

MODULE DESCRIPTOR

Module Title

Professional Skills Enhancement

Reference	CBM300	Version	1
Created	September 2022	SCQF Level	SCQF 11
Approved	June 2018	SCQF Points	15
Amended	November 2020	ECTS Points	7.5

Aims of Module

To enable the student to develop and apply skills and knowledge gained via the course of study to practice.

Learning Outcomes for Module

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

- 1 Synthesise practical experience with a critical evaluation of the role of the professional.
- 2 Appraise critically and demonstrate an evaluative appreciation of the implementation of professional theories and principles in a working environment.
- 3 To apply skills assessment and profiling tools to identify strengths and development areas for personal development and to produce a Personal Development Plan (PDP).

Indicative Module Content

Skills Assessment; Career Objective Setting; CV Writing; Reflective Writing; Personal Development Planning; Four-week placement experience; or a project; relevant to the course of study.

Module Delivery

Full-time students: Pre-placement / project seminars and workshops. Personal placement tutor support from academic staff during the placement / project period. Distance Learning Students: Online topics/activities and tutor support (including discussion forums and chat sessions) from academic staff.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	12	N/A
Non-Contact Hours	38	50
Placement/Work-Based Learning Experience [Notional] Hours	100	100
TOTAL	150	150
<i>Actual Placement hours for professional, statutory or regulatory body</i>	1	1

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: Individual Portfolio Assessment

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The calculation of the overall grade for this module is based on 100% weighting of C1. An overall minimum grade D is required to pass the module.

Module Grade	Minimum Requirements to achieve Module Grade:
A	The student needs to achieve an A in C1.
B	The student needs to achieve a B in C1.
C	The student needs to achieve a C in C1.
D	The student needs to achieve a D in C1.
E	The student needs to achieve an E in C1.
F	The student needs to achieve an F in C1.
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.

ADDITIONAL NOTES

Students who engage with this module through attendance and participation will be exposed to the following Meta Skills: Communicating, Initiative, and Integrity.

INDICATIVE BIBLIOGRAPHY

- 1 BASSOT, B., 2020. The reflective journal. Third Edition. London: Red Globe Press
- 2 BOLTON, G. and DELDERFIELD, R., 2018. Reflective practice: writing and professional development. Fifth Edition. London: Sage.
- 3 BASSOT, B. 2015. The Reflective Practice Guide: an interdisciplinary approach to critical reflection. London: Routledge
- 4 Students will be guided to additional sources related to preparation for their professional skills enhancement experience including: CV writing, skills assessment, personal development planning, reflective writing and report writing. Up to date discipline specific information regarding skills requirement is also provided via Moodle.