



Module Specification

Professional Development

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Part 1: Information

Module title: Professional Development

Module code: UFCFQ1-15-1

Level: Level 4

For implementation from: 2026-27

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: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: This introductory module is used to assess students' current skills and research industry trends and requirements to develop their own informed, Professional Development Plan (PDP). Students will be able to communicate their position within the company hierarchy, and identify key legal responsibilities, legislation and company policies that may impact the workplace.

This module has been designed as part of a series of three that follow and document

progress through students' professional and in-workplace development over the course of the programme.

This professional development module is designed to help students identify their role and responsibilities within the organisation and key legal, legislative and company policies applicable to the role. Students will be required to research career paths, industry trends and develop a professional development plan to aid them through the programme and future career.

This module should be delivered in close collaboration with employer workplace continuing professional development.

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 students' positions within their placement, and how their role contributes to the larger enterprise and sector trends to enable them to plan 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 the student's 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. Students 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 Link academic theory to perform practical and analytical skills and link academic theory with professional practice.

MO3 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: 150

Contact hours:

Independent study/self-guided study = 134 hours

Face-to-face learning = 16 hours

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: This module requires a significant workplace and industry research which will be delivered in a presentation with supporting evidence to meet the learning outcomes of this module.

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.

Assessment tasks:

Presentation (First Sit)

Description: A 20 Minute individual presentation, with supporting documentation.

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3

Presentation (Resit)

Description: A 20 Minute individual presentation, with supporting documentation.

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:

Digital User Experience (UX) {Apprenticeship-UCW}[UCW] BSc (Hons) 2026-27