

## Liverpool John Moores University

Title: Professional Skills Development Two  
Status: Definitive  
Code: **4031BUSMK** (123174)  
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management  
Teaching School/Faculty: Business and Management

Team	Leader
Jack OFarrell	Y
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**Academic Level:** FHEQ4  
**Credit Value:** 10  
**Total Delivered Hours:** 20  
**Total Learning Hours:** 100  
**Private Study:** 80

### Delivery Options

Course typically offered: Non Standard Year Long

Component	Contact Hours
Workshop	20

**Grading Basis:** 40 %

### Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	portfolio	Portfolio will include a collection of evidence demonstrating professional development i.e. CV's, application letters, self reflection etc.	80	
Future Focus e-learning task	reflection	World of Work reflection statement for Bronze award	20	

### Aims

*This module aims to help the students transfer into the university environment. The course focusses on personal and professional skills development.*

## Learning Outcomes

After completing the module the student should be able to:

- 1 Identify and reflect upon the aspects of personal professional development including strengths, weaknesses, motivations, values, ability to work with others and cultural and diversity awareness
- 2 Develop self reflection skills and create a personal learning plan
- 3 Produce professional CV and application letter in preparation for placement applications at Level 5

## Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Collection of evidence	1	2	3
Self awareness	1	2	

## Outline Syllabus

*Adjusting to university life*  
*Importance of Attendance*  
*Independent Learning*  
*Working in groups*  
*Personal and Team codes of practice*  
*Self Reflection: Self Analysis and awareness*  
*Emotional Intelligence and Empathy*  
*People Management*  
*CV And Letter Writing*

## Learning Activities

Workshop activities for students with their personal tutor group.

## Notes

This module aims to help the students transfer into the university environment. The course focusses on personal and professional skills development. Included in the course will be a formalised personal tutor meeting for each student. A key outcome of this module is to enable greater contact between the students and their personal tutor, this should help with retention.