

MODULE DESCRIPTOR

MODULE TITLE	INTRODUCTION TO PERSONAL AND PROFESSIONAL PRACTICE		
MODULE CODE	AC1600 (L4)	CREDIT VALUE	20 CREDITS / 10 ECTS
SCHOOL	SCHOOL OF BUSINESS AND MANAGEMENT		

MODULE AIMS

This module will develop personal and professional practice to enable students to become more effective and confident in their programme of study and enhance their skills for future employment in the fields of accounting & finance.

MODULE CONTENT

The module will introduce a range of concepts and practices that will analyse and evaluate the student's own personal strengths and areas for development; reflection on, and planning for, personal, academic and career goals.

- Academic Study Skills
- Time management
- Motivation
- Professional Ethics
- Developing self-awareness
- Reflection skills
- Effective Communication
- Resilience
- Producing an effective CV

Work based learning will also be covered and will provide students with the necessary skills to seek out and undertake work based learning placements and or opportunities

INTENDED LEARNING OUTCOMES

On successful completion of this module a student will be able to:

1.	Recognise and evaluate personal and professional strengths and weaknesses
2.	Demonstrate evidence of self- development activities which have developed personal and professional practice
3.	Create strategies and action plans for continuing personal and professional development
4.	Produce a professional CV

TEACHING METHODS

As this module seeks to support accounting students in developing their personal and professional practice it will be delivered generally in a workshop environment which will actively promote discussion, debate and reflection on individual practice. Students will be expected to actively engage in the activities and to offer constructive feedback to each other in both individual and small group scenarios.

There will usually be some initial lecture input that will present concepts, and these will then be applied and practised in a workshop environment. Occasionally, some content areas may also be delivered in a lecture/seminar mode.

The module will initially focus on helping students in their transition to university by focussing on academic writing skills and offering an opportunity to submit a number of set tasks to gain guidance on the quality of this work. Throughout the academic year there will be further opportunities for students to discuss feedback and develop their personal and professional practice.

Students will mirror recruitment process for placement and internships applications, recognising the skills that graduate employers seek, enabling them to plan out the attributes to attain prior to graduation.

As well as engaging in the classes, students will be expected to undertake work outside of set classes. This will include undertaking guided reading, personal research for assignments, completing pre-class work and taking part in group planning activities.

Assessment strategy – 50% portfolio consisting of a presentation and 50% reflective report.

Formative feedback on seminar and practice questions is provided to students on a weekly basis, with additional support available in the timetabled Technical Support Workshops.

ASSESSMENT METHODS

This module is assessed through a portfolio (50%) and a coursework (50%).