

<b>Module Title</b> <b>Professional Practice Portfolio</b>	Reference SU3022A SCQF Level SCQF 9 SCQF Points 60 ECTS Points 30 Created July 2002 Approved August 2008 Amended August 2009 Version No. 2
<b>Keywords</b> Experiential Learning, Prior Learning, Personal Transferable Skills, Application of Knowledge and Understanding, Learning Contacts and Staff Appraisal	

### **This Version is No Longer Current**

The latest version of this module is available [here](#)

#### **Prerequisites for Module**

Students must have completed 225 SCQF credits from Stage 1, Stage 2 and Semester 1 of Stage 3.

#### **Indicative Student Workload**

##### *Contact Hours*

Part Time  
200

##### *Directed Study*

200

##### *Private Study*

200

#### **Corequisite Modules**

None.

#### **Mode of Delivery**

Delivery combines supervised on-the-job mentoring with guidance from a University adviser. In addition, students may be required to attend staff development workshops as designated by the host organisation.

#### **Precluded Modules**

None.

#### **Assessment Plan**

#### **Aims of Module**

To enable the student to demonstrate learning accrued in a practical environment. To use academic knowledge to underpin and broaden

	Learning Outcomes Assessed
Component 1	1,2,3,4

Component 1: The assessment is conducted by means of staff appraisal by the host company following the approved University assessment scheme for this element. The scheme for assessment is designated to assess Learning Outcomes 1-4 and consists of each student providing a portfolio of evidence which will contain the following:

- a) a learning contract
- b) documentation from the periodic reviews
- c) evidence from the student's Personal Development Planner to

workplace skills.

### **Learning Outcomes for Module**

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

1. Demonstrate the necessary skills in the following areas:
  - \* Technical and Learning Skills
  - \* Staff Relations Skills
  - \* Planning and Organisational Skills
  - \* Personal and Professional Skills
  - \* Communication Skills
2. Reflect on their own strengths and weaknesses as a potential professional person.
3. Appraise the structure and the function of the organisation in which they are placed and critically evaluate the factors which affect its

support the learning achieved

d) reflective diary

e) further evidence deemed appropriate by the student to demonstrate that the Learning Outcomes set have been achieved. Completed portfolios will be verified against the Learning Outcomes by the University.

### **Indicative Bibliography**

1. [http://www.ciat.org.uk/en/members/Join\\_CIAT/POP\\_Records/](http://www.ciat.org.uk/en/members/Join_CIAT/POP_Records/)

performance.

4. Apply the theories, skills, models, concepts and principles acquired in their studies to date in the workplace.

### **Indicative Module Content**

The professional practice portfolio will provide evidence which combines practical skills and learning gained in the workplace with academic knowledge. Each student will draw up an agreed learning contract with the host organisation and devise a programme which will enable the learning outcomes to be achieved.