

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 is designed to support students during their transition into their studies at the University of Central Lancashire. It 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.

The module will introduce the concept of personal development planning enabling students to establish personal development plans (PDP), this includes the development of study skills and the transferrable skills sought by future employers.

The module will introduce students to the topic of work-based learning and provide them with the necessary skills to seek out and undertake work based learning placements and or opportunities.

MODULE CONTENT

Students will be introduced to a range of concepts and practices that will develop an understanding of personal strengths and areas for development; reflection on, and planning for, personal, academic and career goals.

The module focus on transition into Higher Education at the University of Central Lancashire, equipping students with the essential skills to be effective and confident in their studies. It will also look at the skills and attributes needed to be successful in employment, including sourcing experiential opportunities to develop and build their employability.

Indicative content:

An introduction to the expectations of University
 Academic Study Skills –introduction to essay and report writing, analysing case studies, referencing, effective note taking, information gathering, critical thinking, avoiding plagiarism, exam technique, giving and receiving feedback
 Time management
 Agenda and goal setting
 Motivation – Relationship between personal values and motivation
 Motivation theories and strategies for improving work performance
 Developing self-awareness
 Reflection skills
 Learning styles and how we learn
 Theories of team development and team roles
 Skills and techniques for effectively working in and managing teams
 Effective Communication including negotiation, assertiveness and presentation skills
 Introduction to Spreadsheets and its relevance to accountancy
 Basic numeracy skills in the context of accounting
 Personal development planning

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

A variety of teaching strategies will be employed to ensure that the content is delivered in the most effective way. This process may also include using guest speakers and lecturers from within and outside the University. As this module seeks to support 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

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.

Minimum attendance requirements must be satisfied. The presumption will be that students must attend all timetabled events for this Module, unless they have booked leave of absence in advance in accordance with the procedures which will be laid down in the Module Information Pack for the particular delivery. The MIP's requirements will mirror those of a typical accountancy training contract with regards to the number of absences permitted, amount of notice to be given, etc. Any unauthorised absences will be followed up with a "back to work" interview to establish the reasons for absence, which may result in the absence being condoned (and, if appropriate, reasonable adjustments made to the Module delivery); a warning given; or removal from the Module. These procedures will mirror a typical training contract. Where these are more rigorous than the University's rules for "extenuating circumstances", then students will, of course, be given the benefit of the University's generosity, but they will be required to demonstrate how they have managed those circumstances so as to minimise the effect on their attendance and work.

ASSESSMENT METHODS

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