

Module Title:	Employability and Study Skills
Module Code:	02C
Level:	4
Credits:	15
Pre-Requisites:	None

Module Description:

Students entering Higher Education will need specific study skills to enable them to maximise their learning potential and take advantage of opportunities available both in the academic setting and the workplace. Students will enter with different levels of skills and experience, therefore it is intended that students carry out an audit of their own skills and the results from this will form the basis of a personal development plan. The outcome from this module is that the student will be equipped with a range of study and transferable skills and will have an awareness of how they can best learn in a variety of settings.

Indicative Content:

- Use of main features of word processing and presentation software
 - Use of library and other information sources
 - Internet research skills, including use of social media
 - Assessing reliability of sources
 - Analysing information and determining its relevance to a given task
 - Harvard referencing – method and purpose
 - Communication both oral and written
 - Group/team working
 - Report writing
 - Structure of reports
 - Record keeping
 - Time management, including task management software
 - Email and electronic calendar management
 - Presentation skills
 - Numerical skills relevant to the programme
 - Learning in an academic context, including reading and note-taking
 - Time management skills
 - Other basic IT skills as required to enable students to succeed on their other modules
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Learning and Teaching Methods:

The module will be delivered through lectures, on-line learning material and workshops. The main activity will be students engaging in individual or group-based practical exercises. Students will be encouraged to produce drafts of their work in order to get formative feedback. Students will work in groups to develop and deliver a presentation; part of the class time will be allocated to students working in their groups in order that the tutor can observe and assess the contribution of individuals to the group.

Specific Learning Resources:

None

Bibliography

Highly Recommended

Cottrell, S. (2013) *The Study Skills Handbook* (4th Edition). Basingstoke: Palgrave Macmillan

Barker, M., Barker, D. and Pinard, K. (2011) *Internet Research* (6th Ed). USA: South-Western College Publishing.

Trought, F. (2012) *Brilliant Employability Skills*. Harlow: Pearson

Recommended

Anderson, L.E. and Bolt, S.B. (2014) *Professionalism: Skills for workplace success*, 3rd edition, Harlow: Pearson

Cottrell, S. (2011) *Critical thinking Skills: developing effective analysis and argument* (2nd Edition). Basingstoke: Palgrave

Cottrell, S. (2010) *Skills for Success: personal development and employability skills* (2nd Edition). Basingstoke: Palgrave Macmillan

Clarke, A. (2008) *e-Learning Skills* (2nd Edition). Basingstoke: Palgrave Macmillan

Currie, D. (2005) *Developing and Applying Study Skills*. London: CIPD

Denicolo, P. and Reeves, J. (2014) *Developing transferable skills: Enhancing your research and employment potential*, London: Sage.

O'Dochartaigh, N. (2012) *Internet Research Skills*. London: Sage Publications Ltd.

Lumley, M. and Wilkinson, J. (2014) *Developing employability for business*, Oxford: OUP

Pears R. and Shields G. (2010) *Cite them Right* (8th Edition). Basingstoke: Palgrave Macmillan

Rose, J. (2012) *The Mature Student's Guide to Writing* (3rd Edition). Basingstoke: Palgrave Macmillan

Background Reading

Module Specifications: Schools of Business & Management & Information Technology

Also, any introductory text on Microsoft Office software which includes Word, Excel and PowerPoint can be used to aid skills acquisition.

Module Learning Outcomes

Subject Specific Learning Outcomes

On successful completion of this module you will be able to:

LO	Assess own level of skill in literacy, numeracy, common IT applications and study skills and construct and follow a personal development plan.
LO	Communicate effectively both orally and in written form, using a range of software applications as aids.
LO	Collect, synthesise and analyse information from a variety of sources, and demonstrate appropriate report writing and referencing skills.
LO	Demonstrate effective teamworking skills.

Assessment Title or element	Weighting (%)
Report (1500 words) [mid semester]	50%
Group Presentation, consisting of 15% joint mark, 15% individual contribution (5 minutes per person) [late semester]	30%
Personal Development Plan, including evidence of progress (500 words, plus appendices) [end semester]	20%