

Skills for Higher Education Professional Development Skills - Part 1

Trimester 3

Academic Year: 2022-23

Module code: MOD008863

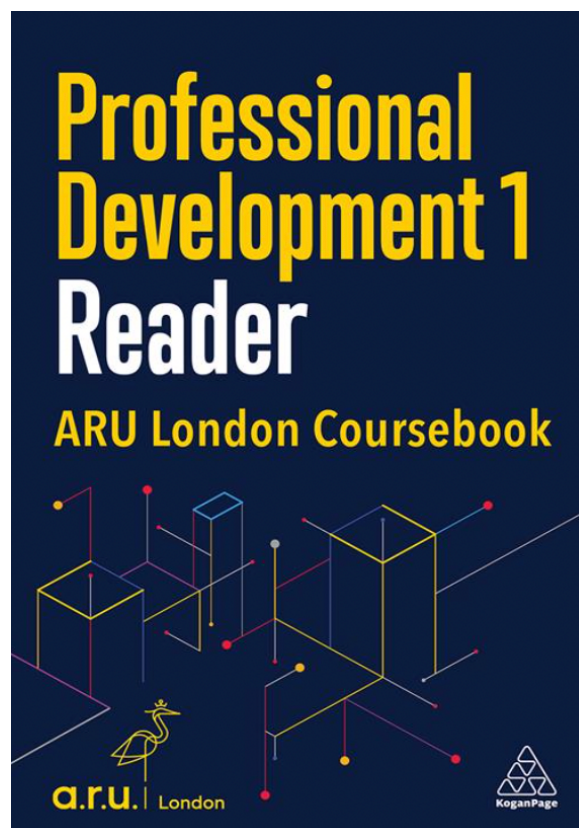
Department: Foundation

Mod. Leader: Kenneth Cohen
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1. Overview of Course

The main aim of this module is to explore potential career paths and develop the students' employability skills.

Throughout the course, students will be reflecting on their career desires, preferences, values, strengths and weaknesses and begin to plan their future career moves. They will also work on their job applying skills including CV writing, IT skills and interviewing skills. By the end of the trimester, the students should be able to voice a basic coherent career plan. The course will make use of the *Professional Development 1 Reader* by Kogan Page (see below) in addition to the Career Zone website and other online material. This book will be made available to you on Kortext.



2. Scheme of Work

Week	Topic	
1	Introduction to the course The Assessment Brief and the Employability Team	
2	Station I: The Starting Point Mindset & Handling Stress	
3	Station II: Assessing Yourself Identifying Values	Station III: Identifying Career Options
4	Station IV: Narrowing Down Identifying strengths and weaknesses	Learning to use The Career Zone
5	Station V & VI: Planning your route and targeting your first steps Looking for opportunities and mitigating weaknesses	
6	Building a CV	Troubleshooting a Word Document
7	CV writing workshop	Building a good e-presence
8	Acting Professional	Writing good e-mails
9	Getting Organised Reviewing <i>Red Folder</i> activities	Looking at the Marking Criteria Organising spoken responses
10	Preparing and Practicing Interviews	
11	Assessment Week	
12	Assessment Week	

3. Assessment

Assessment	Interview
Module Title:	Professional Development Skills – Part 1
Weighting:	50%
Time Limit:	5-7 mins
Assessed Learning Outcomes	2-3
Assessment date:	Please refer to the deadline on the VLE.

The assessment is an individual interview based on the career plan you have developed for Professional Development Skills – Part 1. Your lecturer will ask you questions about the industry you wish to work in (your career goal), your suitability for the position you are striving for (your current situation) and your moves to prepare for the job (your options for progression). You are expected to display research you have carried out during the course of the trimester within your answers (at least 2 sources must be mentioned). Activities in class which will be relevant to your final assessment will be marked by a red folder icon (📁). Your performance will be evaluated using four criteria: Task Fulfilment (40%), Clarity (25%), Use of Resources (25%), and Professional Conduct (10%). This assessment is worth 50% of your final grade for the Professional Development Skills module (but 100% of part 1 of the module). The date for the interview will be confirmed in due course.

4. Assessment offences

You are reminded that any work that you submit or present must be your own. When you are preparing your work, it is important that you understand the various academic conventions that you are expected to follow in order to make sure that you do not leave yourself open to accusations of plagiarism (e.g. the correct use of referencing or citing, etc.) and that your work maintains its academic integrity.

Academic offences take three forms: plagiarism (theft of another person's material without consent), collusion (multiple people producing one piece of work to benefit one individual), and cheating (taking unfair advantage over others).

We will fully investigate all cases of suspected assessment offences. If we prove that you have committed an assessment offence, an appropriate penalty will be imposed which, for the most serious offences, includes expulsion from Anglia Ruskin. For full details of our assessment offences policy and procedures, see Section 10 of the Academic Regulations at: www.anglia.ac.uk/academicregs

5. Key Trimester Dates

Trimester 3 Teaching	Tue. 09 th May 2023 – Mon. 31 st July 2023
Trimester 3 Examinations	Tue. 1 st August 2023 – Sat. 05 th August 2023
Trimester 3 (Re)sit Examinations	Sat. 09 th December 2023 – Fri. 15 th December 2023

6. Attendance

Attending all your classes is very important and one of the best ways to help you succeed. In accordance with the Student Charter, you are expected to arrive on time and take an active part in all your timetabled classes. If you are unable to attend a class for a valid reason (e.g. illness), please contact your lecturer.

Anglia Ruskin will closely monitor the attendance of all students and will contact you by e-mail if you have been absent without notice for two weeks. Please remember to sign-in on the VLE at every taught session. Continued absence can result in various consequences including the termination of your registration as you will be considered to have withdrawn from your studies.

Please note that neither your module tutor nor your PDT are able to modify or influence decisions with regards to any issues you encounter with your attendance record. You will need to direct any query to the Attendance Team at the following email address: attendance@london.aru.ac.uk.

7. Course Evaluation

During the second half of the delivery of PD1, you will be asked to complete an evaluation questionnaire to help us obtain your views. This is an extremely important process which helps us to continue to improve the delivery in the future and to respond to issues that you bring to our attention.

Your questionnaire will be anonymous. Please help us by completing the Evaluation Survey when the time comes.