



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Yr Athrofa
Institute of Education
Addysg i Gymru Education for Wales

Module Handbook 2019/2020: Swansea Students (BSc Mental Health)

Yr Athrofa

Skills for Life: Employability and Future Pathways



Module Code: ECGE6001P (BA Education Studies), ECGE6001R (BSC Psychology, BA Counselling Studies and Psychology, BSc Mental Health).

Module Leader: Dr Ceri Phelps

Lecturers: Dr Ceri Phelps/Stacey Coleman/Heather Fish

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AIM(S)

- To foster a range of behaviours, attitudes and competencies that develop enterprising thinking and an employability mind-set and enhance students' ability to critically reflect on their own development needs.

LEARNING OUTCOMES

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

- critically analyse the principles of employability and enterprising skills in relation to relevant career pathways;
- critically reflect on the importance of continual learning and future thinking for own personal development and employability;
- exhibit written and presentation skills that evidence advanced competencies and characteristics that reflect a range of transferable skills e.g. teamwork, problem solving and communication;
- organise knowledge and learning through an advanced use of a range of information sources, including ICT, and present their work at the appropriate level.

INDICATIVE CONTENT

- Creating a professional profile e.g. CV writing, LinkedIn, appropriate use of social media and professional networking.
- Effective interview and presentation techniques, job-searching and application processes.
- Personal development planning, mentorship, and continuing professional development.
- Behaviours, attributes and characteristics associated with developing an enterprising mind-set and fostering dynamic and innovative thinking e.g., initiative, creativity, self-discipline, flexibility.
- Interpersonal skills for the workplace e.g., teamwork, leadership, conflict resolution, negotiation.
- Principles of global citizenship and social and cultural awareness.

- Personal resiliency skills; recognising and managing stress and negative work behaviours.

Teaching and Learning Strategy

The module aims to maintain a balance between the theory and practice of education through a range of strategies. Discussion, lecture, group work and self-directed study are used to meet this need. Tutorials also give the students the opportunity to discuss relevant issues and to gain individual, formative feedback regarding their work and assignment.

The sessions for this module will be delivered in a block over 4 weeks; students will be assessed on the fourth week of the module. There will be 3x2 hour teaching sessions per weekly session. An element of the module will be delivered online, students are required to participate in a 2 hour online learning session every week. Students are also expected to engage with UWTSD Careers service online and by appointment.

At the end of the teaching sessions students will usually be given some reading and/or a task to do before the following session. It is vitally important that students study the reading and complete these tasks. The strategies in this module have been selected on the basis that they will not only help students to learn but provide models for different approaches to learning.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	30	15%
Independent learning	170	85%
Placement learning		
TOTAL	200	100%

ASSESSMENT

Assessment Component 1

☐ Written exam ☒ Coursework ☐ Practical

Mode of assessment	Volume	Weighting
Portfolio and Reflective Piece	Three elements plus 1000 words	50%

Assessment Component 2

☐ Written exam ☐ Coursework ☒ Practical

Mode of assessment	Volume	Weighting
Professional interview	15 minutes to include presentation and interview	50%

See assignment specifications for further guidance.

Reading:

It is important to remember that you are **reading** for a degree. The more you read the more the concepts and ideas will make sense to you. Some of the reading for the module will be in the form of handouts that will be distributed during sessions. It is **essential** that you read these handouts as they will help you to grasp the issues that will be dealt with in individual sessions. On some occasions, you will be asked to come to sessions having read material distributed in the previous week – when this occurs **it is essential that this reading is done**.

Module Code	ECGE6001P/R	
Module Title	Skills for life: employability and future pathways	
Classification	Reading List entry	Electronic*
Essential	Cottrell, S. (2015) <i>Skills for success: Personal development and employability</i> . Basingstoke: Palgrave Macmillan	☒
Essential	Rae, D. (2008), <i>Entrepreneurship: from opportunity to action</i> , 2 nd Edition, Basingstoke: Palgrave Macmillan.	☐
Essential	Trought, F. (2010) <i>Brilliant employability skills: how to stand out from the crowd in the graduate job market</i> . Harlow: Prentice Hall	☒
Further	Denicolo, P. and Reeves, J. (2013) <i>Developing transferable skills</i> . London: SAGE	☐
Further	Neugebauer, J. and Evans-Brain, J. (2016) <i>Employability: Making the most of your career development</i> . London: SAGE	☐
Further	Quality Assurance Agency (2018) <i>Enterprise and Entrepreneurship Education: Guidance for UK Higher Education Providers</i> . (online) available from: https://www.qaa.ac.uk/docs/qaas/enhancement-and-development/enterprise-and-entrepreneurship-education-2018.pdf?sfvrsn=15f1f981_8	☒

