Module Specification

Professional Skills

Version: 2026-27, v1.0, Approved

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Part 1: Information

Module title: Professional Skills

Module code: UTTH4M-15-1

Level: Level 4

For implementation from: 2026-27

UWE credit rating: 15

ECTS credit rating: 7.5

College: College of Health, Science & Society

School: CHSS School of Education and Childhood

Partner institutions: None

Field: Primary, Early Childhood and Education Studies

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: In this module apprentices will explore the policy and practice elements of their role within an Early Years setting.

Features: Not applicable

Educational aims: On completion of this module, apprentices will be able to identify the responsibilities of the Early Practitioner in an Early Years setting and recognise their professional role in fulfilling these. They will be able to recognise underpinning

theory and the context of policy so that they can develop a comprehensive understanding of practice.

Outline syllabus: This module will examine themes such as:

Policy implimentation, Communication, Record keeping, Responsibilities, Professionalism, Teamwork and effective communication, Safeguarding.

Part 3: Teaching and learning methods

Teaching and learning methods: This module will be delivered online and employ lectures, seminars and independent study. Pre-tasks and sessions will include use of current technology.
Learning and content is structured so that apprentices clearly understand the requirements of the assessments and develop good assessment literacy. Assessment support will be embedded throughout so there is clarity as to expectations, assessment content and the marking and feedback procedures.

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

MO1 Identify and explore the key roles and responsibilities of an Early Years practitioner in relation to policy and practice.

MO2 Identify and explore the key skills, knowledge and attributes of an Early Years Teacher

MO3 Demonstrate an understanding of roles, responsibilities and professional relationships of the wider team in Early Years practice.

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 114 hours

Staff-guided learning = 36 hours

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

Part 4: Assessment

Assessment strategy: What is the assessment task?
This module has one assessment task: a presentation (8 minutes - 6 minutes plus 2 minutes for questions). Apprentices will explore the roles and relationships within an Early Years setting and reflect on their own roles within that professional context.

Why is this assessment being used?

Presenting is a skill required as part of the Early Years practitioner role and so by embedding this across the 3 years apprentices can become more confident in their delivery.

Apprentices will be interviewing a more experienced practitioner and thereby consider their own professional trajectory in the context of their new learning across the programme.

It will provide the apprentices an opportunity to evidence their achievement of module outcomes.

How will apprentices be supported in meeting the assessment requirements?

The pedagogical approach for this module will include groupwork and informal presentation activities. Ongoing formative feedback during sessions and summative feedback will support apprentices' assessment literacy and academic skills. Workshop sessions, tutorials and independent activities will provide apprentices with further opportunities for assessment support.

Assessment support will link across this and other level 4 modules to provide a cohesive apprentice experience.

Assessment tasks:

Presentation (First Sit)

Description: Presentation - 8 minutes (6 minutes plus 2 minutes for questions)

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3

Presentation (Resit)

Description: Presentation 8 minutes (6 minutes plus 2 minutes for questions)

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:

Early Years Teacher {Apprenticeship-UWE} [Online] BA (Hons) 2026-27