

Liverpool John Moores University

Title: Work Based Learning and Personal Development Portfolio
Status: Definitive
Code: **4801FTKMG** (118808)
Version Start Date: 01-08-2011

Owning School/Faculty: Liverpool Business School
Teaching School/Faculty: Dublin Business School

Team	Leader
Howard Vane	

Academic Level: OTH **Credit Value:** 12.00 **Total Delivered Hours:** 86.00
Total Learning Hours: 120 **Private Study:** 34

Delivery Options

Course typically offered: Semester 2

Component	Contact Hours
Lecture	24.000
Off Site	50.000
Tutorial	12.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Essay	Personal D		50.0	2.00
Essay	Individual		50.0	2.00

Aims

1. To provide a framework from which students can critically analyse the issues involved in applied management practice through an internship
2. To outline a developmental plan tailored to their own needs detailing current and future action points
3. To contextualise the role of managers in achieving organisational strategic objectives
4. To provide a system of analysis that can be used by business people in their

future careers

5. To potentially identify issues for further research to form the basis of the research dissertation

Learning Outcomes

After completing the module the student should be able to:

- 1 On successful completion of this module, students should be able to:
 1. Identify areas for current and future personal development through the completion of a Learning Log during Internship and through self-reflective exercises within the Personal Development Portfolio
 2. Demonstrate a critical awareness of the practical issues that arise in the real world of work
 3. Critically evaluate personal strengths and weaknesses through the completion of an E-portfolio
 4. Critique own leadership style and understand impact on performance of leadership styles
 5. Analyse social interaction and team working skills and identify areas for current and future development

Learning Outcomes of Assessments

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

Personal Development Portfolio	1
Individual Internship Learning	1

Outline Syllabus

. Internship

- *Application for Internship, cv completion*
- *Internship Interview and selection process*

• *Self-reflection*

2. Learning Log

- *Transferable Skills Audit*
- *Transferable Skills Acquisition*
- *Learning Log completion detailing skill acquisition*
- *Overview of Work Experience*
- *Key lessons learned*

3. Personal Development

- *Learning Style*
- *Management Style*
- *Problem Solving*

- *Interpersonal Skills Development*
- *Time Management Skills*

4. *Self-reflection*

- *Personal Background, personality, values, beliefs*
- *Cultural Background, values, beliefs*
- *SWOT analysis*
- *Identification of areas of strength and areas for development*
- *Development plans*

5. *The Future*

- *Personal Development Objectives*
- *Networking*
- *Continuing Professional Development*

Learning Activities

Student learning will be assessed by individual E-portfolio completion and completion of individual internship-based learning logs

References

Course Material	Book
Author	Peter Honey
Publishing Year	2006
Title	Personal Development Plans
Subtitle	
Edition	
Publisher	Peter Honey
ISBN	

Course Material	Book
Author	Alan Durrant, Garth Rhodes, David
Publishing Year	2009
Title	Getting Started with University-Level Work Based Learning
Subtitle	
Edition	
Publisher	Libri
ISBN	

Notes

Providing the context for application of theories and concepts to the workplace, the

internship will facilitate the practical element of the programme. Students will assess their skill acquisition across the programme and prepare a Personal Development E-Portfolio which they can use subsequently to aid career choice and continuing professional development