

MODULE SPECIFICATION FORM

Module Title: Personal, Professional and Academic Skills (Welsh medium delivery)	Level: 3	Credit Value: 20
--	----------	------------------

Module code: PSY328W (if known)	Cost Centre: GAPS	JACS3 code: N/A
------------------------------------	-------------------	-----------------

Trimester(s) in which to be offered: 1	With effect from: September 2015
--	----------------------------------

Office use only: To be completed by AQSU:	Date approved: September 2014
	Date revised: October 2015
	Version no: 2

Existing/New: Existing	Title of module being replaced (if any):
------------------------	--

Originating Academic Business Division: Social and Life Sciences	Module Leader: Julie Brake
--	----------------------------

Module duration (total hours)**: 200	Status: core/option (identify programme where appropriate): Core for all Foundation Year Strands
Scheduled learning & teaching hours: 50	
Independent study hours: 150	
Placement hours: 0	

Programme(s) in which to be offered: All programmes with Foundation Years	Pre-requisites per programme (between levels): None
--	---

Module Aims:

This module aims to ensure that students who would like to develop the key academic, personal and professional skills required for successful study at higher education level through the medium of Welsh have an opportunity to do so. The module focusses on developing the necessary practical, intellectual and communication skills which ensure a successful transition to Level 4 and progression through Honours degree programmes and and prepare students for subsequent employment and/or further study.

Intended Learning Outcomes:

At the end of this module, students will be able to ...

1. Demonstrate familiarity and confidence with the use, application and development of core study and academic skills including the use of IT, preparations for presentations, and formats for academic writing such as essay and report formats to produce work which is well-organised, relevant and makes use of appropriate Welsh language terminology and academic style.
2. Apply knowledge in the use of subject-specific academic skills and approaches as appropriate for their respective subject area and select and present evidence of their learning, including the ability to reflect on the learning process
3. Demonstrate knowledge and understanding of transferable and generic skills and develop priorities for further personal, professional and career development

Key skills for employability

1. Written, oral and media communication skills
2. Leadership, team working and networking skills
3. Opportunity, creativity and problem solving skills
4. Information technology skills and digital literacy
5. Information management skills
6. Research skills
7. Intercultural and sustainability skills
8. Career management skills
9. Learning to learn (managing personal and professional development, self-management)
10. Numeracy

Assessment:

The module will be assessed via a portfolio of evidence collected during the academic year. It will consist of examples of reflection, and work which indicates competence in a range of study skills.

Assessment number	Learning Outcomes to be met	Type of assessment***	Weighting	Duration (if exam)	Word count (or equivalent if appropriate)
1	All	Portfolio	100%		3,000

Learning and Teaching Strategies:

The module will be delivered using an appropriate range learning and teaching strategies including lectures, presentations, including presentations from colleagues in other disciplines, in-class exercises, seminars and tutorials. Students will also be directed to online materials including internal materials on the University VLE (Moodle).

Syllabus outline:

The module will cover four key areas

1. Essential academic and study skills, knowledge and practices required for HE study including effective presentations, reflective writing, sourcing techniques including using a variety of resources for the purpose of independent study, approaches to reading academic sources, critical methods and approaches, assignment writing and assessment criteria, mind mapping and effective study techniques, time management, personal development and career planning, reflecting on progress and setting targets, recording and note taking, developing an argument, incorporating sources and avoiding plagiarism, how to structure an essay, redrafting and organize ideas as well as editing and proofreading.
2. Essential academic approaches, methodological issues and skills which are specific to the study of respective specialist component subject(s)
3. Essential personal transferable and generic skills
4. Identification and development of generic personal and professional development

Bibliography:

Essential reading:

Cottrell, S. (2009) *The Study Skills Handbook*, 3rd edition, Palgrave
Rose, J. (2007), *The Mature students Guide to Writing*, 2nd edition, Palgrave
Williams, K (2009), *Getting Critical*, Palgrave
Ymarfer Ysgrifennu Cymraeg, Thomas, Gwyn (2015), Y Lolfa