

Module Details	
Module Title	Personal and Professional Development (In Company)
Module Code	HRM4007-B
Academic Year	2020/1
Credits	20
School	School of Management
Subject Area	Human Resource Management
FHEQ Level	FHEQ Level 4
Pre-requisites	N/A
Co-requisites	N/A

Contact Hours	
Type	Hours
Directed Study	188
Practical Classes or Workshops	12

Availability	
Occurrence	Location / Period
BDA	University of Bradford / Semester 1

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. Reflective 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	
Outcome Number	Description
01	1.1 demonstrate an understanding of the nature and relevance of prior learning; 1.2 understand and apply the relevant of key skills in supporting academic study; 1.3 apply the theories and ideas underpinning self-management and study techniques, including reflective writing.
02	2.1 identify personal learning needs and areas for further development. 2.2 use your personal/professional development plan to improve key skills; 2.3 produce an appropriate Personal Development Plan with agreed targets.
03	3.1 develop self-management and study skills appropriate to your own needs and the requirements of your course of study and application to the workplace. 3.2 apply acquired skills to determine future learning needs. 3.3 produce a provisional development plan.

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. Coursework will include an element of reflective writing.

Mode of Assessment				
Type	Method	Description	Length	Weighting
Summative	Coursework	Individual Essay (4000 words)	N/A	100%

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.