

<b>Title of the Module/Unit</b>	<b>Module Number 1:</b> Employability / Module Reference MGT01
<b>Module/Unit Description</b>  In this section kindly provide a brief description of the module	This module will focus upon general skills of employability that any professional needs to adopt, and will focus on enabling participants improve their employability within the labour market.
<b>Learning Outcomes</b>  <b>Autonomy and Responsibility:</b> Collaborate, comply, deal with, ensure, be responsible for, carry out tasks, guide, supervise, monitor, authorise, manage, create, produce, represent, advise, negotiate, sell, etc.  <b>Knowledge and Understanding:</b> count, define, describe, draw, find, identify, label, list, match, name, quote, recall, recite, sequence, tell, write, etc.  (Example of learning outcome structure: Action Verb + Object + Context <i>Identify basic different range of glassware and state their use.</i> )	<b>Competences:</b>
	At the end of the module/unit the learner will have acquired the responsibility and autonomy to: <ul style="list-style-type: none"> <li>a) Work in an ethical manner;</li> <li>b) Prioritise one's learning needs;</li> <li>c) Collaborate and develop one's social network using appropriate means;</li> <li>d) Be responsible for developing one's own academic and career competencies.</li> </ul>
	<b>Knowledge:</b>
	At the end of the module/unit the learner will have been exposed to the following: <ul style="list-style-type: none"> <li>a) Acknowledging the importance of one's own personal brand;</li> <li>b) Learn how to improve one's social network;</li> <li>c) Learn the main theories on employability;</li> <li>d) Developing one's personal development plan;</li> <li>e) Determine how to be successful when applying for job positions.</li> </ul>
	<b>Skills:</b>

<p><b>Applying Knowledge and Understanding:</b>  apply, practice, demonstrate, show, plan, design, operate, assemble, use, construct, prepare, create, compose, arrange</p> <p>(Example of learning outcome structure:  Action Verb + Object + Context  <i>Apply principles of good practice to dispense, supply and administer medicinal products and other activities in a pharmacy.</i>)</p>	<p>At the end of the module/unit the learner will have acquired the following skills:</p> <ul style="list-style-type: none"> <li>a) Apply ethical behaviour at work;</li> <li>b) Acquire good social networking and personal branding practices;</li> <li>c) Prioritise and manage one's time properly;</li> <li>d) Create, develop and deliver presentations;</li> <li>e) Create and maintain a personal development plan.</li> </ul>
	<p><b>Module-Specific Learner Skills</b>  <i>(Over and above those mentioned in Section B)</i></p> <p>At the end of the module/unit the learner will be able to</p> <ul style="list-style-type: none"> <li>a) Design his/her personal development plan;</li> <li>b) Collaborate well with colleagues and develop his/her social network;</li> <li>c) Assemble a portfolio of skills that are critical to the modern professional;</li> <li>d) Learn what employers are looking for in recruitment and selection.</li> </ul>
	<p><b>Module-Specific Digital Skills and Competences</b>  <i>(Over and above those mentioned in Section B)</i></p> <p>At the end of the module/unit, the learner will be able to</p> <ul style="list-style-type: none"> <li>a) Discern valid from invalid online resources;</li> <li>b) Make use of word processing software;</li> <li>c) Make use of and deliver powerpoint presentations.</li> </ul> <p>etc.</p>