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Refer to guidance notes for completion of each section of the specification.

Module Code:	BUS473

Module Title:	Career Development Skills

Level:	4	Credit Value:	10

Cost Centre(s):	GDZB	JACS3 code: HECoS code:	N100 100078

Faculty	SLS	Module Leader:	Gaenor Roberts

Scheduled learning and teaching hours	12 hrs
Placement tutor support	0 hrs
Supervised learning eg practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
Total contact hours	**12** hrs
Placement / work based learning	0 hrs
Guided independent study	88 hrs
Module duration (total hours)	100 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
Standalone module Affiliated to BA(Hons) Business for QAA purposes	☐	✓

Pre-requisites
None.

Office use only	
Initial approval: 06/08/2020 With effect from: 06/08/2020	Version no: 1
Date and details of revision:	Version no:

Template updated: September 2019

Module Aims
This module will explore current recruitment and selection processes, and will introduce students to key tools to reflect upon personal strengths and help identify areas for future personal development.   It will also investigate techniques that will help build confidence and readiness for future career opportunities.

Module Learning Outcomes - at the end of this module, students will be able to	
1	Reflect upon and identify personal transferable skills and knowledge.
2	Demonstrate an understanding of current interview processes.
3	Demonstrate an understanding of how to deliver an engaging presentation.
4	Identify and address key areas for personal development.

Employability Skills The Wrexham Glyndŵr Graduate	I = included in module content A = included in module assessment N/A = not applicable
Guidance: complete the matrix to indicate which of the following are included in the module content and/or assessment in alignment with the matrix provided in the programme specification.	
CORE ATTRIBUTES	
Engaged	I
Creative	I
Enterprising	I
Ethical	I
KEY ATTITUDES	
Commitment	I
Curiosity	I
Resilient	I
Confidence	I
Adaptability	I
PRACTICAL SKILLSETS	
Digital fluency	I
Organisation	I
Leadership and team working	I
Critical thinking	I
Emotional intelligence	I
Communication	I

Derogations
None.

Assessment:
Indicative Assessment Tasks:
Students will be required to complete an online discussion forum on each weekly topic. The forums will enable students to reflect and demonstrate their learning. The expectation for the total word count is 1,000 words.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1 to 4	Learning logs/journals	100

Learning and Teaching Strategies:
The overall learning and teaching strategy is one of guided independent study, in the form of distance learning requiring ongoing student engagement. On-line material will provide the foundation of the learning resources, requiring the students to log-in and engage on a regular basis throughout the four-week period of the module. There will be a mix of recorded lectures and supporting notes/slides, containing embedded digital content and self-checks for students to complete as they work through the material and undertake the assessment tasks. The use of a range digital tools via the virtual learning environment together with additional sources of reading will also be utilised to accommodate learning styles. There is access to additional support via email, and the chat facilities through Moodle for messaging and responding.   The assessment for this module requires a contribution to an online discussion forum for each weekly topic, and feedback will be given to students on the progress of this assessment, via comments on the forum on a weekly basis.

Syllabus outline:

Indicative topics for this module's syllabus include:
    i)   The key elements of job application procedures.
    ii)   An introduction to interview techniques and preparation.
    iii)   Effective presenting skills, including choosing content, and confident delivery.
    iv)   Tools and models to aid personal development

Indicative Bibliography:
Essential reading

Books

Cottrell, S. (2015) Skills for Success: Personal Development and Employability. Palgrave.

London

Students will also be provided with a list of relevant online articles and resources via Resourcefinder for each task which forms part of the assessment.

Other indicative reading

Websites
www.cipd.co.uk
www.managers.org.uk
www.gov.uk
www.prospects.ac.uk

Glyndwr Careers and Employability Guides