



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

School of Applied Computing

London Campus

Academic & Employability Skills
ACCC4000

AIM(S)

- To provide students with the essential knowledge and techniques that underpin and enhance the learning process. Students will be encouraged to develop a positive and reflective approach to learning, and to take responsibility for their own learning. Such skills promote a deeper understanding of the topics studied throughout the Higher education programme; they support sustainable lifelong learning, and are the transferable skills desired in the employment context.

LEARNING OUTCOMES

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

1. Demonstrate transferable skills in a learning environment.
2. Apply an academic, positive and professional approach to their studies.

INDICATIVE CONTENT

- Defining success, personal inspiration motivation goals and values.
- Understanding the learning process e.g. definitions, the learning process, learning styles, self-belief, confidence and positive engagement, reflection, life-long learning.
- Gathering relevant information e.g. note taking, using the library and online resources.
- Communicating and presenting information e.g. presentation techniques and styles.
- Academic and Professional writing e.g. planning and structuring reports, linking ideas, using facts, opinions, analytical thinking.
- Standard referencing systems e.g. Harvard and Numeric system.
- Revision and examination techniques e.g. preparation, organisation, memory aids.
- Identifying skills e.g. self-evaluation, skills needed for higher education, transferable skills, action plans for personal development.
- Employability skills and competencies, professional presentation and self-promotion, e-Portfolio, choosing the right jobs and employers.
- Successful Self-management e.g. time management, organising space and resources, positive attitude, emotional intelligence, managing change, stress management.
- Successful Problem-solving e.g. action-plans, solution-focused thinking, thinking outside the box, creative problem-solving techniques.
- People skills: evaluating people skills, intelligence types, collaboration and team-working, leadership.
- Professional, legal, ethical and sustainability issues related to Higher Education, Employment, and Professional Practice.

LEARNING AND TEACHING STRATEGY

The module aims to encourage and develop the student's academic personal and professional skills and attributes, student-centred learning strategies are necessary. As a result, for the exploration of these topics and their application within the students' studies, tutorials are the most appropriate strategy. The conceptual, theoretical issues will be introduced during weekly lectures and as the module progresses the Lecture hour will also be used to allow student groups to disseminate findings from their team-based research activity on academic and employability skills.

The allocation of teaching to deliver the module is:

Activity type	Hours	Percentage
Scheduled learning	35	35%
Independent learning	65	65%
Placement learning	0	
TOTAL	100	100%

ASSESSMENT - 100% Coursework

Assessment Summary

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

BIBLIOGRAPHY

Essential

Cottrell, S. (2010) 2nd edition, *Skills for Success: Personal Development and Employability*, Palgrave Macmillan.

Cottrell, S., (2013) 4th edition, *The Study Skills Handbook*, Palgrave Macmillan.

Smale, B. and Fowlie, J. (2009) *How to Succeed at University: An Essential Guide to Academic Skills and Personal Development*, Sage Publications Ltd.

Background

Cottrell, S., (2011) 2nd edition *Critical Thinking Skills: Developing Effective Analysis and Argument*, Palgrave Macmillan.

Duquenoy, P. (2007) 1st edition, *Ethical, Legal and Professional Issues in Computing*, Thomson Learning.

Emden, J. and Becker, L. (2010) 2nd edition, *Presentation Skills for Students*, Palgrave Macmillan.

Pears, R. and Shields, G. (2010) 8th edition
Cite Them Right: The Essential Referencing Guide, Palgrave Macmillan.

Pedler, M., Burgoyne, J., Boydell, T. (2006) 5th edition, *A Manager's Guide to Self Development* McGraw-Hill Professional.

Trought, F. (2011) 1st edition, *Brilliant Employability Skills: How to Stand Out from the Crowd in the Graduate Job Market*, Prentice Hall.

Journals

International Journal for Academic Development.

Journal of the International Consortium for Educational Development.

International Journal of Training and Development.

Websites

<http://www.skills4study.com>

<http://www.palgrave.com/skills4study>

<http://www.cipd.co.uk>

<http://www.ltscotland.org.uk/studyskills>

<http://www.bized.co.uk/reference/studyskills/index.htm>

<http://www.how-to-study.com>