Module Specification

Professional Practice 1

Version: 2023-24, v1.0, 30 Mar 2023

Contents

Part 1: Information

Module title: Professional Practice 1

Module code: UMODVQ-30-1

Level: Level 4

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: University Centre Weston

Delivery locations: University Centre Weston

Field:

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 aligns to the Association for Project Management (APM) competencies for project managers wishing to achieve formal accreditation. You will be required to complete a combination of mandatory and elected competencies within a professional portfolio that will be developed throughout the programme.

Features: Not applicable

Educational aims: In addition to the learning outcomes, the educational aims may explore, develop, and practise but not formally assess the following:

Independent learning, group work and skills associated with discussion and debate

Personal organisation and study skills as well as your analytical ones

This module will also introduce the core competencies recognised by the Association for Project Management to support the development of an appropriate PDP (personal development plan) to support CPD and training over the duration of the apprenticeship.

Outline syllabus: In this module you will develop new knowledge and skills in a self-identified aspect of Project Management (relevant to the apprenticeship standard), apply them in your own context, critically analyse the outcome and conduct reflective practice as a means of evaluation.

Working with the module leader, workplace contact and your employer, you will conduct a skills analysis to identify relevant training needs. This training can take a number of forms, be it:

Technical training delivered within the workplace, or class environment

Structured online learning

A robust research project

Or, another appropriate form approved by the academic team.

This will form the basis of a skills gap analysis and a support personal development plan (PDP). This should allow the application of the skills gap analysis in a real-world context, while providing an opportunity to demonstrate your understanding of the area explored.

Part 3: Teaching and learning methods

Teaching and learning methods: A range of formative assessment techniques will be employed to ensure that learners can meet the breadth of learning outcomes presented in this module alongside the ability to demonstrate transferable skills e.g. communication skills.

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

> **MO1** Analyse the roles and responsibilities of an effective project manager within an organisation

> **MO2** Evaluate the skills required for effective project management within an organisation

> **MO3** Demonstrate an understanding for the need for continuous professional development

> **MO4** Demonstrate knowledge and understanding of the need for integrity, ethics and professionalism within an organisation

Hours to be allocated: 300

Contact hours:

> Independent study/self-guided study = 210 hours

> Face-to-face learning = 90 hours

> Total = 300

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link https://rl.talis.com/3/uwe/lists/80AF0FEA-9293-2E7E-972D-3468A1F6879B.html?lang=en

Part 4: Assessment

Assessment strategy: Task one: Portfolio (max 2000 words)
With the support of your workplace mentor you will conduct a skills gap analysis and

draw up an initial PDP. Based on this, you will identify one aspect from the skills gap analysis and build a portfolio of work-based evidence, applied in your own context, to demonstrate how you have addressed it. (This will contribute to your overall Programme PDP portfolio). This assessment will be evaluated on a pass or fail basis.

Task Two : Reflective Piece (max 1500 words) Drawing on your learning and your skills analysis, you will write a reflective piece highlighting the skills and attributes needed to be an effective Project Manager.

Assessment components:

Reflective Piece (First Sit)

Description: You will explore the role and responsibilities of what makes an effective project manager (1,500 words)

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Portfolio (First Sit)

Description: Within your workplace you will complete the work-based log book (2,000 words) that forms an integral part of your development. You will need to hold regular meetings with your mentor to discuss your progress, attainment and future targets.

This is a Pass/Fail assessment.

Weighting: 0 %

Final assessment: No

Group work: No

Learning outcomes tested: MO2, MO3, MO4

Reflective Piece (Resit)

Description: You will explore the role and responsibilities of what makes an effective project manager (1,500 words)

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Portfolio (Resit)

Description: Within your work place you will complete the work-based log book (2,000 words) that forms an integral part of your development. You will need to hold regular meetings with your mentor to discuss your progress, attainment and future targets.

This is a Pass/Fail assessment.

Weighting: 0 %

Final assessment: No

Group work: No

Learning outcomes tested: MO2, MO3, MO4

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Project Management {Apprenticeship-UCW} [UCW] BSc (Hons) 2023-24