Module Code:	BUS465

Module Title:	Glyndŵr Graduate 1

Level:	4	**Credit Value:**	20

Cost Centre(s):	GDZB	JACS3 **code**: HECoS code	X220 101278

Faculty	FSLS	**Module Leader:**	Emma Taylor

Scheduled learning and teaching hours	36 hrs
Guided independent study	164 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
Standalone aligned with BA (Hons) Business for QA and assessment purposes	☐	✓
	☐	☐
	☐	☐

Pre-requisites
N/A

Module Aims
The purpose of this module is to enable students to identify their own skills relevant to the job market, identify their own career development needs and identify opportunities to meet these needs. This module will develop research skills and professional reflective practice for career development.

Intended Learning Outcomes

Key skills for employability (current)

KS1	Written, oral and media communication skills
KS2	Leadership, team working and networking skills
KS3	Opportunity, creativity and problem solving skills
KS4	Information technology skills and digital literacy
KS5	Information management skills
KS6	Research skills
KS7	Intercultural and sustainability skills
KS8	Career management skills
KS9	Learning to learn (managing personal and professional development, self-management)
KS10	Numeracy

At the end of this module, students will be able to	Key Skills (new)	Key Skills (current)
1	Identify personal skills and weaknesses utilising a professional self-assessment tool kit.	4.1 4.2 4.3 4.4 5.1 5.2 5.3 5.5 6.1 6.2 6.3 6.4 6.6	KS1 KS4 KS5 KS10
2	Reflect on your own skills and recognise potential areas for your own personal development and describe how you could address these.	4.1 4.2 4.3 4.4 5.1 5.2 5.3 5.4 5.5 6.1 6.2 6.4 6.6	KS2 KS9
3	Identify two key employers and three key graduate skills which would be required for employment.	4.1 4.2 4.3 4.4 5.1 5.2 5.4 5.5 6.1 6.2 6.3 6.4 6.5 6.6	KS6 KS7 KS8

Transferable skills and other attributes
Communication skills
Decision making
Evaluation and analysis skills
Networking
Research skills
Time Management skills
Reflective practice skills

Learning outcomes have been mapped against the Graduate Attributes 4-5-6.

4 Core Attributes

4.1 Engaged	To be able to take responsibility for your outcomes and embrace opportunities to participate and develop.
4.2 Enterprising	To be able to show initiative, resourcefulness and self-determination in achieving outcomes.
4.3 Creative	To be able to invent and develop original ideas to produce new and interesting outcomes.
4.4 Ethical	To act in a caring and principled way, with integrity and respecting diversity. A global perspective and a commitment to avoid harm to others and the environment.

5 Key Attitudes

5.1 Commitment	To be able to decisively engage with activities and work towards your goals.
5.2 Confidence	To have self-assurance arising from an appreciation of your own abilities and qualities.
5.3 Adaptability	To be able to respond to changing demands and drivers, both personally and globally, and see yourself as a life-long learner on a continual journey.
5.4 Resilient	To be able to manage setbacks and recover from difficulties, and to recognize that is an attribute you can develop.
5.5 Curiosity	To have a desire to expand your knowledge and horizons, to understand to world more fully.

6 Practical Skillsets

6.1 Digital fluency	To understand and be able to select and use the appropriate digital tools and technologies to achieve desired outcomes.
6.2 Critical Thinking	To be able to apply logical principles, rigorous standards of evidence, and careful reasoning to the analysis and discussion of claims, beliefs, and issues.
6.3 Emotional Intelligence	To be able to identify, understand and manage emotions, both in yourself and others.
6.4 Communication	To be able to communicate effectively and appropriately, for the intended purpose and audience, in writing and orally, and across different media.
6.5 Leadership & Team working	To be able to work effectively within teams, giving effective support and leadership to your team members.
6.6 Organization	To be able to effectively and efficiently plan, time-manage and execute projects, and appropriately prioritize competing demands.

Derogations

N/A

Assessment:
Indicative Assessment Tasks:
Assessment 1: Students are required to complete a portfolio demonstrating their understanding and knowledge of their own skills and attributes in relation to the job market and their own career development. Task 1: Utilising the information and guidance provided by tutorials and workshops within the course as well as online resources, undertake an evaluation of your current skills utilising either the Glyndŵr Graduate System or the CMI self-assessment toolkit (subject to accreditation). This should include reference to the type of career path you wish to follow and the industries relevant to this. Task 2: Utilising the information and guidance provided by tutorials and guest speakers, identify two potential employers and three keys skills in demand by these employers. Task 3: Complete a short reflective summary after each weekly session or industry keynote detailing what you have learned and things you will apply to your learning and development moving forwards.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1,2,3	Portfolio	100	N/A	2000

Learning and Teaching Strategies:
A variety of teaching and learning activities will be employed on this course, predominantly those that emphasise interactive learning and student participation. These will include practical workshops; industry speakers, problem based learning activities; small group discussion; and group work. In addition, a series of employer forums will be offered to students for them to speak directly with potential employers about the skills needed in their industry and by their organisation.

Syllabus outline:
1. An introduction to the Glyndŵr Graduate 2. Skills development and evaluation: Method to the madness 3. How to evaluate your own skills using the Glyndŵr Graduate System 4. Skills in demand – What key skills are in demand in creative and digital sectors? 5. Skills in demand – what key skills are in demand in Engineering and Science sectors? 6. Skills in demand - what are employers looking for? 7. Demonstrating your skills: How to show an employer what skills you have? 8. Reflective Practice: What is it and how does it work? 9. Reflective Practice: How can it help with your development? 10. Employer Forum 1: STEM skills in Industry 11. Employer Forum 2: Soft Skills in Industry 12. Employer Forum 3: Technical Skills in Industry

Indicative Bibliography:

Essential reading

Cottrell, S. (2015) Skills for Success: Personal Development and Employability. Palgrave. London

Glyndwr Careers and Employability Guides
www.prospects.ac.uk
HESA Statistics

Other indicative reading

Indicative reading will be provided as the module progresses aligned to student specialisms and need

APSC suggestion for supporting text:

Essential Study and Employment Skills for Business and Management Students
Third Edition, **Kevin Gallagher**, May 2016
ISBN: 9780198724001, 336 pages
Oxford University Press
Price: £26.99
The most practical skills companion for business students that blends hands-on advice with a sound theoretical underpinning to enhance your success throughout university and beyond.