects.ac.uk/careers-advice/getting-a-job/job-hunting-and-social-media>

# SUMMARY DESCRIPTION

Self awareness and confidently evidencing transferrable skills is essential if students are to understand, develop and evidence the skills and attributes that employers recruiting from all industries are seeking. This module aims to engage students in their own employability development as well as aid their understanding of what recruiting employers look for and in particular why they look for specific attributes

The module seeks to support students to challenge limiting beliefs, step out of their comfort zone and participate in a range of learning activities designed to increase confidence and support them to positively and professionally articulate their experience, attributes and skills to potential placement and graduate employers