CO7260 Employability–Core Skills

Credits: *0*   **Convenor:** *Dr. S. Reiff-Marganiec*   **Semester:** *1ˢᵗ or 2ⁿᵈ*

Prerequisites: *none*

Assessment: *none*

Seminars:	*10*	*hours*	**Other:**	*5*	*hours*
Practicals:	*10*	*hours*	**Private Study:**	*20*	*hours*

Subject Knowledge

Aims

Learning Outcomes   To provide students with the knowledge, skills and mind-set to manage their career and professional development throughout their lifetime, in the context of a dynamic 21st century employment market. Specifically, students will develop the knowledge, skills, motivation and insight to:

- proactively identify, create and explore relevant career and work placement opportunities and take informed decisions (career management);

- manage transferable skill development and professional growth over the course of their career (learning, improving and achieving)

- promote and present self professionally to employers and other organisations (business etiquette)

- prepare for, and perform to potential in selection processes, including promoting their transferable skills (recruitment and selection skills) content...

Assessment   Writing tasks, Contributions to discussions, Interviews, Role plays, Competency-based assessment, Problem-based exercises.

Course Description

This course forms the first part of the employability skills training. Students will learn about planning for their career, the labor market, work culture and etiquette. The second half of the course focuses on preparing applications and successfully managing the interview process.

This course is compulsory for students on the with Industry MSc Degree Programmes and attendance and satisfactory participation in the set tasks is expected. The course is only available to MSc with Industry students.

Detailed Syllabus

- Introduction to employability programme, CDS

- Career Planning

- British work culture & etiquette

- English for professional & business purposes

- Networking

- Recruitment & Selection, applications

- Evidencing skills in a targeted CV

- Job Hunting

- Preparing for and taking part in Interviews & Assessment Centres