This module aims to:
- Identify the core skills currently in demand in the global labour market
- Explain how the development of core skills enhances employability
- Provide students with the opportunity to conduct a self-assessment of their core skills and employability
- Engage students in the development of a range of core skills to support their learning and assessment in other modules as well as their long term employability
- Engage students in the development of a self-marketing strategy, in preparation for the graduate recruitment process

Learning outcomes
On completion of this module, students will be able to:
- Analyse the global labour market to identify core skills currently in demand
- Describe how core skills contribute to the development of their own employability
- Evaluate their current core skills level
- Plan to develop their core skills in response to labour market demands
- Provide evidence to demonstrate how their core skills have improved over the course of the module
- Understand the graduate recruitment process
- Implement a self-marketing strategy

Syllabus
- The global Labour Market;
  - historical context
  - key drivers
  - current position.
- Defining Core Skills:
  - how are these defined
  - who are the key stakeholders in defining them
- Employability;
  - What does ‘employability’ really mean?
  - The growth of employability as an area of interest in graduate labour markets,
  - What employers really want from graduates,
  - Who is ‘responsible’ for developing graduate employability,
  - The role of core skills in enhancing graduate career development

Syllabus continued
- Self-Assessment Tools for Core Skills; a range of tools for evaluating core skills (see list of core skills below).
- Developing Core Skills;
  - Communication – oral and written communication (for business purposes)
  - Numeracy – Handling and manipulating numerical data (addition, subtraction, division, multiplication, percentages, currency) and basic statistical concepts
  - Teamwork – Objective setting, co-operation, individual contribution
  - Self Management – accepting responsibility, assertiveness, time management, readiness to improve performance, planning skills, working under pressure, personal appearance, emotional intelligence.
- Professional Development Planning;
  - Designing and developing a Professional Development Plan to include:
    - rationale,
    - benefits and challenges,
    - different models and approaches,
    - contents and formats,
    - the planning process,
    - stages of development including reflection and recording learning.
- Self-Marketing Strategy Planning
  - What is personal branding?
  - Developing the personal brand
  - Understanding the graduate recruitment process

Learning and teaching methods
The Learning and Teaching Methods for the module follow the intended online delivery strategy for the programme as a whole. The module will be delivered through the provision of specified reading materials on the virtual learning platform, which shall be supported by specified discussion forums and lecturecasts, and Tutor support will be available to students via phone, email, and a fortnightly synchronous question and answer (Q&A) session.

<table>
<thead>
<tr>
<th>Description of unit of assessment</th>
<th>Length/Duration</th>
<th>Submission Date</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Discussion contribution</td>
<td>2 weeks</td>
<td>End of Units 2, 3 and 7</td>
<td>15%</td>
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<tr>
<td>2 regular assignments</td>
<td>1000-2000 words</td>
<td>End of Unit 6 and Unit 10</td>
<td>40%</td>
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<tr>
<td>Final personal development plan / End of module project</td>
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<td>End of Unit 14</td>
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<tr>
<td>Journal entries</td>
<td>300-500 words</td>
<td>Bi-weekly submission</td>
<td>15%</td>
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