1. **Title of the module**

BUSN9123 (CB9123) Professional Skills and Employability Development

1. **Division 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 7

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 and Spring

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

None

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

MSc Management

MSc Digital Marketing and Analytics

MSc Project Management

MSc Healthcare Management

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

8.1 Reflect critically upon own professional skills and employability prospects.

8.2 Develop advanced knowledge of leadership skills in business and management linked to their career ambitions.

8.3 Demonstrate independent learning ability required for continuing professional development.

8.4 Demonstrate an advanced knowledge of relevant career theory and how this applies to practice and experience to enhance employability.

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

9.1 Critically evaluate and develop personal objectives for academic and career development.

9.2.Critically evaluate their own learning for the development of professional and employability skills.

9.3 Compose documents and communications with advanced academic writing skills.

9.4 Synthesise complex information and make sound judgements to communicate to a range of audiences.

1. **A synopsis of the curriculum**

This module aims to develop the skills and knowledge necessary for enhanced employability for postgraduate students. Subjects covered will typically include:

• Employability skills and career theory

• Personal skills analysis

• Management skills development

• Insights into Career opportunities relevant to course of study

• Navigating the job application process: Psychometric tests, interviews, assessment centres, and presentations

• Finding your consultancy project/internship/industrial placement opportunity

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

Core text:

Cottrell, S. (2015), Skills for success: the personal development planning handbook, 2nd edition, Basingstoke: Palgrave Macmillan.

Additional Reading

Pattison, L. (2013). Professional skills and employability, Harlow: Pearson, Higher Education

Williams, K., Woolliams, M. & Spiro, J. (2012) Reflective writing Pocket studies skills, Basingstoke: Palgrave MacMillan.

1. **Learning and teaching methods**

Total contact hours: 16

Private study hours: 134

Total study hours: 150

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

Individual Reflective Essay (2000 words) (50%)

Personal Pitch 10 minutes video presentation (50%)

13.2 Reassessment methods

Reassessment Instrument: like for like

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* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |
| Employability Workshops | x | x | x | x | x | x | x | x |
| One to One coaching | x | x | x | x | x | x | x | x |
| Skills Workshops | x | x | x | x | x | x |  |  |
| Independent Study | x | x | x | x | x | x | x | x |
| **Assessment method** |  |  |  |  |  |  |  |  |
| Personal Pitch | x | x | x | x | x | x |  | x |
| Individual reflective essay | x | x | x | x | x | x | x | x |

*Note: Students must achieve a pass in both assessment elements**in order to meet all Learning Outcomes.*

1. **Inclusive module design**

The Division 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**

Medway

1. **Internationalisation**

The module incorporates cultural awareness and cultural differences. Students will be encouraged to review internship/consultancy projects and graduate career opportunities in international businesses as well as local opportunities. They will have insights into a range of Business and Management careers in multi-national companies through guest lectures and business networking opportunities.

**DIVISIONAL 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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