

# MODULE DESCRIPTOR

## SECTION A: MODULE DETAILS

<b>Module Title</b>	<b>Career Viewpoint</b>						
<b>Short Title</b>	<b>CareerView</b>						
<b>Module Code</b>	<b>MG410</b>	<b>Date of First Approval</b>			<b>September 2013</b>		
<b>Responsible Department</b>	<b>Business, Law &amp; Computing</b>	<b>Date of Version</b>			<b>September 2018</b>		
<b>FHEQ Level</b>	<b>Level 4: Certificate</b>	<b>Version No.</b>			<b>2</b>		
<b>Credit Value</b>	<b>15 Credits</b>	<b>Expected Length</b>			<b>15 weeks</b>		
<b>Status</b>	<b>Approved</b>	<b>Regime of Delivery</b>			<b>Campus Based</b>		
<b>Semester taught</b>	S1 <input checked="" type="checkbox"/>	S2 <input checked="" type="checkbox"/>	S3 <input type="checkbox"/>	SB <input type="checkbox"/>	S1A <input checked="" type="checkbox"/>	S2A <input checked="" type="checkbox"/>	SBA <input type="checkbox"/>
	T1 <input type="checkbox"/>	T2 <input type="checkbox"/>	T3 <input type="checkbox"/>	T4 <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>

## SECTION B: MODULE DESCRIPTION

<b>Brief Description</b>
<p>This module attempts to make sustainable employability strategies explicitly aiming to equip the students with a range of tools for assessing their own skills and developing their abilities to manage their careers.</p> <p>Increasingly, not least because of the rising costs of undertaking a degree, students are measuring the worth of their degree upon their increased employability prospects. For many years this has been implicit within a degree with the focus being on subject specific content rather than the emotional intelligence which underpins employability.</p> <p>The aims of the module are to:</p> <ol style="list-style-type: none"> <li>1. Ensure students start developing their “exit strategy” from University into a career from Year One</li> <li>2. Ensure all students are capable of securing internships after the completion of Year One</li> <li>3. Ensure students understand the need to develop sustainable employability skills</li> </ol>
<b>Indicative Content</b>
<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>○ The world of work and the skills requirements</li> <li>○ What employers want</li> <li>○ How to construct an effective job search in the area of interest</li> </ul> <p>• Soft skills:</p> <ul style="list-style-type: none"> <li>○ Self-reflection of soft skills</li> <li>○ Emotional intelligence analysis</li> </ul> <p>• Personal development:</p> <ul style="list-style-type: none"> <li>○ CV development</li> <li>○ Development of LinkedIn profile</li> <li>○ Transferable Skills Audit</li> <li>○ Personal SWOT Analysis</li> <li>○ Personal Gap analysis</li> </ul>

## SECTION C: MODULE OUTCOMES

On successful completion of the module, the student will be able to:	
1.	Develop a useful and effective CV and LinkedIn profile;
2.	Define and contextualise employability for graduates in relation to their own career;
3.	Gather and analyse relevant career and labour market information;
4.	Analyse their own strengths and development needs in relation to progressing into employment and be able to construct a development plan

Key Skills Matrix		
	<i>Developed</i>	<i>Assessed</i>
Information Acquisition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Critical thinking, analysis and synthesis	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Self-reflection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication Skills: Oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication Skills: Written	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Information & Communications Technology (ICT)	<input type="checkbox"/>	<input type="checkbox"/>
Numeracy & Quantitative Skills	<input type="checkbox"/>	<input type="checkbox"/>
Problem Solving & Decision Making	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Independent & Self-managed Learning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Working with Others	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION D: MODULE STRATEGY

Employability / Career Development Statement
<p>This module is focused entirely on employability. The students will be encouraged to analyse their own skillset and the short-term job market, in order to develop a career plan. They will also be reviewing labour market intelligence, prior to creating their own CV and LinkedIn profile.</p> <p>The module addresses issues of emotional intelligence via the activities using self-assessment for team roles and team dynamics. Other skills valued by employers such as self-esteem, self-confidence, self-efficacy will be enhanced via the self-assessment tools for analysing personality traits.</p> <p>Additionally students will create/update an e-portfolio with evidence of skills development throughout the module and the semester.</p>

