



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David
SWANSEA - ABERTAWE

UNIVERSITY OF WALES: TRINITY SAINT DAVID
PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

Certificate of Higher Education in Skills for the Workplace:

Broadening Horizons/ Changing Lives

Academic and Employability Skills - BMSK4001

MODULE CODE:	BMSK4001
TITLE:	Academic and Employability Skills
LEVEL:	4
CREDITS:	20

AIM(S)

- To provide students with the underlying study/research strategies and software skills to facilitate effective study in Higher Education.
- To enable students to take responsibility for their own learning.
- To enable students to gain confidence and competence as effective employees by developing a range of employability skills such as reflection, time management and presentation skills.

LEARNING OUTCOMES

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

- analyse published literature relating to a specific topic or subject area and produce a fully referenced, appropriately structured academic report;
- reflect on their learning using recognised models of reflection;
- research and present their findings in a variety of formats on a range of employability skills and collect and analyse feedback on their delivery.

INDICATIVE CONTENT

Through task-based study, students will explore:

- Using word-processing and presentation software Identifying skills (e.g. self-evaluation, skills needed for higher education, transferable/employment skills).
- Organising study (e.g. time management, organising space and resources)
- Gathering relevant information (e.g. effective note taking, using the library and the internet, reflecting on experience)
- Analysing literature and researching and presenting findings.
- Communicating and presenting information (e.g. presentation techniques, styles)
- Developing an appropriate writing style (e.g. planning and structuring essays and reports, linking ideas together, using facts, opinions or arguments, analytical thinking, etc.)
- Understanding and applying a referencing convention (e.g. the Harvard System)
- Making use of digital technologies to support learning

LEARNING AND TEACHING STRATEGY

Tutor facilitated workshops and student self-directed study making use of research opportunities will be used to provide practical experience of the concepts introduced during this module. This gives students the opportunity to integrate the theory and practice of study/research skills such as referencing, report writing and questionnaire design/analysis within the business software context. This module is designed to enable students to take responsibility for their own learning and to become engaged, independent learners with the support of their peers and tutors.

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 reflect and these skills will be related to sustainability issues within the context of the workplace, as appropriate. 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

Assessment Component 1 – 50%

Written report – 2000 words

Assessment Component 2 – 50%

Reflective Review (2000 words)

Produce a reflective feedback summary of what has been learned about the academic concepts introduced in this module- academic writing, research methods and referencing techniques.

READING LIST

Module Code	BMSK4001	
Module Title	Academic and Employability Skills	
Classification	Reading List entry	Electronic*
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	Cottrell, S. (2008) The Study Skills Handbook 3rd edition. Hampshire: Palgrave MacMillan.	☒
Further	Cottrell, S. (2010) Skills for Success: Personal Development and Employability (Palgrave Study Skills) Hampshire: Palgrave MacMillan.	☐
Further	Cottrell, S. (2010) Skills for Success: The Personal Development Planning Handbook (2nd edition). Hampshire: Palgrave MacMillan	☐
Further	Cottrell, S. (2011) Critical thinking skills: Developing effective analysis and argument (Palgrave study skills). 2nd edn. Basingstoke: Palgrave Macmillan.	☐
Further	Gibbs, G. (1988) Learning by doing: A guide to teaching and learning methods. London: FEU.	☐
Further	Greetham, B. (2013) How to write better essays. Basingstoke: Palgrave Macmillan.	☐
Further	Mackevic, V. (2014) From confusion to conclusion. How to write a First-Class essay..2nd edition. Edited by Tom Wild. United States: Createspace.	☐
Further	McMillan, K. and Weyers, J. (2006) The smarter student: Skills and strategies for success at university, London: Prentice Hall.	☐
Further	OpenLearn. (2016) Skills for study [online] available at http://www.open.edu/openlearn/skills-for-study	☒
Further	Pears, R. and Shields, G. (2010) Cite them right: The essential referencing guide. 8th edn. Basingstoke: Palgrave Macmillan	☐