



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

School of Business

London Campus

Professional Career Development
BMSW4005

MODULE CODE:	BMSW4005
TITLE:	Professional Career Development
DATED:	21/03/2019
LEVEL:	4
CREDITS:	20

AIM(S)

- To introduce the student 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:

- 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

- 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.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	200	100%

ASSESSMENT**Assessment Component 1 - Practical**

Mode of assessment	Volume	Weighting
A practical professional development exercise (such as role playing interviewee and interviewer for a role linked to their personal goals) supported with a reflective essay or equivalent	5 to 10 minutes per student for the practical exercise supported by 2,000 words individual reflection or equivalent	100%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	0%
Practical	100%
TOTAL	100%

READING LIST

Module Code	BMSW4005	
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	☒

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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	☐