

|                       |                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------|
| <b>Module Code</b>    | <b>ACBA4027</b>                                                                                  |
| <b>Title</b>          | <b>Skills for Professional Practice</b>                                                          |
| <b>Date</b>           | <b>20/05/2024</b>                                                                                |
| <b>Level</b>          | <b>4</b>                                                                                         |
| <b>Credits</b>        | <b>10</b>                                                                                        |
| <b>Pre-Requisites</b> | <b>None</b>                                                                                      |
| <b>DBS Check</b>      | <b>May be required <input type="checkbox"/> Not required <input checked="" type="checkbox"/></b> |

### AIM(S)

- To provide the necessary written, numeracy and research skills for study, including sources of information.

### LEARNING OUTCOMES

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

- understand how to write for both academic and professional practice, including the necessary skills for finding credible sources of information, utilising these without plagiarism, management of time and revision aids;
- understand the basic numeracy skills needed for construction professions, including basic trigonometry and statistics.

### INDICATIVE CONTENT

- Study related skills including time management, writing skills (including reports and other types of writing), revision aids, etc.
- Referencing, sources, citations, plagiarism.
- Research and library skills.
- Fundamentals of mathematics (including BIDMAS, trigonometry, etc).
- Basic algebra, transposition, etc.
- An introduction to statistics including averages and standard deviation.
- An introduction to associated professional body expectations in terms of conduct, ethics, inclusivity, etc.

### Study Time Allocation

The study time for the module is divided as follows:

| <b>Activity type</b> | <b>Hours</b> | <b>Percentage</b> |
|----------------------|--------------|-------------------|
| Scheduled learning   | 24           | 24%               |
| Independent learning | 76           | 76%               |
| Placement learning   |              |                   |
| <b>TOTAL</b>         | <b>100</b>   | <b>100%</b>       |

## ASSESSMENT

### Assessment Component 1

(Tick one)

☐ Written exam      ☒ Coursework      ☐ Practical

| Mode of assessment | Volume                                             | Weighting |
|--------------------|----------------------------------------------------|-----------|
| Written portfolio  | Containing 2 elements of 2,000 words or equivalent | 100%      |

### Assessment Summary

| Activity type | Percentage  |
|---------------|-------------|
| Written exam  |             |
| Coursework    | 100%        |
| Practical     |             |
| <b>TOTAL</b>  | <b>100%</b> |

## INDICATIVE READING LIST

| Module Code    | ACBA4027                                                                                                          |                                     |
|----------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Module Title   | Skills for Professional Practice                                                                                  |                                     |
| Classification | Reading List entry                                                                                                | Electronic*                         |
| Essential      | Cottrell, S (2019) <i>The Study Skills Handbook</i> . 5 <sup>th</sup> Ed. London: Red Globe Press.                | <input checked="" type="checkbox"/> |
| Essential      | Ashton, R (2016) <i>Time Management in a Week</i> . London: Hodder Education.                                     | <input type="checkbox"/>            |
| Essential      | Greetham, B (2022) <i>How to write better essays</i> . 5 <sup>th</sup> Ed. London: Palgrave.                      | <input checked="" type="checkbox"/> |
| Essential      | CIOB (2015) <i>Code of Professional Conduct and Rules</i> . Bracknell: CIOB.                                      | <input checked="" type="checkbox"/> |
| Essential      | <a href="#">Code of Professional Conduct   Institution of Civil Engineers (ICE)</a>                               | <input checked="" type="checkbox"/> |
| Essential      | <a href="#">Rules of Conduct (rics.org)</a>                                                                       | <input checked="" type="checkbox"/> |
| Further        | Tarrant, P (2017) <i>Reflective Practice and Professional Development</i> . 1 <sup>st</sup> Ed. London: SAGE.     | <input checked="" type="checkbox"/> |
| Further        | The Study Space ( <a href="https://www.thestudyspace.com/">https://www.thestudyspace.com/</a> )                   | <input checked="" type="checkbox"/> |
| Further        | How to write better essays ( <a href="http://www.howtowritebetteressays.com">www.howtowritebetteressays.com</a> ) | <input checked="" type="checkbox"/> |
| Further        | <a href="#">GCSE Maths - BBC Bitesize</a>                                                                         | <input checked="" type="checkbox"/> |