



## MODULE SPECIFICATION

Part 1: Information			
Module Title	Academic & Professional Skills		
Module Code	UFCFRM-15-1	Level	Level 4
For implementation from	2018-19		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	Faculty of Environment & Technology	Field	Computer Science and Creative Technologies
Department	FET Dept of Computer Sci & Creative Tech		
Contributes towards			
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
<p><b>Overview:</b> The module has been developed to help you gain a greater understanding and experience of the requirements for successful academic practice and to provide you with practical guidance and support as you prepare for your future career.</p> <p><b>Educational Aims:</b> The aim of this module is to develop your personal skills and enhance your future employment prospects. It is designed to provide you with a range of learning opportunities that will improve, develop and effectively manage your individual development in academic writing, interpersonal skills, reflective practice and future career planning.</p> <p>Whilst the skills that you will develop will be transferable throughout your time at University and in your working life, the module has been designed to reflect the requirements of your particular discipline and will therefore be highly relevant to your studies.</p> <p><b>Outline Syllabus:</b> The module will cover three specific areas of study – indicative content is given for each strand of activity:</p> <p>Academic Practice</p>

## STUDENT AND ACADEMIC SERVICES

This will include practical sessions on developing critical thinking skills, evaluation and appraisal of documents, literature searching, report and essay writing, acknowledging sources in academic work, editing and proofreading.

### Personal Skills Development

This will include opportunities to reflect on the skills you need for effective personal development including communication and presentation skills, team and group working, reflective practice and portfolio building.

### Preparing for Work

This area of study will include an exploration of work-related activities to enable you to develop the networks, capabilities and professional standards required to develop as an effective employee. Module sessions will include: understanding business analysis techniques, technical writing, digital and data literacy, professional networks, competency frameworks and CPD (Continuing Professional Development).

**Teaching and Learning Methods:** This module will be highly practical with a variety of learning experiences including case studies and scenarios, online learning, visiting speakers, videos, games, quizzes and other problem-solving activities which will put the theory into context and practice.

Introductory lectures are supported by seminars, case studies, visits and practical workshops. In addition, this module will be supported by interactive forums and learning tools.

150 hours study time of which 36 hours will represent scheduled learning. Scheduled learning includes lectures, seminars, tutorials, demonstration, practical classes and workshops; external visits; supervised time in studio/workshops.

Scheduled learning during contact hours will involve a range of activities, focused around group discussions and feedback, interspersed with lecture-style presentation of key concepts, short videos and occasional specialist speakers. Guidance on essential reading and other preparation for each session will be provided via the module web site where additional supporting materials and opportunities for apprentices to contribute online will also be available.

Independent learning includes hours engaged with essential reading, case study preparation, assignment preparation and completion. Apprentice study time will be organised each week with a series of both essential and further readings and preparation for practical workshops. It is suggested that preparation for lectures, practical workshops, session delivery and seminars will take 7 hours per week.

Independent learning will include wider reading, selected by apprentices individually, as well as observation of and reflection on practice and experience. Although a small proportion of contact time will be set aside for apprentices to work together on a team based assessed task, apprentices will also be expected to allocate some personal time to their reading and assessment activities.

### Part 3: Assessment

Formative assessment by the completion of the UWE Library Online Workbook <http://academicskills.uwe.ac.uk/fet/workbooks/fet-low/4351/home> - 6 units of study followed by an online test to assess apprentice understanding of concepts and techniques and their ability to apply them in academic practice.

#### Component A

A pre-seen paper examination: A paper of note within the digital and technology sector will be made available prior to the examination. It is expected that apprentices will demonstrate the use of information & digital literacy skills to find, evaluate and apply relevant information from a wide range of sources to critique the pre-seen paper.

Apprentices will need to demonstrate a broad understanding of research terminology, distinguish between research designs or methods and discuss the rationale for their use and, finally, evaluate the usefulness of the findings relevant to digital and technology sector. (25%).

## STUDENT AND ACADEMIC SERVICES

<p>Component B Video Interview on a particular aspect of the module to assess apprentice's personal communication and presentation skills (55%). This component will also include a personal log of 500 words demonstrating application of reflective practice throughout the assessment - prior to, during and post interview (20%).</p> <p>Accessibility/Inclusivity note: If for any reason apprentices are unable to complete a video interview, alternative arrangements will be made in discussion with the apprentice concerned to enable satisfactory assessment to take place.</p>			
<b>First Sit Components</b>	<b>Final Assessment</b>	<b>Element weighting</b>	<b>Description</b>
Reflective Diary - Component B		30 %	Reflective Log (500 words)
Practical Skills Assessment - Component B		45 %	Video interview
Examination - Component A	✓	25 %	Pre-read research paper examination
<b>Resit Components</b>	<b>Final Assessment</b>	<b>Element weighting</b>	<b>Description</b>
Reflective Diary - Component B		30 %	Reflective log (500 words)
Practical Skills Assessment - Component B		45 %	Video interview
Examination - Component A	✓	25 %	Pre-read research paper examination

STUDENT AND ACADEMIC SERVICES

<b>Part 4: Teaching and Learning Methods</b>		
Learning Outcomes	On successful completion of this module students will be able to:	
	<b>Module Learning Outcomes</b>	
	MO1	Demonstrate critical thinking skills and engage in reflection during the period of study.
	MO2	Retrieve and evaluate information from a range of sources to underpin academic research activity.
	MO3	Produce clear, accurate communication, appropriate to purpose and target.
	MO4	Demonstrate the use of information & digital literacy skills to find, evaluate and apply relevant information from a wide range of sources.
	MO5	Present ideas and arguments in a well-structured and clear manner.
Contact Hours	<b>Contact Hours</b>	
	<b>Independent Study Hours:</b>	
	Independent study/self-guided study	114
	<b>Total Independent Study Hours:</b>	114
	<b>Scheduled Learning and Teaching Hours:</b>	
	Face-to-face learning	36
	<b>Total Scheduled Learning and Teaching Hours:</b>	36
	<b>Hours to be allocated</b>	150
	<b>Allocated Hours</b>	150
	Reading List	<p>The reading list for this module can be accessed via the following link:</p> <p><a href="https://uwe.rl.talis.com/index.html">https://uwe.rl.talis.com/index.html</a></p>