MODULE DESCRIPTOR

Module Title

Developing Professional Excellence (1)

Reference	BS1010	Version	5
Created	January 2024	SCQF Level	SCQF 7
Approved	July 2018	SCQF Points	30
Amended	March 2024	ECTS Points	15

Aims of Module

The aim of this module is to introduce the concepts of work-based learning and meta-skills development with a particular focus on developing skills in self-management.

Learning Outcomes for Module

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

1	Display the ability to actively listen, openly question and to produce clear and effective communication in a variety of forms appropriate to purpose and target audience.
2	Demonstrate personal integrity through understanding own core values and drivers and how this impacts on professional, sustainable and ethical activity.
3	Demonstrate initiative in identifying potential sustainable solutions to basic business problems.
4	Understand and reflect on personal resilience at both an individual and organisational level.
5	Reflect upon personal development needs, with a particular focus on the meta-skills of self-management.

Indicative Module Content

Students will be required to digitally evidence and reflect upon personal, professional and academic development. This evidence will align with the modules undertaken in the first year of study and work based activities during this time, all as appropriate to SCQF level 7. Students will be required to extend this learning by critically reflecting on personal development with a particular focus on self management.

Module Delivery

The module is delivered in Blended Learning mode using structured online learning materials/activities and directed study, facilitated by regular online tutor support. Workplace Mentor support and work-based learning activities will allow students to contextualise this learning to their own workplace. Face-to-face engagement occurs through annual induction sessions, employer work-site visits, and modular on-campus workshops.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	30	N/A
Non-Contact Hours	30	N/A
Placement/Work-Based Learning Experience [Notional] Hours	240	N/A
TOTAL	300	N/A
Actual Placement hours for professional, statutory or regulatory body	240	

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, 4, 5
Description:	e-portfolio				

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

Component 1 comprises 100% of the module grade. To pass the module, a D grade is required.

Module Grade	Minimum Requirements to achieve Module Grade:
A	A
B	B
C	C
D	D
E	E
F	F
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1	BASSOT, B., 2017. The employability journal. London: Palgrave Macmillan
2	CAMERON, S., 2024.The business student's handbook: skills for study and employment. 8th Edition. Harlow: Pearson Education Limited.
3	HELYER, R., WALL, T., MILTON. A., and LUND, M. 2020. The work based learning student handbook. 3rd edition. Harlow: Palgrave MacMillan.
4	COTTRELL, S., 2020. Skills for success : personal development and employability. 4th Edition. London: Macmillan Education Limited.
5	MCMILLAN, K., 2021. The Study Skills Book. 4th Edition. Harlow: Macmillan Education Limited.
6	TROUGHT, F., 2017. Brilliant Employability Skills: How to stand out from the crowd in the graduate job market, 2nd Edition. Harlow: Pearson Education.