

Module Details	
Module Title	Personal and Professional Development (Foundation)
Module Code	CLS3002-B
Academic Year	2020/1
Credits	20
School	School of Pharmacy and Medical Sciences
Subject Area	Clinical Sciences
FHEQ Level	RQF Level 3
Pre-requisites	N/A
Co-requisites	N/A

Contact Hours	
Type	Hours
Online Lecture (Asynchronous)	6
Online Lecture (Synchronous)	3
Seminars	6
Tutorials	9
Practical Classes or Workshops	8
Directed Study	168

Availability	
Occurrence	Location / Period
BDA	University of Bradford / Academic Year

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

Outcome Number	Description
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 online 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.

This year we will be using a blended approach to facilitate your learning. This will include synchronous and asynchronous lectures and workshops and face-to-face teaching sessions. All learning materials and resources will be found on Canvas.

Mode of Assessment				
Type	Method	Description	Length	Weighting
Summative	Presentation	Individual oral Presentation	05 mins	30%
Summative	Coursework	Group assignment - (Supp Individual report on team working)	N/A	35%
Summative	Coursework	Personal Development Portfolio	N/A	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.

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