Learning & Teaching Strategy
<p>Students will be taught via joint core lectures followed by seminars in programme groups (e.g. marketing, finance, HR students) via a combination of workshops and guest presentations from industry professionals and the University's Career Service. Joint lectures will be given where appropriate and relevant to all the student cohorts. Subject specific lectures/guest presentations, e.g. from members of the CMI, will be offered to specific groups of students.</p> <p>Students will be tasked with a range of activities during the tutorial sessions such as personality and aptitude testing, which will raise their self-awareness of their skills and attributes. They will be required to undertake a range of tests in order to begin to understand their own attributes, skills and competencies.</p>

The weekly sessions are interactive. Students are expected to familiarise themselves with relevant material in advance to ensure a meaningful contribution. Lecture notes, reading and presentation materials will be made available on the VLE to facilitate such familiarisation

### Assessment Strategy

Students will be required to undertake 2 formally assessed assignments.

CW1 is a written report analysing the nature of their industry/industry sector together with the skills and competencies necessary for employment. This will involve an active piece of research accessing labour market statistics.

CW2 will build on the students' industry audit by requiring them to look at their own strengths and development needs by undertaking a gap analysis. This last assignment will also require the students to produce a CV and LinkedIn profile, which can be used to secure summer work or an internship.

## SECTION E: SCHEDULED LEARNING AND TEACHING

<b>Notional Hours</b>	
1 Credit is equivalent to 10 notional learning hours (30 credits = 300 learning hours). All hours should be calculated based on what an individual student might be expected to receive.	
<i>Category (Please refer to <a href="#">QAA Guidance</a> in completing this section)</i>	<i>Total Hours</i>
<b>Scheduled Learning and Teaching Activities (SLTA)</b>	
Lectures (incl. virtual and face to face contact)	15
Seminars (incl. virtual and face to face contact)	30
Tutorials – per individual student (incl. virtual and face to face contact)	
Project supervision (incl. virtual and face to face contact)	
Demonstration (incl. virtual and face to face contact)	
Practical classes and workshops	
Supervised time in studio/workshop/rehearsal space	
Fieldwork, e.g. survey work, data collection	
External visits, e.g. visits to sites, museums or collections	
<b>Sub-total: SLTA</b>	<b>45</b>
<b>PLUS Guided Independent Study (GIS)</b>	<b>105</b>
<b>PLUS Placements / Study Abroad / Work based Learning</b>	
<b>TOTAL (Sub-total of SLTA plus GIS, plus Placements)</b>	<b>150</b>

## SECTION F: ASSESSMENTS

Summative Assessment Regime				
ID	KIS Category/Activity Type & Brief Description (Please refer to: <a href="#">QAA Guidance</a> in completing this section)	Learning Outcomes Assessed	Weighting % or P/F	Indicative Week No.
CW1	Coursework: Report: 1500 word with individual report analysing the labour market	2,3	50	8
CW2	Coursework: Report: 1500 word report with personal SWOT, gap analysis and CV	1,4	50	13
<b>Module Pass Requirements:</b> Standard Regs apply				

## SECTION G: ACADEMIC RESOURCES

Key Texts
<ul style="list-style-type: none"> <li>Trout, F. (2012) Brilliant Employability Skills: How to Stand Out from the Crowd in the Graduate Job Market. Harlow: Pearson Education Ltd</li> <li>Cottrell, S. (2015) Skills for Success: Personal Development and Employability. London: Pearson Education Ltd</li> </ul>
Journals (including e-Journals)
<ul style="list-style-type: none"> <li>Education and training</li> <li>Harvard Business Review</li> </ul>
Databases
<ul style="list-style-type: none"> <li>Emerald</li> </ul>
Websites
<ul style="list-style-type: none"> <li>Chartered Institute of Marketing <a href="http://www.cim.co.uk">www.cim.co.uk</a></li> <li>Association of Chartered and Certified Accountants <a href="http://www.accaglobal.com">www.accaglobal.com</a></li> <li>Chartered Management Institute <a href="http://www.managers.org.uk">www.managers.org.uk</a></li> </ul>

© 2017 Buckinghamshire New University