

## MODULE DESCRIPTOR

### Module Title

Developing Professional Excellence (3)

|           |              |             |        |
|-----------|--------------|-------------|--------|
| Reference | BS3010       | Version     | 5      |
| Created   | January 2024 | SCQF Level  | SCQF 9 |
| Approved  | July 2018    | SCQF Points | 30     |
| Amended   | March 2024   | ECTS Points | 15     |

### Aims of Module

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

### Learning Outcomes for Module

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

- 1 Apply creativity and leadership skills in identifying organisational issues and sustainable solutions and building a case for change.
- 2 Manage meetings effectively and clearly present actions and outcomes.
- 3 Build digital and face to face networks and maintain relations with people from a range of cultures, backgrounds and levels.
- 4 Critically reflect upon personal development needs with a particular focus on the meta skills of leading and innovation.
- 5 Create and implement a development plan which prioritises and strategically aligns personal and business activities and addresses any identified personal development needs.

### 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 third year of study and work based activities during this time, all as appropriate to SCQF level 9. Students will be required to extend this learning by critically reflecting on personal development with a particular focus on leadership.

### 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       |
| <i>Actual Placement hours for professional, statutory or regulatory body</i> | 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:                                  |
|--------------|--|
| <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 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. Upper Saddle River: Pearson Education Limited.
- 3 COTTRELL, S. 2021. Skills for Success: personal development and employability. 7th edition. London: Red Globe Press.
- 4 HELYER, R., WALL, T., MILTON, A., and LUND, M. 2020. The work based learning student handbook. 3rd ed. London: MacMillan International Higher Education.
- 5 MCMILLAN, K. 2021. The Study Skills Book. 4th edition. Harlow: Macmillan Education Ltd.
- 6 TROUGHT, F., 2017. Brilliant Employability Skills: How to stand out from the crowd in the graduate job market. 2nd Edition. Harlow: Pearson Education.
- 7 DOWSON, P. Personal and Professional Development for Business Students. 1st edition. Los Angeles: Sage.