



PRIFYSGOL CYMRU
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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

Personal Development for Employment - EMPL4001

MODULE CODE:	EMPL4001
TITLE:	Personal Development for Employment
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LEVEL:	4
CREDITS:	10

AIM(S)

- To introduce students to strategies for personal reflection and career development planning.

LEARNING OUTCOMES

By the end of this module students should be able to:

- demonstrate an understanding of personal strengths, areas for further development and preferred learning styles;
- establish employment goals and develop a personal action plan;
- organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.

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 learning styles;
- an analysis of personal strengths, weaknesses, learning styles and tools to support professional development planning such as Pebble Pad;
- 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 clear, coherent and logical manner.

ASSESSMENT

Coursework Assignment **100%**

Example: Students prepare an individual action plan with an appropriate evidence base for career development within their chosen employment area.

BIBLIOGRAPHY

Essential

Cottrell, S. *The Study Skills Handbook* (2nd edition). Hampshire: Palgrave MacMillan, 2003.

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Recommended

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Mercer, N. (2006) *The Guided Construction of Knowledge: talk amongst teachers and learners*. Clevedon: Multilingual Matters Ltd.

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Websites

<http://www.skills4study>

<http://www.openlearn.open.ac.uk>

<http://www.selfgrowth.com>

<http://www.trans4mind.com>