



### MODULE SPECIFICATION

Part 1: Information			
Module Title	Academic and Professional Development		
Module Code	UMCDQ3-15-3	Level	3
For implementation from	September 2019		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	Business and Law	Field	Business and Management Cross Disciplinary
Department	BBS: Business and Management		
Contributes towards	Top Up programmes: BA(Hons) Business and Management, BA(Hons)Business Management with Accounting and Finance, BA(Hons) Business Management and Economics, BA(Hons) Business Management with Marketing, BA(Hons)International Business Management, BA(Hons) Accounting and Finance, BA (Hons) Economics		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	N/A		

Part 2: Description
<p>This module will equip the student with the necessary knowledge and transferable skills to support their academic study, professional and career development and future employability. The module supports students new to study at UWE to understand, develop, and demonstrate academic skills appropriate to the level of study, including research skills, good academic practice, developing evidence-based arguments and academic reading and writing. In doing so, students will research the graduate labour market appropriate to their career ambitions, whilst exploring key aspects of the critical knowledge, skills, and personal attributes that constitute individual employability and will enable them to make well-informed career choices. The module builds upon pre-entry preparation for study that students will be expected to have engaged with prior to the start of the module. This preparatory work will link to aspects of the module assessment and support students as they transition into their UWE programme. As such, the module will form part of an extended induction into final year study at UWE.</p> <p>Academic and professional development are considered together through assessment requiring students to undertake academic research focused on a critical literature review of employability and the graduate market place as it relates to their personal career ambitions. Students will also reflect on their own employability, the knowledge, skills and attributes wanted by employers, how to plan for career success and navigate recruitment and selection processes. Students will be required to actively participate in a range of theoretical and practical</p>

activities as a means of better understanding their own development needs, all the while continuing to enhance their academic capabilities crucial to success on their UWE programme and beyond.

The module is delivered by a combination of lectures and workshops supported by faculty members and staff drawn from across the university. The module will also be supported and linked to the activities of the (international) academic personal tutors and the departmental direct entrant tutors, providing a focus for discussion regarding initial and ongoing development.

The following provides an indicative overview of the module content

#### **Academic and Transferable Skills**

- Searching for and critically evaluating academic and professional sources
- Reviewing academic literature
- Critical analysis of information and data
- Developing evidence-based arguments
- Referencing and academic practice

#### **Career and Professional Development**

- Introducing UWE Graduate Attributes' and employability and enterprise support (including Introduction to Gradlink)
- Understanding the graduate labour market and the needs of employers
- Understanding individual employability in context
- Developing a global mindset
- Alternative futures for business and management, accounting marketing and economics graduates
- Developing a professional identity and designing a personal development plan
- Graduate recruitment, selection and employability/application tools

### **Part 3: Assessment**

Assessment on this module is through a portfolio (of approximately 3000 words or equivalent) and group presentation.

The portfolio contains a number of elements intended to develop a reflective understanding of the graduate labour market and their place within it. The assessment is designed to enable students to be able to understand and articulate their possession of the UWE graduate attributes and supports students in the development of academic skills that will support synchronous and subsequent study on their programme. As such, and within the context of the programme, the module and its assessment strategy are closely related to the university's focus on producing ready and able graduates.

Indicative content of the portfolio:

- Critical review of employability literature
- Assessment of students' 'personal' graduate labour market
- Employability self-assessment vis-à-vis desired job role
- Professional development plan
- Evaluation of their achievement of UWE Graduate Attributes
- Set of job application tools i.e. a graduate level CV, covering letter and online test results

The group presentation will focus on students' preparedness for their chosen future and provides an opportunity to develop their ability to delivery professional presentations. Whilst a group assessment, a proportion of the mark for the presentation will be based on individual contribution.

The assessment clearly relates to the module learning outcomes. Firstly, the assessment focuses on students evaluating their individual employability within its specific professional and labour market context. Secondly, completing the assessment students will be required to demonstrate the possession of both relevant knowledge and a range of skills and academic competencies.

The production and content of the portfolio will be highly individualised which will guard against plagiarism. Students will be provided with the opportunity to gain formative feedback on assessed work in progress.

Identify final timetabled piece of assessment (component and element)	Component B																	
% weighting between components A and B (Standard modules only)	A:		B:															
	25%		75%															
<b>First Sit</b>																		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> (as % of component)																	
1. Group Presentation (30 minutes)	100%																	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> (as % of component)																	
1. Career Portfolio	100%																	
<b>Resit (further attendance at taught classes is not required)</b>																		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> (as % of component)																	
1. Individual Presentation (10 minutes)	100%																	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> (as % of component)																	
1. Career Portfolio	100%																	
<b>Part 4: Learning Outcomes &amp; KIS Data</b>																		
Learning Outcomes	On successful completion of this module students will be able to: <ul style="list-style-type: none"> <li>- Demonstrate the skills necessary for success in academic study at the requisite level of study, including critical thinking, academic research, self-reflection and developing evidence-based arguments (B)</li> <li>- Critically evaluate the operation of the graduate labour market as it relates to their own personal ambitions for post-graduate study or employment (B)</li> <li>- Effectively articulate and evidence their graduate attributes as they relate to their chosen future (A and B)</li> </ul>																	
Key Information Sets Information (KIS)	<b>Key Information Set - Module data</b>																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4"><i>Number of credits for this module</i></td> <td style="text-align: center; border: 2px solid black;">15</td> </tr> <tr> <td style="text-align: center;">Hours to be allocated</td> <td style="text-align: center;">Scheduled learning and teaching study hours</td> <td style="text-align: center;">Independent study hours</td> <td style="text-align: center;">Placement study hours</td> <td style="text-align: center;">Allocated Hours</td> </tr> <tr> <td style="text-align: center;">150</td> <td style="text-align: center;">36</td> <td style="text-align: center;">114</td> <td style="text-align: center;">0</td> <td style="text-align: center;">150</td> </tr> </table>				<i>Number of credits for this module</i>				15	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	150	36	114	0
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150	36	114	0	150														
Contact Hours	<p>The table below indicates as a percentage the total assessment of the module which constitutes a;</p> <p><b>Written Exam:</b> Unseen or open book written exam  <b>Coursework:</b> Written assignment or essay, report, dissertation, portfolio, project or in class test  <b>Practical Exam:</b> Oral Assessment and/or presentation, practical skills assessment,</p>																	

Total Assessment	practical exam (i.e. an exam determining mastery of a technique)																								
	<table border="1"><tr><td colspan="2">Total assessment of the module:</td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>Written exam assessment percentage</td><td></td><td></td><td>0%</td></tr><tr><td>Coursework assessment percentage</td><td></td><td></td><td>75%</td></tr><tr><td>Practical exam assessment percentage</td><td></td><td></td><td>25%</td></tr><tr><td></td><td></td><td></td><td>100%</td></tr></table>	Total assessment of the module:								Written exam assessment percentage			0%	Coursework assessment percentage			75%	Practical exam assessment percentage			25%				100%
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Reading List	Reading List link																								
	<a href="https://uwe.rl.talis.com/lists/30E1F867-D1E5-E7F0-1571-C5649E6C8A2B.html">https://uwe.rl.talis.com/lists/30E1F867-D1E5-E7F0-1571-C5649E6C8A2B.html</a>																								

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First Approval Date (and panel type)	UVP 10 July 2018 <a href="#">link to RIA</a>			
Revision ASQC Approval Date <i>Update this row each time a change goes to ASQC</i>		Version	<i>2</i>	<i>Link to RIA</i>