



## **Module Specification**

### **Professional Portfolio**

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## Part 1: Information

**Module title:** Professional Portfolio

**Module code:** UFCFY1-15-2

**Level:** Level 5

**For implementation from:** 2024-25

**UWE credit rating:** 15

**ECTS credit rating:** 7.5

**College:** College of Arts, Technology and Environment

**School:** CATE School of Computing and Creative Technologies

**Partner institutions:** University Centre Weston

**Field:** Computer Science and Creative Technologies

**Module type:** Module

**Pre-requisites:** Professional Development 2023-24

**Excluded combinations:** None

**Co-requisites:** None

**Continuing professional development:** No

**Professional, statutory or regulatory body requirements:** None

## Part 2: Description

**Overview:** This module is the second of a series of three that follow and document employees' progress through their professional and in-workplace development over the course of the programme.

This module aims to follow your progress and development towards achieving the PDP targets established in the Professional Development module. You will be required to record your activity and development over an extended period, providing

evidence to support your developmental activity. Finally, you will be required to evaluate your professional development, including the resources, tools and platforms that have enabled you to develop over an extended period.

Year 1: Professional Development

Year 2/3: Professional Portfolio

Year 3/4: Professional Practice

This module should be delivered in close collaboration with employers, and may utilise appraisals, career planning and influence workplace CPD.

Note: It is understood apprentices will be actively employed throughout this module, however where this is not possible a Work Placement could be used providing it supports the requirements of the Professional Portfolio.

**Features:** Not applicable

**Educational aims:** This module will equip you with the knowledge and skills to evidence and record your professional development over an extended period of workplace engagement working within the different opportunities and constraints at the workplace, e.g. training, budget, shadowing, organisational structure, general policies and procedures. You will need to regularly evaluate progress towards your agreed targets, and review and adjust targets responsively. Feedback obtained from colleagues, managers and your workplace assessor will provide evidence to support your target progression.

**Outline syllabus:** Identifying Work Based learning opportunities and record keeping;

E-portfolio development and presentation;

Target setting methodology (Eg SMART);

Effectively recording and evidencing progress towards achieving predefined targets (PDP);

Monitoring progress against targets and identifying where intervention may be

required;

Reviewing progress with third parties (eg team, line management, workplace assessor);

Monitoring and evaluating personal development and resources, tools and CPD that has facilitated personal development.

### **Part 3: Teaching and learning methods**

**Teaching and learning methods:** This module aims to follow your progress and development towards achieving the PDP targets established in the Professional Development module. A limited number of Introductory lectures and tutorials will equip you with the tools and knowledge to record your work place activity and development over an extended period, as well as understanding how to collate and document evidence to support your e-portfolio development.

It is anticipated that this module will be completed primarily in the workplace over the summer. You will participate in a combination of guided learning through formal lectures and workplace professional development.

Introductory lectures are supported by tutorials, visits and mentor-led sessions. In addition, this module may be supported by work place assessments.

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

**MO1** Collate and document primary evidence of a range of work based activities demonstrating your professional development activity in a e-portfolio

**MO2** Record and track your Professional Development to enable achievement of targets set in your PDP

**MO3** Monitor and evaluate progress towards targets, applying recognised target setting methods (Eg SMART) and dynamically adjust targets to facilitate timely achievement where required.

**Hours to be allocated:** 150

**Contact hours:**

Independent study/self-guided study = 118 hours

Placement = 16 hours

Face-to-face learning = 16 hours

Total = 150

**Reading list:** The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://readinglists.uwe.ac.uk) via the following link <https://rl.talis.com/3/uwe/lists/0BFA4AB9-88F5-4F65-29E0-82F2914350E7.html?lang=en-GB&login=1>

## **Part 4: Assessment**

**Assessment strategy:** This module requires you to complete and document progress towards your Professional Development Plan (PDP) designed in your professional development module. This is collated in an e-portfolio which should evidence a minimum of 72 hours developmental and/or workplace activity.

Opportunities for formative assessment exist for the assessment strategy used. Work placement reviews are carried out and all students will engage with personalised tutorials and target setting as part of the programme design and apprenticeship/workplace requirements.

The resit opportunities will follow the same format as the first submission, however alternative scenarios or case studies should be used.

**Assessment tasks:**

**Portfolio (First Sit)**

Description: You will complete an online e-portfolio recording a minimum of 72 hours developmental and workplace activity evidencing progress over an extended period with an emphasis on directing and evaluating your professional development over an extended period. Workplace activity and employer feedback/evaluation will form part of this portfolio. This portfolio will be used as the basis for your Professional Practice module reflection.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3

### **Presentation (Resit)**

Description: e-portfolio recording a minimum of 72 hours developmental and workplace activity evidencing progress over an extended period. Workplace activity and employer feedback/evaluation will form part of this portfolio. This portfolio will be used as the basis for your Professional Practice module reflection.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3

## **Part 5: Contributes towards**

This module contributes towards the following programmes of study: