

Liverpool John Moores University

Title: PERSONAL, ACADEMIC AND PROFESSIONAL DEVELOPMENT
Status: Definitive
Code: **4501EDSP** (116085)
Version Start Date: 01-08-2016
Owning School/Faculty: Education
Teaching School/Faculty: St Helens College

Team	Leader
Mark Meadows	Y

Academic Level: FHEQ4
Credit Value: 24
Total Delivered Hours: 88
Total Learning Hours: 240
Private Study: 152

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	30
Seminar	14
Tutorial	30
Workshop	14

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Presentation	AS1	Group Presentation and Supporting Paper	25	
Presentation	AS2	Individual Presentation & Supporting Paper	25	
Portfolio	AS3	Portfolio Evidence	50	

Aims

To develop a range of skills essential for undergraduate study and for use in an industrial/professional context, relating to social policy, health or housing. To

develop personal and professional skills and to introduce students to work based study.

Learning Outcomes

After completing the module the student should be able to:

- 1 Demonstrate an understanding of an area of study or professional practice related to current social policy.
- 2 Demonstrate effective study skills, including essay writing, oral presentations, note taking and time-management.
- 3 Understand the responsibilities of employers and employees and key elements of employment law.
- 4 Identify opportunities for work-based placements, shadowing opportunities and work-place visits and take up opportunities where these are available.

Learning Outcomes of Assessments

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

Group Presentation	1		
Individual Presentation	4		
Portfolio of Evidence	2	3	4

Outline Syllabus

Personal Development Action Learning; Managing Learning- Meeting deadlines, prioritizing workload; Time and Stress management techniques; Skills Assessment and Review; Study Skills - Note taking, reading skills, academic writing, presentations; Research Skills using relevant ICT programs; Interpersonal and Communication Skills; Reflective Practice - Managing a journal; CV Preparation, career research, application letters, interview techniques; Introduction to Employment Law and duties of employers and employees; Researching placement and shadowing opportunities; Placements/shadowing arrangements/work-place visits.

Learning Activities

1. Set up and maintain a reflective log/diary to record personal aptitudes, performance and to identify strengths and weaknesses.
2. Oral and written communication demonstrated through class presentations, participation in discussions and production of written assignments.
3. Management of own learning by producing a personal development plan and up-to-date CV.
4. Evaluation of work-place opportunities and experiences both verbally and in writing.

Notes

This module aims to prepare students for work related learning and to develop the study skills necessary for academic work at degree level. Students are asked to research work placement opportunities and to take advantage of placements or shadowing arrangements that are offered. Visits to welfare organizations are arranged and students are encouraged to attend sessions delivered by visiting speakers.