

Liverpool John Moores University

Title: Personal and Academic Development
Status: Definitive
Code: **4501SSLNLC** (122652)
Version Start Date: 01-08-2021

Owning School/Faculty: Business and Management
Teaching School/Faculty: City of Liverpool College

Team	Leader
Andrew Simpson	Y

Academic Level: FHEQ4 **Credit Value:** 20 **Total Delivered Hours:** 40

Total Learning Hours: 200 **Private Study:** 160

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	10
Seminar	10
Workshop	20

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	Portfolio (3,500 words: academic writing (2000w), reflective writing (1500))	80	
Presentation	AS2	Individual Presentation (10 minutes)	20	

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.

Learning Outcomes

After completing the module the student should be able to:

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

Learning Outcomes of Assessments

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

Portfolio	2	3	1
Presentation	2	3	1

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.

Learning Activities

The module will be delivered through a series of lectures, seminars and workshops that will include case studies derived from the workplace. Activities will be student centred and facilitate both individual and group work. Set texts, ICT and on-line materials will be integrated into the programme to support the work of this and other modules on the course. A weekly tutorial will be available.

Notes

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.