

Module Details	
Module Title:	Study Skills for Apprentices
Module Code:	CFS4030-B
Academic Year:	2019-20
Credit Rating:	20
School:	School of Chemistry and Biosciences
Subject Area:	Chemistry
FHEQ Level:	FHEQ Level 4
Pre-requisites:	
Co-requisites:	

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

Availability	
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.

Learning Outcomes

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
Summative	Presentation	Group poster presentation on ethical issues. Assessed at end of first semester by distance learning. Mark determined by peer-assessment	500 words equivalent	25%
Formative	Presentation	Group presentation on ethical issues conducted during summer school. Mark determined by peer-assessment.	15 minutes	%
Formative	Coursework	Reflective self-assessment of development needs via e-portfolio. Conducted during study school	1000 words equivalent	%
Summative	Coursework	Reflective action plan.	-2000 words	75%

		Assessed at the end of the year by distance learning.		
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Reading List

To access the reading list for this module, please visit <https://bradford.rl.talis.com/index.html>.

Please note:

This module descriptor has been published in advance of the academic year to which it applies. Every effort has been made to ensure that the information is accurate at the time of publication, but minor changes may occur given the interval between publishing and commencement of teaching. Upon commencement of the module, students will receive a handbook with further detail about the module and any changes will be discussed and/or communicated at this point.