1. **Title of the module**

BUSN3110 (CB311) Business Skills & Employability

1. **School or partner institution which will be responsible for management of the module**

Kent Business School

1. **The level of the module (Level 4, Level 5, Level 6 or Level 7)**

Level 4

1. **The number of credits and the ECTS value which the module represents**

15 credits (7.5 ECTS)

1. **Which term(s) the module is to be taught in (or other teaching pattern)**

Autumn

1. **Prerequisite and co-requisite modules**

None

1. **The programmes of study to which the module contributes**

BSc Management, BSc International Business and BSc Marketing and associated programmes.

1. **The intended subject specific learning outcomes.  
   On successfully completing the module students will be able to:**

8.1 demonstrate sound academic skills to complete assignments in accordance with the required academic conventions.

8.2 demonstrate an ability to evaluate, interpret and synthesise a wide range of information, found through independent research.

8.3 demonstrate knowledge and understanding of the theories underlying key employability skills.

8.4 use theory to inform practice by analysing and reflecting on a range of key employability skills in the context of personal development and business management.

1. **The intended generic learning outcomes.  
   On successfully completing the module students will be able to:**

9.1 demonstrate the ability to exercise personal responsibility.

9.2 demonstrate the ability to research a topic independently to extract and synthesise information from a range of academic and online sources;

9.3 make sound judgements to distinguish between fact and opinion, what is relevant and what is not and between opposing views based upon conflicting evidence;

9.4 evaluate and interpret information from a variety of sources to formulate and support a well- reasoned and structured line of argument;

9.5 relate knowledge of theory to practice and experience to enhance employability.

1. **A synopsis of the curriculum**

The module is intended to equip students with the intellectual skills needed to complete academic assignments as well as the personal and practical skills needed to cope with the varying demands of an academic course and the workplace. Practical skills will be developed by reflecting on theory to inform practice and lay the foundations for employability skills.

Topics the module will cover include:

* Orientation to studying at university, time management and learning styles.
* Research and cognitive development (writing essays and reports in higher education, research and referencing, plagiarism, how to make a reasoned argument, literature searches and introduction to critical and analytical thinking).
* The theories underlying personal skill development needed to achieve success at university and in the workplace (i.e. effective communication; working in groups, teamwork, problem solving, creative thinking, conflict management and negotiation).
* Personal Development Planning for Employability (including career search, CV writing, and making sense of employer skills requirements).

1. **Reading list (Indicative list, current at time of publication. Reading lists will be published annually)**

Cameron, S, (2009) *The Business Student’s Handbook: Skills for Study and Employment*, London: FT Prentice Hall.

Cottrell, S. (2008) *The Study Skills Handbook*. (3rd. Edition), London: Palgrave Macmillan

Gallagher, K. (2013) *Skills Development for Business and Management Students*, (2nd Edition) Oxford: OUP

Hepworth, A. (2011). *Studying for your future: Successful study skills, time management and career development: A guide to personal development planning for university and college students* Bury: Universe of Learning Ltd www.Uolearn.com

Hind, D and Moss, S. (2011). *Employability Skills*. Sunderland: Business Education Publishers

Lumley M., and Wilkinson, J. (2014) *Developing Employability for Business*. Oxford: OUP

Morgan, P, (2017), *The Business Student’s Guide to Study and Employability*, London: Sage

1. **Learning and teaching methods**

Total contact hours: 22

Private study hours: 128

Total study hours: 150

1. **Assessment methods**
   1. Main assessment methods

Individual Essay, 2000 words (40%)

Report 1500 words (40%)

VLE Award (pass/fail) (10%)

Workshop Activity (10%)

13.2 Reassessment methods

Reassessment Instrument: 100% coursework

1. **Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section12) and methods of assessment (section 13)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | *8.1* | *8.2* | *8.3* | *8.4* | *9.1* | *9.2* | *9.3* | *9.4* | *9.5* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |  |
| Private Study (including assessment and workshop preparation) | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Lectures | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Academic skills week session | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Moodle exercises | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |  |
| Required weekly readings to support lectures | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| Employability Workshops |  |  |  | **X** |  |  |  |  | **X** |
| Completion of the ‘Careers  Award for Business’ |  |  |  | **X** |  |  |  |  | **X** |
| **Assessment method** |  |  |  |  |  |  |  |  |  |
| Academic Essay | **X** | **X** |  |  | **X** | **X** | **X** | **X** |  |
| Employability Skills Report | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| VLE Award |  |  |  | **X** | **X** |  |  |  | **X** |
| Workshop - Completion Academic skills activities | **X** | **X** | **X** |  | **X** | **X** | **X** | **X** |  |

1. **Inclusive module design**

The School recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

1. **Campus(es) or centre(s) where module will be delivered**

Canterbury

1. **Internationalisation**

The module is linked to preparing students’ employability skills for both national and international organisations

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**Revision record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date approved | Major/minor revision | Start date of the delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
| 15/12/2017 | Minor | Sept-18 | 13,14 | No |
|  |  |  |  |  |

Revised FSO Jan 2018