

Module Details	
Module Title:	Personal and Professional Development (In Company)
Module Code:	HRM4007-B
Academic Year:	2019-20
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	
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

Learning Outcomes

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 and independent study. Support in the workplace, academic guidance and mentoring 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 and discussions via email and VLE.

Mode of Assessment

Type	Method	Description	Length	Weighting
Summative	Coursework	Portfolio to include Personal Development plan	-3000 words	70%
Summative	Coursework	ESSAY	-1000 words	30%

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.