

<b>Module code:</b> MOD008863	<b>Version:</b> 1 <b>Date Amended:</b> 16/Mar/2022
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<b>1. Module Title</b>
Professional Development Skills

<b>2a. Module Leader</b>
Kenneth Cohen

<b>2b. School</b>
Anglia Ruskin London

<b>2c. Faculty</b>
Anglia Ruskin London

<b>3a. Level</b>
3

<b>3b. Module Type</b>
Standard (fine graded)

<b>4a. Credits</b>
30

<b>4b. Study Hours</b>
300

<b>5. Restrictions</b>			
<b>Type</b>	<b>Module Code</b>	<b>Module Name</b>	<b>Condition</b>
Pre-requisites:	None		
Co-requisites:	None		
Exclusions:	None		
<b>Courses to which this module is restricted:</b>			

## LEARNING, TEACHING AND ASSESSMENT INFORMATION

### 6a. Module Description

A student requires a set of fundamental knowledge and skills in order to be successful in higher education. The purpose of the level 3 year is for students to learn the core level of skills and demonstrate their capability in order to show that they are ready to take on the challenges of level 4 studies. Students will undertake a wide range of topics to provide the academic underpinning and skill-based learning which will not only invest them with the capacity for further study, but will allow them to focus on key subject areas with the appropriate level of skills of which they to broaden their knowledge of when they commence their degrees.

In Professional Development Skills, students will develop the skills needed to progress and grow in the workplace, groupwork skills (academic and professional), and general presentation skills.

### 6b. Outline Content

Students at level 3 undertake rigorous skills training in all essential areas in order to prepare them for Level 4 of their degree programme. This module focuses on:

- Career planning
- Employability skills (including CV-writing)
- Interview skills
- Presentation skills
- Workplace conduct
- Successful group work techniques

### 6c. Key Texts/Literature

The reading list to support this module is available at: <http://readinglists.anglia.ac.uk/modules/mod008863>

### 6d. Specialist Learning Resources

None

## 7. Learning Outcomes (threshold standards)

No.	Type	On successful completion of this module the student will be expected to be able to:
1	Knowledge and Understanding	Understand the requirements of higher education including group projects and inter-personal collaboration
2	Knowledge and Understanding	Understand the requirements of higher education including personal reflection and self-awareness
3	Intellectual, practical, affective and transferrable skills	Articulate an understanding of career development planning
4	Intellectual, practical, affective and transferrable skills	Demonstrate satisfactory presentation skills

8a. Module Occurrence to which this MDF Refers				
Year	Occurrence	Period	Location	Mode of Delivery
2022/3	ZZF	Template For Face To Face Learning Delivery		Face to Face

8b. Learning Activities for the above Module Occurrence			
Learning Activities	Hours	Learning Outcomes	Details of Duration, frequency and other comments
Lectures	72	1-4	1 x 3-hour lecture x 24 weeks
Other teacher managed learning	0	NA	NA
Student managed learning	228	1-4	3 hours home-learning per lecture per week
TOTAL:	300		

9. Assessment for the above Module Occurrence					
Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
010	Practical	1-4	50 (%)	Fine Grade	30 (%)
Practical assignment - up to 7 minutes per student					
Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
011	Practical	1-4	50 (%)	Fine Grade	30 (%)
Presentation - up to 7 minutes per student					

<p>In order to pass this module, students are required to achieve an overall mark of 40%.</p> <p>In addition, students are required to:</p> <p>(a) achieve the qualifying mark for each element of fine graded assessment of as specified above</p> <p>(b) pass any pass/fail elements</p>
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