

Liverpool John Moores University

Title: PERSONAL EFFECTIVENESS AND PROFESSIONAL DEVELOPMENT
Status: Definitive
Code: **4506SFSCH** (116745)
Version Start Date: 01-08-2016
Owning School/Faculty: Education
Teaching School/Faculty: Education

Team	Leader
Nicky Hirst	Y

Academic Level: FHEQ4
Credit Value: 12
Total Delivered Hours: 8
Total Learning Hours: 120
Private Study: 112

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	8

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Reflection	AS1		100	

Aims

To allow students to develop and enhance their study skills and prepare for successful HE integration and workplace learning.

Learning Outcomes

After completing the module the student should be able to:

- 1 Understand the value of and utilise ICT learning aids such as Athens, library

- catalogue and Blackboard.
- 2 Develop skills relevant to successful higher-level study including referencing, portfolio development and essay writing.
 - 3 Develop and utilise reflective writing skills.

Learning Outcomes of Assessments

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

Assignment 1	1	2	3
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Outline Syllabus

ICT (word processing, presentation, validity of sources, referencing, note-taking, and academic and reflective writing)

Addressing work/life balance

Aiding Students in 'finding things out'

Advanced internet searches, using academic databases

Learning Activities

Lectures

Group Exercises/work

Blackboard based activities

Notes

The module provides students studying on the Safer Schools Police Officers course with the necessary study skills as well as addressing issues such as work/ life balance.