

Personal and Professional Development (In Company)

Module Code:	HRM4007-B
Academic Year:	2018-19
Credit Rating:	20
School:	School of Management
Subject Area:	Human Resource Management
FHEQ Level:	FHEQ Level 4

Pre-requisites:

Co-requisites:

Contact Hours

Type	Hours
Lectures	15
Tutorials	15
Directed Study	170

Availability Periods

Occurrence	Location/Period
BDA	University of Bradford / Semester 1 (Sep - Jan)

Module Aims

To enable the student to effectively diagnose their current skills ability. To introduce the student to the nature and relevance of key skills for their personal and professional development. To introduce the student to ways of implementing and evaluating a personal and professional development plan effectively

Outline Syllabus

Learning cycle/Learning styles/Learning Modalities and skills analysis.
Thinking Writing Skills/Learning Journals/Essay Writing/Report Writing .
Target setting and action planning.
Ways of developing key skills of employability, enterprise entrepreneurship and career opportunities.

Building your career, getting ahead of the competition
Methods and opportunity for improving core skills in relation to agreed targets and specialist requirements.
Portfolio development

Module Learning Outcomes

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

- 1 LO 1.1 demonstrate an understanding of the nature and relevance of prior learning;
LO 1.2 understand and apply the relevant of key skills in supporting academic study;
LO 2.3 apply the theories and ideas underpinning self-management and study techniques.
- 2 LO 2.1 identify personal learning needs and areas for further development
Investigate potential career opportunities
LO 2.2 use your personal/professional development plan to improve key skills;
LO 2.3 produce an appropriate Personal Development targets Plan with agreed
- 3 LO 3.1 develop self-management and study skills appropriate to your own needs and the requirements of your course of study and
LO 3.2 apply acquired skills to determine future learning needs.
LO 3.3 produce a provisional development portfolio

Learning, Teaching and Assessment Strategy

Formal taught sessions will be supported by on-line resources and specific support from the sponsoring organisation as appropriate. The majority of the learning will take place through Work-based learning supported by a tutor and a workplace mentor, group tutorials, individual tutorials, interactive VLE, negotiated and independent study.

Support in the workplace and academic guidance, mentoring and an on-line discussion group will contribute to independent experiential learning in the workplace. From this a workplace based project will be developed.

During the first formal learning session, you will be introduced to the module and this will be followed up by tutorials including on-line tutorials and group discussions via Blackboard. The tutorial hours below also include the on-line tutorials.

Mode of Assessment

Type	Method	Description	Length	Weighting	Final Assess'
Summative	Coursework	Portfolio to include Personal Development plan	-3000 words	70%	Yes
Summative	Coursework	ESSAY	-1000 words	30%	No

Legacy Code (if applicable)

Reading List

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