



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

UNIVERSITY OF WALES: TRINITY SAINT DAVID

PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

BA Leadership and Management Skills for the Workplace

Faculty of Business and Management

Professional Career Development - BMSK4005

MODULE CODE: BMSK4005

TITLE: Professional Career Development

LEVEL: 4

CREDITS: 20

AIM(S)

- To introduce students to strategies for personal reflection and career development planning.
- To gain confidence and competence as effective employees

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to demonstrate the ability to:

- understand the skills and knowledge needed for working effectively;
- demonstrate readiness for employability and personal advancement through an understanding of personal strengths and areas for further development;
- establish employment goals and develop a personal action plan.

INDICATIVE CONTENT

Through task-based study, students will explore:

- Concepts of self-awareness and the various approaches to self-assessment and learning.
- The application of background questionnaires and identify personal learning preferences.
- An analysis of personal strengths, weaknesses and tools to support professional development planning.
- Ideas relating to the concept of personal confidence, studying and thinking independently.
- Strategies for exploring employment options acquiring, selecting and collating information from a range of sources.
- Techniques for presenting conclusions in a clear, coherent and logical manner.
- An examination of effective systems, such as rotas, health and safety regulations and good conduct procedures.

- An introduction to strategies for career advancement: staff recruitment, job evaluation, person specifications, job specifications, interviewing, induction, mentoring, appraisal and retention issues.
- Development of students' confidence and readiness for employability such as responsibility and accountability; interpersonal relationships; effective means for communication; reliability.
- Reference to relevant procedures and employment legislation.
- Identify good practice relating to respect, effective communication and effective partnerships in the workplace.

LEARNING AND TEACHING STRATEGY

Lectures will introduce the students to the concepts, principles and practices. Tutorials and seminars will introduce practical examples which will be used to support the application, discussion, and critical evaluation of techniques learned. Case studies will also be used to develop understanding and application of the techniques.

EDUCATION FOR SUSTAINABLE DEVELOPMENT (ESD)

Does the module contribute to ESD?	Yes
If yes, please provide brief details (no more than 100 words):	
Education for sustainable development is the process of equipping students with the knowledge and understanding, skills and attributes needed to work and live in a way that safeguards environmental, social and economic wellbeing, both in the present and for future generations.	
This module aims to teach students to critically assess, analyse and self-reflect and these skills will be related to sustainability issues within the context of the workplace, as appropriate. Students will be introduced to the concept of global citizenship and how they can contribute to this within their place of employment.	
Students will also be encouraged to actively implement or contribute to changes that promote sustainable development within the scope of their own learning experience and study environment and effectively engage with real-life problems relevant to sustainable development.	

Assessment Summary

Activity type	Percentage
Written Exam	
Coursework	100%
Practical	
TOTAL	100%

ASSESSMENT

Assessment Component 1 – 100%

Written Reflective Review - 4000 words

Students will write a review containing a personal career development plan and incorporating reflection on a personal SWOT analysis and study/career improvement strategies.

READING LIST

Module Code	BMSK4005	
Module Title	Professional Career Development	
Classification	Reading List entry	Electronic*
Essential	Cottrell, S. (2010) Skills for Success: The Personal Development Planning Handbook (2nd edition). Hampshire: Palgrave MacMillan.	☐
Essential	Maund, A. Schriek, M. and Tinkler, P. (2017). Certificate in Higher Education: Skills for the Workplace Student Yearbook. Sage Publications	☐
Essential	Morgan, P. (2016). The Business Student's Guide to Study and Employability. Sage Publications	☐
Further	(Palgrave Study Skills) Hampshire: Palgrave MacMillan.	☐
Further	Cottrell, S. (2010) Skills for Success: Personal Development and Employability	☐
Further	McMillan, K. and Weyers, J. (2006) The smarter student: Skills and strategies for success at university, London: Prentice Hall.	☐
Further	National Careers Service (2012) Preparing for an interview. [online] Available at: https://nationalcareersservice.direct.gov.uk/advice/getajob/interviews/Pages/default.asp	☒
Further	Pritchards, A. M. (2008) Studying and Learning at University: Vital Skills for Success in your Degree. London: Sage Publications.	☐
Further	Prospects. (2016) Career advice [online] Available at https://www.prospects.ac.uk	☒
Further	Van Emden, J. & Becker, L. (2010) Presentation Skills for Students (2nd edition). Palgrave Macmillan.	☐
Further	Wilson, E A and Bedford, D (2009) Study Skills for Part-time Students Harlow: Pearson	☐