ROBERT GORDON UNIVERSITY ABERDEEN

MODULE DESCRIPTOR

Module Title

Professional Practice Portfolio

Reference	SU3022A	Version	3
Created	November 2017	SCQF Level	SCQF 9
Approved	August 2008	SCQF Points	60
Amended	November 2017	ECTS Points	30

Aims of Module

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

Module 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.

Indicative Student Workload	Full Time	Part Time
Contact Hours	N/A	84
Non-Contact Hours	N/A	N/A
Placement/Work-Based Learning Experience [Notional] Hours	N/A	516
TOTAL	N/A	600
Actual Placement hours for professional, statutory or regulatory body		516

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

Description: The assessment is conducted by means of staff appraisal by the host company following the approved University assessment scheme for this element. Students will provide a portfolio of evidence containing a learning contract, documentation from the periodic reviews, evidence from the student's Personal Development Planner to support the learning achieved, a reflective diary and any further evidence deemed appropriate.

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

In order to pass the module students must achieve 35% or greater in each component and 40% or greater overall.

Module Grade	Minimum Requirements to achieve Module Grade:
A	70% or better
B	60% or better
C	50% or better
D	40% or better
E	35% or better
F	Less than 35%
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	Students must have completed 225 SCQF credits from Stage 1, Stage 2 and Semester 1 of Stage 3.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1   http://www.ciat.org.uk/en/members/Join_CIAT/POP_Records/