

Module Details	
Module Title:	Personal and Professional Development (Foundation)
Module Code:	CLS3002-B
Academic Year:	2019-20
Credit Rating:	20
School:	School of Pharmacy and Medical Sciences
Subject Area:	Clinical Sciences
FHEQ Level:	FHEQ Level 3
Pre-requisites:	
Co-requisites:	

Contact Hours	
Type	Hours
Lectures	12
Seminar	9
Practical classes and workshops	19
Tutorials	8
Directed Study	152

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

Module Aims
To develop and consolidate skills required for successful learning, to develop confidence and ability in effective communication and teamwork and to prepare students for further study, lifelong learning and employment.

Outline Syllabus
Principles of learning and study skills: Introduction to course & personal academic tutors.

Study skills. Self-directed learning, barriers to effective learning, teaching and assessment styles, time and self-management.

Lifelong Learning:

Reflective practice and critical reasoning. Use of Personal Development Portfolio.

Managing and understanding information:

Word processing, e-mail, WWW, use of libraries and databases, the VLE, PowerPoint, Excel.

Communication Skills:

Principles of verbal and non-verbal communication, factors affecting effective & cross-cultural communication. Presentation skills, confidence & assertive behaviour

Working in groups and teams:

Principles of group dynamics and teamwork, group communication exercises, learning in groups

Learning Outcomes

1	Describe the principles of group dynamics and effective teamwork which will be demonstrated in a group assignment.
2	To identify personal learning needs and use action planning to develop your skills.
3	Collect, evaluate and present information using IT.
4	Work effectively as part of a team.
5	Use confident and assertive written and verbal communication skills.
6	Review your own progress and achievement.

Learning, Teaching and Assessment Strategy

Group work, tutorials, workshops, individual and group presentations will be used to develop your personal transferable skills. These will be supported by interactive lectures, IT workshops and formative assessment of IT and verbal presentation skills. You will use an assessed portfolio to identify your personal learning needs and develop reflective practice in preparation for lifelong learning. Individual and group presentation skills will be assessed by staff and your contribution to teamwork by peer assessment. During directed study hours, you are expected to consolidate your IT skills and presentation skills, undertake reflective practice to complete your portfolio and develop your transferable skills and undertake group-work for the group assignment.

Mode of Assessment

Type	Method	Description	Length	Weighting
Referral	Presentation	Supplementary Assessment: Individual Oral Presentation		30%
Summative	Presentation	Individual oral presentation - End of	5 minutes	30%

		Semester 1		
Referral	Coursework	Supplementary Assessment: Personal Development Portfolio		35%
Referral	Coursework	Supplementary Assessment: Report on team working		35%
Summative	Coursework	Personal Development Portfolio - Late Semester 2		35%
Summative	Coursework	Group assignment - Mid Semester 2		35%

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.