Module	Career Planning
Course code	BAMO-CP
Credits	5
Allocation of marks	100% Continuous Assessment

Intended Module Learning Outcomes

On successful completion of this module, the learner will be able to:

1. Discuss the importance of continued professional development
2. Employ a range of soft skills developed through personal achievements, career insights and personal/professional development
3. Create short-term and long-term personal and professional plans informed by self-awareness and research
4. Prepare and adapt a professional development portfolio to meet career/educational plans
5. Identify and pursue personal strategies for seeking, continuing or changing employment or creating self-employment
6. Use professionally developed written, oral and aural communications to ensure academic and employment success

Module Objectives

This module gives the final year learner the opportunity to consider plans for their future studies and career. It provides the learner with an opportunity to record and reflect on the tangible skills, experiences and achievements developed over the duration of their studies. Furthermore, learners are encouraged to maximise the development of the soft skills which are beneficial in further education and employment.

Module Curriculum

Further Education and Career Planning for the Management Field
- Accessing career and education opportunities
- Progression opportunities in academia and employment
- Research and understanding of the employment roles in business professions
- Portfolio preparation for employment (CV, cover letters, application letters)
- The recruitment process and shortlisting criteria for internships and management roles
- The selection process for graduate and management positions; pre-interview, interview & assessment centre methods
- The art of follow-up, when not successful in the job interview

Professional Aptitude in Education and Business
- First Impressions
- Business etiquette and professional behaviours
- How to standout in the Crowd
- Dress code in a professional environment
- Attitude for self-promotion
- Professional networking for career opportunities

Maximising employability skills
- Communication techniques that contribute to productive and harmonious relations
- Teamwork that contributes to effective working relationships and outcomes
- Problem solving that contributes to productive outcomes
- Self-management that contributes to personal development and growth
- Effective and life-long learning that contributes to ongoing personal and professional growth

Personal Development Skills
- Time management and Prioritisation of Tasks
- Emotional Intelligence
- Engagement and personal contribution, within and outside the college/workplace environment

Professional Ethics in Business
- Fundamental principles of ethical behaviour
- Concept of acting ethically in professional duties
- The professional impact of promoting ethical behaviour