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Refer to guidance notes for completion of each section of the specification.

<b>Module Code:</b>	BUS471
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<b>Module Title:</b>	Introduction to Employability
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<b>Level:</b>	4	<b>Credit Value:</b>	20
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<b>Cost Centre(s):</b>	GDZB	<b>JACS3 code:</b>	X220
		<b>HECoS code:</b>	101278

<b>Faculty</b>	FSLs	<b>Module Leader:</b>	Emma Taylor
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Scheduled learning and teaching hours	6 hrs
Placement tutor support	0hrs
Supervised learning eg practical classes, workshops	0 hrs
Project supervision (level 6 projects and dissertation modules only)	0 hrs
<b>Total contact hours</b>	<b>6 hrs</b>
Placement / work based learning	
Guided independent study	194 hrs
<b>Module duration (total hours)</b>	<b>200 hrs</b>

<b>Programme(s) in which to be offered (not including exit awards)</b>	Core	Option
Standalone aligned with BA (Hons) Business for QA and assessment purposes	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Pre-requisites</b>
N/A

**Office use only**

Initial approval: 30/10/2019

Version no:1

With effect from: 30/10/2019

Date and details of revision:

Version no:

**Module Aims**

The purpose of this module is to increase the student's awareness of employability and its associated themes. In line with GWU Employability Strategy, this module will introduce students to employability where they will begin to gain an awareness and understanding of both the employability skills needed for industry graduates, and their own career development needs. Through this module, students will be provided with opportunities to develop an awareness of these skills at an introductory level.

**Module Learning Outcomes - at the end of this module, students will be able to**

1	Identify personal skills and challenges utilising a professional self-assessment tool kit.
2	Reflect on your own skills and recognise potential areas for your own personal development and describe how you could address these.
3	Identify two key employers and three key graduate skills which would be required for employment.

<b>Employability Skills The Wrexham Glyndŵr Graduate</b>	<b>I = included in module content A = included in module assessment N/A = not applicable</b>
<i>Guidance: complete the matrix to indicate which of the following are included in the module content and/or assessment in alignment with the matrix provided in the programme specification.</i>	
<b>CORE ATTRIBUTES</b>	
Engaged	I & A
Creative	I & A
Enterprising	I
Ethical	N/A
<b>KEY ATTITUDES</b>	
Commitment	I & A
Curiosity	I & A
Resilient	I & A
Confidence	I & A
Adaptability	I & A
<b>PRACTICAL SKILLSETS</b>	
Digital fluency	I & A
Organisation	I & A
Leadership and team working	I & A
Critical thinking	I & A
Emotional intelligence	I & A
Communication	I & A
<b>Derogations</b>	
N/A	

**Assessment:****Indicative Assessment Tasks:**

Students are required to complete a reflective assignment demonstrating their understanding and knowledge of their own skills and attributes in relation to the job market and their own career development.

Assessment 1 (of 1): Students are required to complete a reflective summary after each weekly session detailing what you have learned and how you will apply your learning against the Glyndwr Graduate 4 Core Attributes, 5 Key Attitudes, and 6 Practical Skill Sets within an employability setting (i.e. via the construction of a CV for example).

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)
1	1, 2, 3	Portfolio	PASS/FAIL

**Learning and Teaching Strategies:**

The learning and teaching strategy is one of guided independent study, in the form of distance learning requiring ongoing student engagement. On-line material will provide the foundation of the learning resources, to support a blended approach via the VLE, requiring the students to engage on a regular basis throughout the module. There will be a mix of recorded lectures and supporting notes/slides and self-checks for students to complete as they work through the material and undertake the assessment tasks. There is access to additional support and chat facilities through Moodle for messaging and responding.

**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.