MODULE DESCRIPTOR

Module Title

Professional Skills Portfolio I

Reference	BS1310	Version	2
Created	February 2017	SCQF Level	SCQF 7
Approved	July 2013	SCQF Points	5
Amended	August 2017	ECTS Points	2.5

Aims of Module

The aim of this module is to facilitate employability skills recognition in students through a process of reflection and personal development planning.

Learning Outcomes for Module

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

1	Identify key employability skills required across a range of employment sectors.
2	Engage in a process of reflection on their current employability skills.
3	Produce a set of development objectives that enhance their current employability skills.

Indicative Module Content

Employability skills, graduate employer requirements, reflection and reflective writing, personal development planning.

Module Delivery

The module will be delivered online using the University's Virtual Learning Environment. This will facilitate access to a range of learning materials and supporting engagement.

Indicative Student Workload	Full Time	Part Time
Contact Hours	N/A	10
Non-Contact Hours	N/A	40
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	N/A	50
Actual Placement hours for professional, statutory or regulatory body		

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 reflective report with appended personal development objectives, addressing 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	BS1118 Academic and Professional Skills.
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   COTTRELL, S., 2010. *Skills for success : the personal development planning handbook.* 2nd ed. New York: Palgrave Macmillan.