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MODULE DESCRIPTOR

Module Title

Professional Skills Portfolio II

Reference	BS2311	Version	2
Created	February 2017	SCQF Level	SCQF 8
Approved	July 2013	SCQF Points	10
Amended	August 2017	ECTS Points	5

Aims of Module

The aim of this module is for students to evaluate their current skills set in relation to employment and career opportunities and to develop specific actions for progression or career change.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Demonstrate knowledge and understanding of the current employment market and employer requirements in a range of sectors.
- 2 Perform a review of their current employment skills by drawing upon work, academic and personal experience.
- 3 Undertake a matching process, relating their skills to specified employer requirements

Indicative Module Content

Career planning and development, personal reflection, recognising employment skills requirements, graduate employment attributes, interpreting job descriptions and person specifications, engaging with prospective employers, understanding recruitment and selection process.

Module Delivery

The module will be delivered using the University's Virtual Learning Environment to facilitate engagement with learning materials, simulations and real-time events.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	N/A	10
Non-Contact Hours	N/A	90
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	N/A	100
<i>Actual Placement hours for professional, statutory or regulatory body</i>		

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type: Coursework Weighting: 100% Outcomes Assessed: 1, 2, 3
 Description: A written report which addresses all learning outcomes.

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The module is assessed by one component: C1 - Coursework - 100% weighting. Module Pass Mark = Grade D (40%)

Module Grade	Minimum Requirements to achieve Module Grade:
A	70% or above
B	60% - 69%
C	50% - 59%
D	40% - 49%
E	35% - 39%
F	0% - 34%
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	BS1310 Professional Skills Portfolio I
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

- 1 CAMERON, S., 2009. *The business student's handbook: skills for study and employment*. 5th ed. Harlow: Pearson Education Limited.
- 2 HAGER, P. J., 2006. *Graduate attributes, learning and employability*. Dordrecht: Springer.