

Module Details	
Module Title	Personal, Career and Professional Development
Module Code	CLS5004-B
Academic Year	2021/2
Credits	20
School	School of Pharmacy and Medical Sciences
FHEQ Level	FHEQ Level 5

Contact Hours	
Type	Hours
Lectures	2
Seminars	49
Tutorials	5
Directed Study	144

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

Module Aims
To reflect, analyse and take responsibility for your progress and skills development for future employment or study. To develop further understanding of the nature of human diversity, to explore how attitudes, values and beliefs can affect equality of care and treatment and to learn to deal with sensitive issues. To introduce you to the key theories of career management and decision making and to relate these theories to your own career plans. To provide you with an understanding of employability and an opportunity to develop relevant career management skills, including opportunity research and self awareness. The focus is on the development of job seeking skills for roles in the health sector and other related career areas.

Outline Syllabus

Attitudes, beliefs and values: understanding yourself and others. Reflecting on own and professional attitudes towards human diversity. Dealing with emotional or sensitive issues.

Human diversity: equality management in the health service and wider society. Inequalities in health care. Conceptual skills: setting priorities and dealing with problems. Making informed decisions, justifying your actions, understanding the implications of actions and decisions.

Lifelong learning: use of Personal Development Portfolio for professional development.

Career decisions: Theories of career management/planning including career decision making Self awareness: including skills analysis (matching skills to occupational areas and job related competencies) and personal motivation and values The changing graduate labour market: the nature of opportunities for clinical sciences graduates Gaining experience and skills: placements, part-time and voluntary work

Research: using careers information to explore occupations/sourcing opportunities, employers and courses of further study Job hunting techniques: how to search for opportunities using a variety of resources Applying for opportunities: CVs, covering letters, application forms, interviews and other selection methods Action Planning: SMART theory, turning career ideas into taking action.

Learning Outcomes

Outcome Number	Description
01	Apply the knowledge of human diversity to equality management in the health service and wider society.
02	Apply career management theory in the evaluation of opportunities and making applications.
03	Debate equality issues.
04	Make informed, reasoned decisions regarding healthcare provision.
05	Demonstrate opportunity research; decision-making; action planning.
06	Make effective applications for jobs.
07	Apply self-evaluation and reflection on your own personal and professional development and career planning.
08	Communicate with confidence, work effectively as part of a team.
09	Demonstrate social and cultural awareness with your peers, work experience and employment.

Learning, Teaching and Assessment Strategy

You will use an assessed portfolio to identify your personal learning needs and refine your reflective practice. Information on health inequalities is delivered via workshops led by academic staff, external speakers (circumstances permitting) and students. Issues will be further addressed in your self-directed learning and group work. You will explore concepts, principles and theories of career management through interactive online workshops during semester 1 and 2 including small group and individual activities led by tutors and where possible employers/visiting speakers. Assessment of career management skills includes research, evaluation of ideas and producing an action plan, with supporting information, and submission of a CV and elements of a competency based application form. Learning will be supported by electronic material in Canvas.

Mode of Assessment			
Type	Method	Description	Weighting
Summative	Examination - Closed Book	Written online examination - End semester 1	25%
Summative	Coursework - Written	Career Action Plan - Mid semester 2	20%
Summative	Coursework - Portfolio/e-portfolio	Personal Development Portfolio - End Semester 2	35%
Summative	Coursework - Written	Competency based questions - Mid semester 2	20%

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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