

Module Details	
Module Title	Personal and Professional Development (Foundation)
Module Code	CLS3002-B
Academic Year	2021/2
Credits	20
School	School of Pharmacy and Medical Sciences
FHEQ Level	RQF Level 3

Contact Hours	
Type	Hours
Lectures	10
Tutorials	9
Practical Classes or Workshops	30
Directed Study	151

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

Module Aims
To develop and consolidate skills required for successful learning, to develop confidence and ability in effective communication and teamwork and to prepare students for further study, lifelong learning and employment.

## Outline Syllabus

### Principles of learning and study skills:

Introduction to course & personal academic tutors.

Study skills. Self-directed learning, barriers to effective learning, teaching and assessment styles, time and self-management.

### Lifelong Learning:

Reflective practice and critical reasoning. Use of Personal Development Portfolio.

### Managing and understanding information:

Microsoft 365 environment, Canvas, and a range of other digital online tools.

### Communication Skills:

Principles of verbal and non-verbal communication, factors affecting effective & cross-cultural communication.

Presentation skills, confidence & assertive behaviour

### Working in groups and teams:

Principles of group dynamics and teamwork, group communication exercises, learning in groups

## Learning, Teaching and Assessment Strategy

Group work, tutorials, workshops, individual and group presentations will be used to develop your personal transferable skills. These will be supported by interactive lectures, IT workshops and formative assessment of IT and verbal presentation skills.

You will use an online assessed portfolio to identify your personal learning needs and develop reflective practice in preparation for lifelong learning. Individual and group presentation skills will be assessed by staff and your contribution to teamwork by peer assessment. During directed study hours, you are expected to consolidate your IT skills and presentation skills, undertake reflective practice to complete your portfolio and develop your transferable skills and undertake group-work for the group assignment.

## Mode of Assessment

Type	Method	Description	Weighting
Summative	Presentation	Oral presentation (5 Mins)	30%
Summative	Coursework - Written	Conference challenge	35%
Summative	Coursework - Portfolio/e-portfolio	Personal Development Portfolio	35%

## 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.*

