



### MODULE SPECIFICATION

Part 1: Information			
Module Title	Professional Development and Research Methods		
Module Code	UMCDPC-30-2	Level	2
For implementation from	September 2018		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	Business and Law	Field	Business and Management Cross Disciplinary
Department	BBS, Business and Management		
Contributes towards	BA (Hons) Leadership and Management Practice (Top-Up)		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	NA		

Part 2: Description	
<p>This module forms part of the core taught provision on the BA (Hons) Leadership and Management Practice (Top-Up) programme. As the first taught module on this programme it supports students' transition onto an academic programme by equipping them with essential academic writing and research skills and supporting students in developing a learning portfolio. The module also develops their understanding of coaching and mentoring practice and reflection to support their personal development on the programme and in the workplace.</p> <p>Students are required to develop a Learning Portfolio documenting their learning journey and guiding their continuous integration of theory and practice. This portfolio of evidence will include a range of materials in reflection on previous and current workplace practice and new knowledge developed over the period of the module. It provides evidence of the students' ability to demonstrate leadership and management concepts and to reflect on their personal development. 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.</p> <p>Although the portfolio development largely involves self-directed private study supported, there will be support sessions as appropriate, which may cover topics such as:</p> <ul style="list-style-type: none"> <li>• Development of learning portfolios</li> <li>• Critical thinking and writing</li> <li>• Sense-making and learning in action developing critical reflection</li> <li>• Evidencing work based learning</li> <li>• Research Methods (including research ethics best practice and ethics approval process)</li> </ul>	

<p>Supervisory sessions will support students in the development of their learning portfolio and there will be online support from both library and technologist. Students will be required to use software which supports the development of electronic portfolio's (such as pebble pad). Action learning sets may also be used to provide points of group supervision enabling peer-to-peer learning.</p> <p>There is a focus on flipped delivery supported by technology: here the delivery of core theoretical concepts moves from the classroom into the online space (pre block delivery) and synchronous sessions (block delivery) focus on collaborative learning, sense making and sharing of experiences. Post block delivery online activities help the student to apply their learning to the context of their organisation and personal and professional development.</p>		
<b>Part 3: Assessment</b>		
<p>Students are required to provide a range of materials and documents generated over the period of the module which provide evidence of their ability to apply management concepts to professional practice, and professional behaviours. This is a reflection of the students learning journey to date, and evidence capturing and demonstrating students ability to apply theory to experience/ experience to theory, and their professional development, including progress reviews and notes of quarterly meetings between tutor, manager and student.</p> <p>Summative assessment is as described above. Formative feedback is built into the module design and provides opportunities for peer and tutor feedback with regards to developing thinking and approaches to assessment and working with the assessment criteria.</p>		
Identify final timetabled piece of assessment (component and element)	<b>Component A</b>	
<b>% weighting between components A and B</b> (Standard modules only)	<b>A:</b> <b>100%</b>	<b>B:</b> <b>0%</b>
<b>First Sit</b>		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> (as % of component)	
1. Reflection on learning portfolio (5000 words)	100%	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> (as % of component)	
<b>Resit (further attendance at taught classes is not required)</b>		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> (as % of component)	
1. Reflection on learning portfolio (5000 words)	100%	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> (as % of component)	
<b>Part 4: Teaching and Learning Methods</b>		
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate a reflective understanding of how subject specific knowledge transfers into the workplace</li> <li>2. Demonstrate the ability to exercise significant reflective judgement in a range of situations</li> <li>3. Demonstrate skills acquired through continuous professional development in the workplace</li> <li>4. Demonstrate an understanding and practice of coaching and mentoring in the</li> </ol>	

	<p>workplace</p> <ol style="list-style-type: none"> <li>5. Demonstrate an understanding of the practical issues involved in carrying out applied research, including a knowledge of the value, nature, uses, and limitations or a range of research methods identifying the appropriate use of quantitative and qualitative methods</li> <li>6. Differentiate the value of information from different types of study designs and sources, identifying the value of different sources of data in drawing conclusions from published literature and justifying conclusions</li> <li>7. Demonstrate an understanding of ethical issues in applied research</li> <li>8. Effectively communicate and present the results of a work based study</li> </ol>																																			
<p>Key Information Sets Information (KIS)</p> <p>Contact Hours</p> <p>Total Assessment</p>	<table border="1" data-bbox="518 548 1428 940"> <thead> <tr> <th colspan="5"><b>Key Information Set - Module data</b></th> </tr> </thead> <tbody> <tr> <td colspan="5"><i>Number of credits for this module</i></td> </tr> <tr> <td colspan="4"></td> <td style="text-align: center;">30</td> </tr> <tr> <th>Hours to be allocated</th> <th>Scheduled learning and teaching study hours</th> <th>Independent study hours</th> <th>Placement study hours</th> <th>Allocated Hours</th> </tr> <tr> <td style="text-align: center;">300</td> <td style="text-align: center;">40</td> <td style="text-align: center;">260</td> <td style="text-align: center;">0</td> <td style="text-align: center;">300</td> </tr> </tbody> </table> <p>The table below indicates as a percentage the total assessment of the module which constitutes a;</p> <p><b>Written Exam:</b> Unseen or open book written exam  <b>Coursework:</b> Written assignment or essay, report, dissertation, portfolio, project or in class test  <b>Practical Exam:</b> Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)</p> <table border="1" data-bbox="630 1243 1316 1489"> <thead> <tr> <th colspan="2">Total assessment of the module:</th> </tr> </thead> <tbody> <tr> <td>Written exam assessment percentage</td> <td style="text-align: center;">0%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td style="text-align: center;">0%</td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>	<b>Key Information Set - Module data</b>					<i>Number of credits for this module</i>									30	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	300	40	260	0	300	Total assessment of the module:		Written exam assessment percentage	0%	Coursework assessment percentage	100%	Practical exam assessment percentage	0%		100%
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<p>Reading List</p>	<p>Students will be expected to undertake substantial independent reading on this module to enable them to apply theory to their work experience. All students will be encouraged to make full use of the electronic resources available to them through membership of the University. These include a range of electronic journals and a wide variety of resources available through web sites and information gateways. The University Library's web pages provide access to subject relevant resources and services, and to the library catalogue. Many resources can be accessed remotely. Students will be presented with opportunities within the curriculum to develop their information retrieval and evaluation skills in order to identify such resources effectively.</p> <p>An electronic indicative reading list can be found at: <a href="https://uwe.rl.talis.com/lists/638F822A-F95D-1200-EA95-6468E162088C.html">https://uwe.rl.talis.com/lists/638F822A-F95D-1200-EA95-6468E162088C.html</a></p>																																			

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First CAP Approval Date	UVP May 2018 <a href="#">link to Apprenticeship Proposal</a>			
Revision CAP Approval Date <i>Update this row each time a change goes to CAP</i>		Version	2	<a href="#">Link to RIA</a>