

Summary Information

Module Code	4501SSLNLC
Formal Module Title	Personal and Academic Development
Owning School	Business and Management
Career	Undergraduate
Credits	20
Academic level	FHEQ Level 4
Grading Schema	40

Teaching Responsibility

LJMU Schools involved in Delivery
LJMU Partner Taught

Partner Teaching Institution

Institution Name
City of Liverpool College

Learning Methods

Learning Method Type	Hours
Lecture	10
Seminar	10
Workshop	20

Module Offering(s)

Display Name	Location	Start Month	Duration Number Duration Unit
SEP-PAR	PAR	September	12 Weeks

Aims and Outcomes

Aims	To develop the students as independent and reflective learners, able to take responsibility for their own performance and actions within the context of their future professional and academic development. This includes applying knowledge and/or information to the solution of familiar and unfamiliar problems.
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After completing the module the student should be able to:

Learning Outcomes

Code	Number	Description
MLO1	1	Communicate accurately and reliably using appropriate methods
MLO2	2	Manage time and work to deadlines
MLO3	3	Self-appraise and reflect on personal developments or achievements

Module Content

Outline Syllabus	Individual responsibilities and performance; group dynamics and group work; problem solving; handling, processing and communicating information including different styles of writing (Formal reports, reflective writing, paraphrasing); developing a management style; working with others.
Module Overview	
Additional Information	This module is very student – focussed, ensuring personal study skills development irrespective of current skills level. It will be assessed through a portfolio of work bringing together materials which empower the student to demonstrate the module learning outcomes in his/her personal and workplace context. Students are encouraged to obtain placements themselves prior to the commencement of the course at level 4, however support will be given once students have enrolled. Tutors have numerous industry contacts and the College employs a member of staff who is the work placement officer for our section. It is also feasible to utilise your existing employment (within constraints). Further detail will be provided in the module handbook. The student will be expected to demonstrate reflection on personal and workplace learning and be able to justify the choice of objectives on which he/she has built the proposed. The students' completed Personal Development Portfolio will be produced as portfolio evidence. The portfolio will consist of 4 main components: demonstration of academic writing, presentation skills, demonstration of formal report writing skills and demonstration of reflective writing skills.

Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Module Learning Outcome Mapping
Portfolio	Portfolio	80	0	MLO2, MLO3, MLO1
Presentation	Presentation	20	0	MLO2, MLO3, MLO1

Module Contacts

