



Module Specification

Professional Practice I

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Contents

Module Specification	1
Part 1: Information	2
Part 2: Description	2
Part 3: Teaching and learning methods	4
Part 4: Assessment.....	5
Part 5: Contributes towards	6

Part 1: Information

Module title: Professional Practice I

Module code: UFC4EQ-30-1

Level: Level 4

For implementation from: 2023-24

UWE credit rating: 30

ECTS credit rating: 15

Faculty: Faculty of Environment & Technology

Department: FET Dept of Computer Sci & Creative Tech

Partner institutions: None

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 has been designed as part of a series of three that follow and document your progress through your professional and in-workplace development over the course of the programme.

You will be required to research your career path, industry trends and develop a professional development plan to aid you through this programme and future career.

You will assess your current skills to develop your own informed, Professional Development Plan. You will be able to communicate your position within the company hierarchy, and identify key legal responsibilities, legislation and company policies that may impact your workplace.

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

Features: 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

Educational aims: The intentions and purposes of this module are as follows:

To give learners an understanding of the employee's rights and responsibilities in the workplace including the relevant UK laws and regulations.

For learners to undertake a personal SWOT analysis and action plan to address the specific needs identified.

To enable learners to understand the different opportunities and constraints at the workplace, e.g. training, budget, shadowing, organisational structure, general policies and procedures.

To understand the continued professional development (CPD) needs of an employee in order to progress within an organization.

To analyse their own role and responsibilities within the workplace and be able to reflect on the positive and negative aspects of the employment with a view to making a positive contribution to their own career development.

Outline syllabus: This module will focus on establishing your position within your workplace, and how your role contributes to the larger enterprise and sector trends to enable you to plan your future development and career progression. Topics may include:

Company hierarchy and social science.

Professional development plan (PDP) with specified targets and objectives.

Self-appraisal/audit.

SMART target setting.

Development and evidencing interpersonal and transferable skills: communication, interpersonal skills, organisation, time management, prioritising, team working, cooperation, flexibility.

Evaluation of progress.

Part 3: Teaching and learning methods

Teaching and learning methods: This module will be closely linked to your workplace and will introduce Professional Development and planning for Lifelong Learning.

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 research.

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 Articulate how your role contributes to your organisation, its hierarchy and structure.

MO2 Evidence a deepening awareness of personal strengths and the ability to critically analyse self-performance.

MO3 Perform practical and analytical skills and link academic theory with professional practice to aid in the production of a personal SWOT and PDP.

MO4 Discuss laws, legislation and company policies that may apply to your role and evaluate the impact and restrictions these may impose.

Hours to be allocated: 300

Contact hours:

Independent study/self-guided study = 264 hours

Face-to-face learning = 36 hours

Total = 300

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link

Part 4: Assessment

Assessment strategy: Assessment: a 20-minute presentation, with supporting documentation.

This module requires you to research industry trends and your career pathway to inform the development of your own Professional Development Plan which will be delivered in a 20-minute presentation with supporting evidence to meet the learning outcomes of this module.

Topics to include: Introduction to work placement and role within the organisation; Key laws, legislation and policies; personal SWOT analysis, PDP and target setting.

The presentation could be delivered or recorded in the workplace. Employers may be present for presentation if appropriate.

This module will be supported by tutor-led formative feedback and targeted sessions lead by academic support are run through the academic year to support presentation, public speaking and academic research skills. Whilst in the workplace students are supported by regular tutorials and workplace reviews.

Resit opportunities will follow the same format as the first submission. Since this

assessment is reflective of the individual, a re-worked assessment should be considered.

Assessment tasks:**Presentation (First Sit)**

Description: A 20-minute presentation with supporting documentation.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Presentation (Resit)

Description: A 20-minute presentation with supporting documentation.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Digital and Technology Solutions (Network Engineer) {Apprenticeship-UCW} [UCW]
BSc (Hons) 2023-24

Digital and Technology Solutions (Data Analyst) {Apprenticeship-UCW} [UCW] BSc
(Hons) 2023-24

Digital and Technology Solutions (Cyber Security Analyst) {Apprenticeship-UCW}
[UCW] BSc (Hons) 2023-24

Digital and Technology Solutions (Software Engineer) {Apprenticeship-UCW} [UCW]
BSc (Hons) 2023-24

Digital and Technology Solutions (Software Engineer) {Apprenticeship-GlosColl}
[GlosColl] BSc (Hons) 2023-24