

## Personal and Professional Skills Development

Module Code:	ECO5013-B
Academic Year:	2017-18
Credit Rating:	20
School:	Division of Economics
Subject Area:	Economics
FHEQ Level:	FHEQ Level 5
Module Leader:	Ms Adelina Lees

Additional Tutors:

Pre-requisites:

Co-requisites:

### Contact Hours

Type	Hours
Lectures	14
Seminar	5
Directed Study	181

### Availability Periods

Occurrence Code	Location/Period
BDA	University of Bradford / Academic Year (Sept - May)

### Module Aims

To embed the University of Bradford employability strategy within the curriculum framework by focusing on the relationship between academic and critical thinking skills, personal and professional development, inclusivity and lifelong learning skills. To guide you on how to research employment opportunities using information and digital literacy, problem solving and decision making, career management skills and collaborative working and job seeking skills.

## Outline Syllabus

Employability skills. The recruitment process. The skills that achieve employment success. Professional attributes. The work of professional economists. Employment routes into and within Economics. The need to achieve learner autonomy. Acquiring gradueness attributes.

## Module Learning Outcomes

*On successful completion of this module, students will be able to...*

- 1        1.1 Understand the significance and demonstrate the employability capability skills as defined University of Bradford graduate attributes.
  
- 2        2.1 Identify personal skills which can be adapted to a professional working environment.  
          2.2 Evidence effective communication and presentation skills, autonomous and critical thinking skills, financial literacy skills, team and customer working skills, information and digital literacy skills, career management skills.
  
- 3        3.1 Demonstrate evaluation of personal and professional development skills.

## Learning, Teaching and Assessment Strategy

Various teaching forums lectures, seminars, workshops will be used to deliver this module to encourage flexibility to suit the individual learning needs. Thinking creatively on how individual skills could contribute to a group presentation on researching career opportunities. Peer feedback on effective strategies to improve employability capabilities. Discussion groups on how studies link to future professional development.

## Mode of Assessment

Type	Method	Description	Length	Weighting	Final Assess't
Summative	Coursework	Portfolio: 2500-3000 words. To be completed at the end of semester 2	0 hours	100%	Yes

## Legacy Code (if applicable)

SE-5013L

## Reading List

To view Reading List, please go to [rebus:list](#).