

## MODULE DESCRIPTOR

### Module Title

Professional and Academic Skills

Reference	BS2060	Version	4
Created	September 2023	SCQF Level	SCQF 8
Approved	July 2019	SCQF Points	30
Amended	March 2024	ECTS Points	15

### Aims of Module

The aim of this module is to develop academic, professional, and sustainable leadership skills, emphasising the importance of career capital to support students as they progress.

### Learning Outcomes for Module

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

- 1 Exercise the interpersonal skills of effective listening, emotional intelligence and persuasion.
- 2 Use academic and professional material to exercise appropriate judgement on organisational issues including meeting sustainability goals and the changing employment market.
- 3 Set up a professional online presence for promotional and development purposes.
- 4 Manage time, set goals and prioritise activities to meet objectives.
- 5 Predict and plan personal development needs, learning and performance.

### Indicative Module Content

Using the CareerEDGE model of employability (Dacre, Pool and Sewell, 2007) 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 a supported online learning mode using a range of structured Materials, activities and directed study. This is facilitated by regular online tutor contact, allowing students to contextualise their learning to their own career 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
Description:	eportfolio				

**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:
<b>A</b>	A
<b>B</b>	B
<b>C</b>	C
<b>D</b>	D
<b>E</b>	E
<b>F</b>	F
<b>NS</b>	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.