Further	Warburton, N. (2007), <i>Thinking from A –Z</i> , London: Routledge	☐
Further	West, C. (2008), <i>Think like an Entrepreneur – Your Psychological Toolkit of Success</i> , New Jersey, USA: Prentice Hall.	☐
Further	https://www.heacademy.ac.uk/knowledge-hub/enhancing-graduate-employability	☒
Further	• www.heacademy.ac.uk/business/ourwork/sigs/entrepreneurial_learning_sig	☒

Additional Material

Students will be directed towards current publications as they become available and towards appropriate electronic resources.

Module outline:

<i>Session</i>		<i>Learning Outcomes</i>	<i>Content/ focus</i>	<i>Mode of delivery</i>
Saturday 25th January: (Session Lead: Ceri Phelps)				
1 9:30-10.30		1, 2, 3, 4	<u>Introducing the module</u> <i>Introduce assignments</i> <i>Students are to consider existing employability and enterprise skills</i> “Where are you now and where do you want to be” – this activity is in preparation for the PDP and next session	Lecture Workshop Discussion
2 10.30-11.30	25th Jan 2020	1,2,3	<u>Mindfulness Session: Heather Fish</u>	Workshop Discussion
3 and 4 11.30-1pm	25th Jan 2020	1, 2,3,4	<i>Personal development, identifying own individual needs</i> <i>RECAP: Critical reflection – Gibbs reflective model</i> <i>Employability and enterprise skills – examples</i> <i>PDP, identify broad PDP plan by the end of the session</i> <i>STAR method of reflection</i>	
1.30-3.30pm			<i>The importance of creativity in the workplace and employment</i>	Workshop Discussion

Saturday 1st February (Session lead: Stacey Coleman)

5 and 6 9:30- 12	01/02/2020	1, 2, 3,	<u>Behaviours, initiative, self-discipline and flexibility</u> <i>Part 1 (session 5): Characteristics of an effective work place</i> <i>Professional behaviours</i> <i>Professionalism in the workplace and beyond</i> <i>Part 2 (session 6): Problem solving activities/creative thinking.</i> <i>Professional codes of conduct – ethical and moral dilemmas</i>	Lecture Discussion Group activities
7 and 8 12.30 - 3.30	01/02/2020	1, 2, 3, 4	<u>Leadership and teamwork (interpersonal skills)</u> <i>Individual differences in the workplace: personality and leadership</i> <i>Personality in the workplace</i> <i>Types of leadership, Leadership vs situation interaction</i> <i>Teamwork in employment</i>	Lecture Discussion Practical Workshop Group activities

Saturday 8th February: (Session Lead: Ceri Phelps)

9 9.30-11:30		1, 2, 3, 4	<u>Negotiation and conflict resolution</u> <i>Causes of conflict in the workplace</i> <i>Conflict management strategies</i> <i>Conflict resolution techniques</i> <i>Process of negotiation and bargaining</i> <i>Negotiation issues: Mood, personality.</i>	Lecture Discussion Group activities
10 11.30 - 1:00		1, 2, 3, 4	<u>Global Citizenship</u> <i>Global responsibility</i> <i>The concept of global citizenship in professional and personal lives</i> <i>Environmental stewardship in the workplace and future professional lives</i> <i>Sustainable futures and society</i>	Lecture Discussion Practical Workshop
11 and 12 1 – 3.30pm		1, 2, 3, 4	<u>Personal resiliency skills and stress management</u> <i>Stress, Resiliency and self-efficiency</i> <i>Characteristics of resilient individuals</i> <i>Future thinking and resiliency: what influences resiliency, how failure can improve resiliency</i> <i>Critical discussion on how resiliency and flexibility can enable a person to cope with change and uncertainty</i> <i>SMART personal goals</i>	

