



Module code	PPD1	NQF level	4
Credit value	30	Study duration	18 weeks

Personal and Professional Development 1

Module description

This module supports students to reflect upon their journey so far at the undergraduate level of study and guides them to consider how they are going to 'sell' their skill set to future employers with their CVs, interview skills and alternative employment profiles. The purpose of this module within the degree programme is to provide an integrated approach to study, where you are provided the opportunity to reflect upon your academic learning and any work-related experience to date in order to best prepare you to secure your first graduate position or career advancement within an existing employment setting. This module engages students to evaluate their past, current and future development from a critical perspective regarding their academic, personal and professional development and to become aware of the opportunities for further development and skill enhancement during level 5 and 6.

The module will be complemented by the Level 5 module personal and professional development 2 which focuses on supporting others with their personal and professional development, including the importance of providing CPD opportunities for your workforce and how you can best support and encourage colleagues to engage and develop.

This module aims to:

- Introduce students to consider core employability skills
- Support students to reflect on and evaluate their academic, personal and professional skill development
- Engage students in their own personal and professional development and to realise the benefits of CPD

Learning outcomes

On completion of this module, students will be able to:

- demonstrate an appreciation for the role of CPD in professional development and reflective practice
- identify key personal skills and attributes needed to compete successfully in an international jobs market within the healthcare sector
- develop skills involved in the process of self-reflection and personal development planning
- reflect on and evaluate their academic, personal and professional skill development over the past year, identifying strengths and weaknesses
- set personal, academic and career goals and evaluate the progress needed to achieve them
- complete a professional portfolio including aspects such as; conduct targeted job searches, prepare a CV, develop advanced interview skills, prepare covering letters etc.

Syllabus

- What is CPD
- Personal development
- Keeping reports
- Reflection
- Reflective practice
- Professional reflection
- Transferable skills
- Core skills for healthcare management
- Self-assessment tools for core skills; a range of tools for evaluating core skills
- Employability in the healthcare management
- Career searches
- Professional development plan
- Self-marketing
- Application documentation
- Online career profiles
- Interview skills
- Preparing for assessment centres

Learning and teaching methods

The learning and teaching methods for the module follow the online delivery strategy for the programme as a whole. The module will be delivered by reading materials available on the learning platform supported by pre-recorded lecturecasts, synchronous question and answer (Q&A) sessions, directed independent study, formative and summative activities and assessments. Across the programme students will undertake a variety of assessment which are aimed to evidence their learning against the learning outcomes and develop a broad range of skills. Students will be encouraged to identify and share relevant resources and are expected to extend and enhance the knowledge and understanding they acquire by regularly consulting on-line library materials relating to the course. Tutor support will be available to students via online office hours, prearranged telephone and/or Skype calls and email communication.

Description of unit of assessment	Length/Duration	Submission date	Weighting
Assessment 1 - Portfolio	Periodically throughout the module with final portfolio submission in week 18	Week 18	100%