MODULE DESCRIPTOR

Module Title

Professional Development

Reference	CM1707	Version	3
Created	February 2024	SCQF Level	SCQF 7
Approved	July 2018	SCQF Points	30
Amended	April 2024	ECTS Points	15

Aims of Module

The aim of this module is to introduce academic, personal, business and career skills to support students in their work-based learning journey.

Learning Outcomes for Module

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

1	Employ effective communication in a variety of forms appropriate to purpose and target audience.
2	Achieve confidence in knowing own strengths and preferences and how this impacts on professional and learning activity.
3	Apply academic writing and literature review skills in support of their learning.
4	Achieve effective work habits, including time management and prioritisation.
5	Reflect upon personal development needs, learning and performance.

Indicative Module Content

Self-awareness: recognising strengths, preferences and learning styles. Development of business: business and report writing, project and time management, prioritisation, managing relationships, negotiations and team work, developing resilience and emotional intelligence. Development of career skills: career pathways, workplace culture and career opportunities, networking, creating and managing a professional digital presence. Development of academic skills: academic writing, literature search and review, self and peer assessment, reflection and evidence based practice.

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
Actual Placement hours for professional, statutory or regulatory body	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: The coursework will consist of a reflective report supported by an e-portfolio compiled by the student.

MODULE PERFORMANCE DESCRIPTOR

Explanatory Text

The calculation of the overall grade for this module is based on 100% weighing 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	he student needs to achieve an E in C1
F	he 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, in addition to course entry requirements.
Corequisites for module	None.
Precluded Modules	None.

INDICATIVE BIBLIOGRAPHY

1 BASSOT, B., 2017. *The employability journal*. London: Palgrave.

2 BOTT, F., 2014. Professional Issues in Information Technology. BCS, The Chartered Institute for IT.

3 DACRE POOL, L. and SEWELL, P., 2007. *The key to employability: developing a practical model of graduate employability* . Education + Training, 49(4), pp.277-289.

4 HELYER, R., 2010. *The work based learning student handbook*. London: Palgrave.