

Employability and Enterprise Skills

Module Code:	HRM5004-B
Academic Year:	2018-19
Credit Rating:	20
School:	School of Management
Subject Area:	Human Resource Management
FHEQ Level:	FHEQ Level 5
Module Leader:	Mrs Fatima Malik

Additional Tutors:

Pre-requisites:

Co-requisites:

Contact Hours

Type	Hours
Lectures	12
Tutorials	24
Directed Study	164

Availability Periods

Occurrence	Location/Period
ONA	College of Banking and Financial Studies, Oman / Semester 1 (Sep - Jan)
BDA	University of Bradford / Semester 1 (Sep - Jan)

Module Aims

- 1.To provide an understanding of the essential factors required in securing graduate employment.
- 2.To develop knowledge and understanding of the skills, professional behaviors and values in demand by graduate employers.
- 3.To identify, reflect, assess and develop effective tools to enhance employability.

4.To support an understanding of the requirements in creating short and long term personal and career development plans and goals.

Outline Syllabus

This is a practical module that aims to enhance your understanding of employability and the use, application and development of transferable skills, knowledge and confidence required in competing in graduate job markets. Employability is about more than just writing an effective CV or in successfully securing employment. It is also about recognising and self-reflecting upon your existing skills, attributes and qualities and understanding how to develop these throughout your academic and working life to achieve your immediate, short and long term career goals.

This module will therefore provide you with the support, guidance and opportunity to discover your own level of employability, further helping to identify decisions about your future career aspirations. To achieve this, we also work with current graduate employers and the Careers Service who help with the module design and delivery thus strongly influencing the course.

By the end of the module you will have learnt about and understood the pre-requisite graduate requirements in successfully securing graduate-level employment. Topics covered will therefore include: graduate employability, self-awareness, career planning, CV's, application forms, interview techniques and assessment centres. The module will also enhance your understanding and knowledge of the graduate skills required in order to be effective within the workplace such as presentation skills, networking, effective communication, commercial awareness and business and enterprise skills.

Module Learning Outcomes

On successful completion of this module, students will be able to...

- 1 1a Effectively demonstrate an understanding and development of your employability skills using graduate-level employer selection methods and tools.
 1b Assess and develop your personal development and career management skills

- 2 2a Reflect and assess your personal strengths and weaknesses according to the employability requirements of graduate employers.
 2b Establish appropriate self-development objectives to support the establishment of personal and career development plans and actions.

- 3 3a Reflect on your transferable skills, professional conduct, behaviours and values relevant to graduate employment and career development.
 3b Respond effectively to questions within employer interviews (e.g. face-to-face, video interviewing) and professional networking situations.
 3c Present yourself effectively using the various presentation methods utilized by employers during graduate selection including: the CV, employer on-line application form and assessment centres.
 3d Develop a career action plan, setting realistic short and long-terms goals and objectives.

Learning, Teaching and Assessment Strategy

One hour weekly lectures will present key information, concepts and knowledge, whilst two hour tutorial sessions will support practical exercises and activities. All are designed to help you develop appropriate employability skills through self-reflection, group work discussions and participation in lectures and tutorials. Guest speakers present advice on job hunting,

CV planning and interview techniques. Participation in this module will help you plan for future academic and career development. Feedback will be provided by local employers on interviewing skills, business knowledge and working in teams via mock interviews and assessment centres

Mode of Assessment

Type	Method	Description	Length	Weighting	Final Assess'
Summative	Coursework	Portfolio	-2500 words	70%	Yes
Summative	Coursework	Competence based job application form	-1500 words	30%	No

Legacy Code (if applicable)

Reading List

To view Reading List, please go to [rebus:list](#).