1. **Title of the module**

BUSN7900 (CB790) Employability for Stage 2 Business Programmes (Canterbury)

BUSN7910 (CB791) Employability for Stage 2 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 5

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

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. Understand career and postgraduate further study opportunities in Business and related fields for Business graduates within the UK and overseas
   2. Understand the importance of relevant work experience and how to search, prepare and apply for relevant work experience e.g. internships and placements.
   3. Demonstrate awareness of placement opportunities and the Year in Industry programmes and possibility of transferring to these degrees
   4. Have understanding of different recruitment processes employed by business and government
   5. Understand and have practice of internship CV and cover letter writing, application writing, interview techniques (face to face, telephone and video), competency tests and team based recruitment exercises
2. **The intended generic learning outcomes.  
   On successfully completing the module students will be able to:**
   1. Demonstrate confidence in researching business, finance and government agencies for the purposes of applications for internships
   2. Develop and articulate their individual and work-ready skills and attributes
   3. Undertake online tasks and activities relevant to internship recruitment
   4. Initiate, manage and reflect on their own performance
   5. Recognise the importance of relevant internships 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 employability support offered at Stage 1 providing intermediate level knowledge and exercises in application writing, CVs, careers advice, interview and assessment centre techniques, numeracy and competency tests, and psychometric evaluation.

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/)

1. **Learning and teaching methods**

Total contact hours: 15 hours

Private study hours: 35

Total study hours: 50

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

Personal pitch (5 minute) (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)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | *8.1* | *8.2* | *8.3* | *8.4* | *8.5* | *9.1* | *9.2* | *9.3* | *9.4* | *9.5* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |  |  |
| *Talks* | X | X | X | X | X | X | X | X | X | X |
| *Workshops* |  | X | X | X | X |  | X | X |  | X |
| *One to one meetings* | X | X | X | X | X | X | X | X | X | X |
| *Independent study* | X | X | X | X | X | X | X | X | X | X |
| **Assessment method** |  |  |  |  |  |  |  |  |  |  |
| *Personal pitch (5 minute)* | X | X | 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.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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