



Module Specification

Academic and Professional Development

Version: 2023-24, v2.0, 14 Jun 2023

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Part 1: Information

Module title: Academic and Professional Development

Module code: UMCDQ3-15-3

Level: Level 6

For implementation from: 2023-24

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Business & Law

Department: FBL Dept of Business & Management

Partner institutions: None

Delivery locations: Not in use for Modules

Field: Business and Management Cross-Disciplinary

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: Not applicable

Features: Not applicable

Educational aims: 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.

Outline syllabus: 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: Teaching and learning methods

Teaching and learning methods: 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.

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 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.

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

MO1 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

MO2 Critically evaluate the operation of the graduate labour market as it relates to their own personal ambitions for post-graduate study or employment

MO3 Effectively articulate and evidence their graduate attributes as they relate to their chosen future

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 114 hours

Face-to-face learning = 36 hours

Total = 150

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

The portfolio contains a number of tasks intended to build the core academic skills that are vital for their study on the programme, while also enabling them to develop an understanding of the graduate labour market and how to strengthen their employability, through the development of practical skills. 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 give the opportunity to students to evaluate and compare the conditions of the graduate labour market for their degree of study in relevant context, informing also their own self-awareness about future opportunities and possible career destinations. It will also provide an opportunity to develop their ability to delivery professional presentations in virtual setting.

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.

Assessment components:

Presentation (First Sit)

Description: Online Group presentation (20 minutes plus 10 minutes for questions and answers)

Students will submit the ppt & script in advance and deliver the presentation online via blackboard collaborate.

Weighting: 25 %

Final assessment: No

Group work: Yes

Learning outcomes tested: MO3

Portfolio (First Sit)

Description: Career portfolio

Weighting: 75 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3

Presentation (Resit)

Description: Individual presentation (10 minutes)

A recorded 10-minute presentation submitted via b/b.

Weighting: 25 %

Final assessment: No

Group work: No

Learning outcomes tested: MO3

Portfolio (Resit)

Description: Career portfolio

Weighting: 75 %

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:

Business and Events Management {Top-Up} [Frenchay] BA (Hons) 2023-24

Business and Events Management {Top-Up} [INTUNI] BA (Hons) 2023-24

Accounting and Finance {Top-Up} [Thuongmai] BA (Hons) 2023-24

Business Management and Economics {Top-Up} [Frenchay] BA (Hons) 2023-24

Business and Management {Top Up}[CUEB] BA (Hons) 2023-24

Business and Management {Top Up}[DeITel] BA (Hons) 2023-24

Business and Management {Top Up} [INTUNI] BA (Hons) 2023-24

Business and Management {Top Up}[NEU] BA (Hons) 2023-24

International Business Management {Top-Up} [BIBM] BA (Hons) 2023-24

International Business Management {Top-Up} [NEU] BA (Hons) 2023-24

International Business Management {Top-Up} [Villa] BA (Hons) 2023-24

Business and Human Resource Management {Top-Up} [Frenchay] BA (Hons) 2023-24

Business Management with Marketing {Top-Up} [Frenchay] BA (Hons) 2023-24

Business Management with Marketing {Top-Up} [INTUNI] BA (Hons) 2023-24

International Business Communication {Top-Up} [Frenchay] BA (Hons) 2023-24

Accounting and Finance {Top-Up} [Frenchay] BA (Hons) 2023-24

Banking and Finance {Top-Up} [Frenchay] BSc (Hons) 2023-24

Business and Events Management {Top-Up} [NEU] BA (Hons) 2023-24