

Study Skills for Apprentices

Module Code:	CFS4030-B
Academic Year:	2018-19
Credit Rating:	20
School:	School of Chemistry and Biosciences
Subject Area:	Chemistry
FHEQ Level:	FHEQ Level 4
Module Leader:	Sarah George

Additional Tutors:
Dr William Martin

Pre-requisites:

Co-requisites:

Contact Hours

Type	Hours
Seminar	10
Practical classes and	10
Tutorials	20
Directed Study	160

Availability Periods

Occurrence	Location/Period
DLA	University of Bradford / Academic Year (Sept - May)

Module Aims

This module aims to introduce the student to reflective, self-directed learning at Higher Education level.

Outline Syllabus

Principles of learning and study skills: Study skills, self-directed learning, barriers to effective learning, teaching and assessment preferences, time and self-management.

Lifelong Learning: Reflective practice and critical reasoning. Use of Personal Development Portfolio. Interpersonal, communication and groupwork skills. Finding, managing and creating information. Critical appraisal of information. Word Processing, e-mail, WWW, use of libraries and databases, Virtual Learning Environment, Powerpoint, Excel. Communication Skills: Presentation Skills, working in groups and in and outside teaching sessions. Ethical behaviour in the workplace. The business environment and workplace learning.

Module Learning Outcomes

On successful completion of this module, students will be able to...

- 1 Reflect on and discuss their own learning and development needs
- 2 Demonstrate use of ICT packages
- 3 Demonstrate and develop groupworking skills
- 4 Demonstrate and reflect on effective time management skills
- 5 Recognise and explain the importance of integrity, respect, compliance and confidentiality in the workplace
- 6 Recognise and explain the business environment in which their company operates

Learning, Teaching and Assessment Strategy

This module will initially take an immersive approach with face-to-face contact sessions during the first summer school. You will then move to facilitated online learning activities throughout the first year of study. This module encourages active, collaborative learning taking a connectivist approach to inculcate a sense of belonging and social cohesion. Multiple opportunities for formative, self- and peer-assessment. Formative assessment of reflective e-portfolio leading into summative action plan. Groupwork on ethical issues in the workplace and the business environment.

Mode of Assessment

Type	Method	Description	Length	Weighting	Final Assess'
Formative	Presentation	Group presentation on ethical issues conducted during summer school. Mark determined by peer-assessment.	15 minutes	%	No
Summative	Presentation	Group poster presentation on ethical issues. Assessed at end	500 words equivalent	25%	No

		of first semester by distance learning. Mark determined by peer-assesment			
Summative	Coursework	Reflective action plan. Assessed at the end of the year by distance learning.	0-2000 words	75%	Yes
Formative	Coursework	Reflective self- assessment of development needs via e- portfolio. Conducted during study school	1 000 words equivalent	%	No

Legacy Code (if applicable)

Reading List

To view Reading List, please go to [rebus:list](#).