

Liverpool John Moores University

Title: Work Based Learning and Personal Development Portfolio
Status: Definitive
Code: **7502DBSWBL** (119365)
Version Start Date: 01-08-2012

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

Team	Leader
Alistair Beere	Y

Academic Level: FHEQ7 **Credit Value:** 15.00 **Total Delivered Hours:** 36.00

Total Learning Hours: 150 **Private Study:** 114

Delivery Options

Course typically offered: Runs Twice - S1 & S2

Component	Contact Hours
Lecture	24.000
Tutorial	12.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Reflection	AS1	Individual Internship Learning Logs	50.0	
Portfolio	AS2	Personal Development Portfolio	50.0	

Aims

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

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:

- LO1 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
- LO2 Demonstrate a critical awareness of the practical issues that arise in the real world of work
- LO3 Critically evaluate personal strengths and weaknesses through the completion of an E-portfolio
- LO4 Critique own leadership style and understand impact on performance of leadership styles
- LO5 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:

Individual Internship Learning	LO 1	LO 2	LO 4	LO 5	
Personal Development Portfolio	LO 1	LO 2	LO 3	LO 4	LO 5

Outline Syllabus

1. 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

Students will undertake an internship and prepare a Learning Log to identify skills acquired.

Classes will take place in traditional lecture format with built-in group and individual work to aid self-reflection and personal development planning.

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 Young
Publishing Year	2009
Title	Getting Started with University-Level Work Based Learning
Subtitle	
Edition	
Publisher	Libri
ISBN	

Course Material	Book
Author	Ian Cunningham, Graham Dawes, Ben Bennett
Publishing Year	2004

Title	The Handbook of Work-Based Learning
Subtitle	
Edition	
Publisher	Gower
ISBN	

Course Material	Website
Author	
Publishing Year	
Title	EBSCOHost Business Source Complete
Subtitle	
Edition	
Publisher	
ISBN	

Course Material	Website
Author	
Publishing Year	
Title	Emerald
Subtitle	
Edition	
Publisher	
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.