1. **Title of the module**

BUSN7920 (CB792) Career Management for Stage 3 Business Programmes (Canterbury)

BUSN7930 (CB793) Career Management for Stage 3 Business Programmes (Medway)

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 6

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

5 credits (2.5 ECTS) Non Contributory

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

Autumn/Spring and Summer

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

None

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

Students registered on Single or Joint Honours Degree Programmes in Business (joint degrees owned by KBS)

1. **The intended subject specific learning outcomes.  
   On successfully completing the module students will be able to:**
   1. Identify career and postgraduate further study opportunities in Business and related fields for Kent Business School graduates in the UK and overseas
   2. Demonstrate detailed knowledge of how to search, prepare and apply for graduate jobs
   3. Self-reflect on the skills that they have developed and be able to articulate examples of these.
   4. Self-reflect on their skills gaps in order to be work ready and how they can develop these in their final year at University
2. **The intended generic learning outcomes.  
   On successfully completing the module students will be able to:**
   1. Demonstrate successful experience in researching business, finance and government agencies for the purposes of applications for graduate jobs
   2. Develop and articulate their individual and work-ready skills and attributes
   3. Initiate, manage and critically reflect on their own performance
   4. Recognise the importance of relevant work experience for graduates
3. **A synopsis of the curriculum**

The module helps prepare students to acquire and develop the employability and transferable skills necessary to search and successfully apply for work experience and graduate opportunities in the commercial and public sector and postgraduate study.

The curriculum builds on knowledge and experience gained in related employability modules delivered at Stages 1 and 2The aims here are to support students during their final year in applying for good graduate jobs and MSc degree programmes.

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

Cottrell, S. (2015), *Skills for Success*, London: Palgrave Macmillan

Rook, S. (2013), *The Graduate Career Guidebook*, London: Palgrave Macmillan

Trought, F. (2011), *Brilliant Employability Skills*, London: Prentice Hall

[Kent Careers and Employability Service](https://www.kent.ac.uk/careers/)

[https://www.kent.ac.uk/Business/employability/index.html](https://www.kent.ac.uk/economics/employability/index.html)

Employability for Business Stage 2 Students (Moodle module)

[Graduate Aptitude Tests (Guide to Psychometric tests)](https://www.kent.ac.uk/careers/psychotests.htm)

[Prospects](https://www.prospects.ac.uk/)

[e-financial careers](http://www.efinancialcareers.co.uk/)

1. **Learning and teaching methods**

Total contact hours: 6 hours

Private study hours: 44

Total study hours: 50

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

Self-reflection using the Graduate Attribute benchmark questionnaire – 500-700 words equivalence (100%)

13.2 Reassessment methods

100% coursework

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | *8.1* | *8.2* | *8.3* | *8.4* | *9.1* | *9.2* | *9.3* | *9.4* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |
| *Workshops* |  |  | X | X |  | X | X |  |
| *Independent study* | X | X | X | X | X | X | X | X |
| **Assessment method** |  |  |  |  |  |  |  |  |
| *Self-reflection (the Graduate Attribute benchmark questionnaire)* | X | 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 and Medway

1. **Internationalisation**

The module will promote awareness of opportunities for placements, graduate jobs and postgraduate study within the UK and abroad.

**FACULTIES SUPPORT OFFICE USE ONLY**

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

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| --- | --- | --- | --- | --- |
| Date approved | Major/minor revision | Start date of the delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
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Revised FSO Jan 2018