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MODULE DESCRIPTOR

Module Title

Professional and Academic Skills (2)

Reference	BS2060	Version	3
Created	August 2021	SCQF Level	SCQF 8
Approved	July 2019	SCQF Points	30
Amended	August 2021	ECTS Points	15

Aims of Module

The aim of this module is to develop academic, professional, management and leadership skills and the importance of career capital to support students as they progress with their work based learning journey.

Learning Outcomes for Module

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

- 1 Exercise the interpersonal skills of effective listening, influencing, negotiation and persuasion.
- 2 Exhibit knowledge of how to use emotional and social intelligence to underpin effective working with colleagues, peers and others.
- 3 Evaluate academic and professional material and exercise rational and appropriate judgement on organisational issues.
- 4 Identify business problems and develop solutions to support decision making.
- 5 Utilise a professional online presence for promotional purposes.
- 6 Demonstrate an ability to manage time, set goals and prioritise activities to meet objectives.
- 7 Reflect upon personal development needs, learning and performance.

Indicative Module Content

Using the CareerEDGE model of employability (Dacre Pool, Qualter, Sewell, 2014) students will be required to evidence development appropriate to SCQF Level 8 in each of the five areas of: Career Development Learning, Experience (work and life), Degree Subject Knowledge, Generic Skills and Emotional Intelligence.

Module Delivery

This module is delivered in supported online distance learning mode using a range of structured learning materials/activities and directed study, facilitated by regular online tutor contact, allowing students to contextualise their learning to their own workplace where appropriate.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	N/A	30
Non-Contact Hours	N/A	270
Placement/Work-Based Learning Experience [Notional] Hours	N/A	N/A
TOTAL	N/A	300
<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, 4, 5, 6, 7
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 DACRE-POOL, L. and SEWELL, P., 2014. *The key to employability: developing a practical model of graduate employability*. Education+ Training, 49(4), pp.277-289.
- 2 CAMERON, S., 2016, *The business student's handbook: skills for study and employment*. 7th Edition. Harlow: Pearson Education Limited.
- 3 COTTRELL, S., 2020. *Skills for success 4th edition*. Basingstoke: Palgrave MacMillan.
- 4 BASSOT, B., 2017, *The employability journal*. London: Palgrave Macmillan
- 5 MCMILLAN, K. and WEYERS, J., 2021. *The Study Skills Book 4th edition*. Harlow: Pearson Education Limited.