



Module Specification

Personal and Professional Development

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Part 1: Information

Module title: Personal and Professional Development

Module code: UMCDPJ-30-3

Level: Level 6

For implementation from: 2023-24

UWE credit rating: 30

ECTS credit rating: 15

Faculty: Faculty of Business & Law

Department: FBL Dept of Business & Management

Partner institutions: None

Delivery locations: Not in use for Modules

Field: Business and Management Cross-Disciplinary

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: This module forms part of the core taught provision on the BA (Hons) Leadership and Management Practice (Top-Up) programme.

Features: Not applicable

Educational aims: This module completes the students' learning journey on this programme by enabling students' to make sense of their developing knowledge and

experience in the fields of leadership and management practice through the medium of an extended learning portfolio. It also deepens their understanding of decision-making (including issues of ethics and sustainability) and the forming of collaborative working relationships to support their critical reflections and personal development on the programme and in the workplace.

Outline syllabus: Students are required to complete the Learning Portfolio they started as part of the assessment for 'Professional Development and Research Methods', documenting and critically reflecting on their learning journey throughout the duration of their programme of study. 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.

Although the portfolio development largely involves self-directed private study supported, there will be support sessions as appropriate, which may cover topics such as:

Development of learning portfolios

Reflection and reflexivity

Reflective practitioner – impact on decision-making and building collaborative working relationships

Personal and professional development

Part 3: Teaching and learning methods

Teaching and learning methods: 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 portfolios (such as PebblePad). Action learning sets may also be used to provide points of group supervision enabling peer-to-peer learning.

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.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Critically reflect on their learning throughout the completion of their degree programme, drawing on evidence from their studies as appropriate.

MO2 Evidence reflective capacity in accepting accountability for decision-making, determining and achieving ethical, sustainable team and/ or personal outcomes.

MO3 Demonstrate a systematic understanding of their ability to transfer and apply critical diagnostic and creative skills.

MO4 Demonstrate the ability to exercise significant critically reflective judgement in a range of situations.

MO5 Demonstrate behaviours developed and skills acquired through continuous professional development in the workplace.

MO6 Critically reflect on their ability to develop effective working relationships across a range of stakeholders.

MO7 Critically reflect on the planning and implementation of a synoptic work based project.

Hours to be allocated: 300

Contact hours:

Independent study/self-guided study = 260 hours

Face-to-face learning = 40 hours

Total = 300

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/index.html) via the following link <https://uwe.rl.talis.com/index.html>

Part 4: Assessment

Assessment strategy: Strategy:

Two tasks:

a) Critical Summary of Learning portfolio: a range of materials and documents generated over the period of the programme which provide evidence of the student's ability to apply management concepts, and professional behaviours. This is a holistic 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.

b) Presentation and Panel interview: discussion regarding specific aspects of the portfolio work.

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.

Assessment components:

Presentation (First Sit)

Description: Presentation and Panel interview (30 mins incl. Q and A)

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7

Portfolio (First Sit)

Description: Critical summary of extended learning portfolio (5000 words)

Weighting: 80 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7

Presentation (Resit)

Description: Panel interview (30 mins incl. Q and A)

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7

Portfolio (Resit)

Description: Critical summary of extended learning portfolio (5000 words)

Weighting: 80 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Leadership and Management Practice {Apprenticeship-UWE} {Top-Up} [Frenchay]

BA (Hons) 2022-23

