



MODULE SPECIFICATION

Part 1: Information			
Module Title	Personal and Professional Development for Senior Leaders		
Module Code	UMODNR-15-M	Level	M
For implementation from	September 2018		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	FBL	Field	Organisation Studies
Department	BBS: Business and Management		
Contributes towards	Executive Master in Business Administration		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	N/A		

Part 2: Description
<p>The module applies a work-based teaching and learning approach. Through the medium of critical reflection and the development of an extended professional development portfolio, it enables students to link their learning experiences from all other elements of the MBA programme to practice and form one holistic and continuous learning journey. Therefore, emphasis is placed on the relevance and applicability of knowledge to students' own individual professional and academic development with respect to their future careers as senior leaders. The module further deepens their understanding and evaluation of their ability to develop collaborative, inclusive working relationships with a diverse range of internal and external stakeholders.</p> <p>Students will undertake critical reflection on how their learning through the programme enables them to apply and evaluate theories or models in practice. They will do so through the development of an extended professional learning portfolio. This document will include a range of materials in reflection on previous and current workplace practice and new knowledge developed over the period of the students' study which provides evidence of the students' ability to demonstrate leadership and management concepts. More specifically, the portfolio will evidence the application of knowledge/ skills/ competencies and professional behaviours which may be presented in the form of reports, minutes, reflection, demonstrations, presentations, feedback from managers and peers. For those taking the degree apprenticeship route, students will need to focus their reflections on how they have developed and applied the knowledge, skills and behaviours set out in the Senior Leader Masters Degree Apprenticeship Standard.</p> <p>Although the portfolio development largely involves self-directed private study supported by the module team and learning technologists, there will be a range of subject-specific workshops where students will be guided in problem-based activities that consolidate the students' integration of theory and practice. In addition, there will be professional development and portfolio support sessions, which may cover topics such as:</p> <ul style="list-style-type: none"> • The importance of self-observation, critical reflection and how to undertake it

- Professional development planning and goal-setting
- Professionalism and inter-cultural issues in business and management
- The role of career planning and Continuing Professional Development
- The concept of 'leader as continuous learner'
- Interpersonal skill sets for business professionals
- Questions and debates related to the nature and use of evidence and how it relates to managerial decision-making, continuing professional development and academic study
- Reviewing literature and other sources of evidence critically

Learning in the module is achieved through a combination of class-based activity (which may take place in a physical or virtual classroom and may involve synchronous and asynchronous group activity) and independent study, supported by online materials.

Students will start this module when they commence their MBA studies with an introduction to professional development planning, reflective learning and the construction of a portfolio. During the module, they will have periodic sessions throughout their MBA studies to assist them in the production of their PDP portfolio and will also have access to a range of online PDP resources. There will be an opportunity at the end of each module – through problem-based workshops – for students to be given support in reflecting on what they will take from each module into their professional development portfolio.

A range of specialized sessions (face to face or online) designed to support their reflective skills development will be made available from which they will select according to their particular needs.

Part 3: Assessment

The assessment comprises two parts:

Component A: 10-Minute Presentation on own Professional Development and Discussion (25%)

Component B: Professional Development Portfolio with Synthesis (75%)

A. 10-minute presentation on own professional development:

Students are required to give a 10-minute presentation based on the professional development journey they have been undergoing on the Bristol MBA programme. The presentation needs to make clear what knowledge, transferrable skills have been gained, how their behaviour has changed over the course of the programme and how the learning from the programme can be applied to the students' future careers as senior leaders. For those taking the degree apprenticeship route, this presentation needs to evidence how they meet the knowledge, skills and behaviours set out in the Senior Leader Masters Degree Apprenticeship Standard.


B (1): Professional development portfolio with synthesis

Building on their initial personal development plans, students will be required to critically reflect on their learning throughout the MBA programme and how this has and will help to shape their professional practice. The critical reflections should provide examples and evaluation of the extent to which the student has used relevant concepts and theories to make a contribution to professional practice as well as their own learning. This should be evidenced in a portfolio with each written piece referring to a specific module on the programme. The module leaders of those modules will provide suggestions throughout the module as to what students might like to reflect upon or evidence and encourage the gathering and use of evidence in class and beyond (documentary, photographic and aural or video recordings).

The portfolio will be synthesized by an overarching piece of reflection referring to the programme experience as a whole. For those taking the degree apprenticeship route, this synthesis needs to evidence how they have developed and applied the knowledge, skills and behaviours set out in the Senior Leader Masters Degree Apprenticeship Standard.

Students are encouraged to work with tutors throughout the programme to gain formative feedback and support with using the tools needed to create their portfolios. Students are encouraged to be innovative and creative in meeting the outcomes for the assessment.

Identify final timetabled piece of assessment (component and element)		Component A	
% weighting between components A and B (Standard modules only)		A:	B:
		25%	75%
First Sit			
Component A (controlled conditions) Description of each element		Element weighting (as % of component)	
1. 10-Minute presentation and professional discussion		100%	
Component B Description of each element		Element weighting (as % of component)	
1. Professional development portfolio with synthesis		100%	
Resit (further attendance at taught classes is not required)			
Component A (controlled conditions) Description of each element		Element weighting (as % of component)	
1. 10-Minute presentation and professional discussion		100%	
Component B Description of each element		Element weighting (as % of component)	
1. Professional development portfolio with synthesis		100%	
Part 4: Learning Outcomes & KIS Data			
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ul style="list-style-type: none"> evidence their ability to continue learning through critical reflection on practice, experience and their professional development through the MBA programme and beyond (Components A & B) demonstrate their ability to link theoretical concepts with their lived professional experience so as to gain deeper understanding of the latter (Components A & B) demonstrate their ability to develop collaborative, inclusive working relationships across diverse groups of internal and external stakeholders (Components A & B) communicate effectively and present themselves with confidence in business/management contexts (Components A & B) demonstrate their ability to gain self-awareness of their personal and interpersonal skills, effectiveness and how to improve these through critical self-reflection (Components A & B) evidence their evaluation and application of relevant theories, concepts and knowledge in business/management contexts and reflect on their professional development through this process (Components A & B) 		

Key Information Sets Information (KIS)	Key Information Set - Module data																				
	<i>Number of credits for this module</i>					15															
Contact Hours	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours																
	150	30	120	0	150																
Total Assessment	The table below indicates as a percentage the total assessment of the module which constitutes a;																				
	<p>Written Exam: Unseen or open book written exam Coursework: Written assignment or essay, report, dissertation, portfolio, project or in class test Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)</p>																				
	<table border="1"> <tr> <td colspan="2">Total assessment of the module:</td> <td></td> </tr> <tr> <td>Written exam assessment percentage</td> <td></td> <td>0%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td></td> <td>100%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td></td> <td>0%</td> </tr> <tr> <td></td> <td></td> <td>100%</td> </tr> </table>					Total assessment of the module:			Written exam assessment percentage		0%	Coursework assessment percentage		100%	Practical exam assessment percentage		0%			100%	
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Reading List	https://uwe.rl.talis.com/lists/5AE74364-FF5D-FDCC-0E10-4C98F0BBEB39.html?edit																				

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First CAP Approval Date	20 March 2018 UVP link to RIA			
Revision CAP Approval Date <i>Update this row each time a change goes to ASQC</i>		Version	2	Link to RIA