



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

Professional Practice Framework

Module Title: Independent Study Module

Module Code:

BMPF7012 / 7013

BMPF7072D / 7073D

Level 7

20 / 30 credits

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WELCOME

We are delighted to welcome you to studying this module with the Professional Practice Framework (PPF).

The modules and programmes we offer are at the forefront of practice in professional learning and provide a rich framework of development for you as an advanced practitioner in your field. Our staff are uniquely placed to support you as their expertise in academic practice is complemented by their extensive professional experience in the private, public and third sectors. Together you will be able to explore and extend practice in your field whilst attaining a credential of real value to yourself and your organisation.

This handbook provides you with information such as:

- assessment and guidance
- study skills
- presentation of work
- deadlines

The PPF has made every effort to make the information as full and as accurate as possible, but you should note that minor changes in the organisation of modules between the planning stage and the actual teaching are inevitable. We shall try to keep any such changes to a minimum, and you will receive plenty of advanced warning in the event of any alteration. We would also be grateful if you would let us know about any changes that you think might be helpful if introduced into future handbooks.

The focus of our Professional Practice qualifications is to provide student-centred learning opportunities that are accessible, flexible, inclusive, lifelong and of the highest quality. University of Wales Trinity Saint David acknowledges the importance of student-focused courses, and has designed the Professional Practice portfolio of qualifications to maximise learning opportunities for all.

FEEDBACK

Feedback on your programme of study and modules is welcome and important and will help us to improve and enhance your learning experience. You can give feedback in a number of ways: through the student representative for your programme of study, through module evaluation questionnaires, through informal meetings with your personal tutor or teaching staff, through focus groups set up by the University to gain feedback from students on particular issues, or through the Students' Union. If there are issues, then it is important that you share these with us so that we can address them. Your opinion is valued.

MODULE TUTORS AND COORDINATORS

This handbook covers the **Independent Study Module**. The name and contact details of the tutors are also listed below.

Module	Module Coordinator /Tutor	Tel. No.	E-mail
Independent Study Module suite	Sarah Loxdale	01267 225120	s.loxdale@uwtsd.ac.uk

	Lowri Harris	01267 676775	l.m.harris@uwtsd.ac.uk
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Programme director: Lowri Harris, 01267 676775, l.m.harris@uwtsd.ac.uk

FURTHER PROGRAMME INFORMATION

Please read the Professional Practice Framework (PPF) Programme of Study of Handbook which can be found on Moodle on each of the awards pages.

Information on the following can be found in the above handbook:

- programmes of study and programme directors
- pastoral support
- external examiners
- the academic year
- modular terminology
- assessment
- extenuating circumstances
- additional needs in terms of assessment
- academic appeals
- assessment regulations
- responsibilities of students in relation to the assessment process
- virtual learning environment (VLE)
- programmes of study
- award in professional practice
- attendance policy
- unfair practice and plagiarism
- library and learning resources
- student services
- study skills
- complaints

If you have any concerns with your studies, in the first instance please contact your Course Tutor, or the Programme Director.

MODE OF DELIVERY

Taught sessions, blended learning via Moodle our virtual learning environment, one-to-one tutorials.

STUDY SKILLS

All students have access to study skills support to assist them in their studies. Details of provision are available from the Student Services offices on each campus and at <http://www.uwtsd.ac.uk/study-skills/>.

Topics covered include:

- Developing effective study strategies
- Planning and writing assignments
- Preparing presentations
- Planning for seminars
- Preparing for exams

Drop-in study skills sessions and 1:1 appointments are available on the Carmarthen, Lampeter and Swansea campuses during term time – no appointment necessary.

Distance learning students are also able to access the Study Skills Distance service using e-mail, telephone or Skype. Please see the Student Services study skills webpages for further details: <http://www.uwtsd.ac.uk/study-skills/>.

LEARNER ZONE

Also, we have also included an area on Moodle for all of our learners called the '**Learner Zone**', this can be found in the same section as 'My Courses'. You will find items such as:

- What to expect as a learner
- Returning to learning
- References, resources and the UWTSD Library
- Plagiarism and referencing
- Study Skills and support
- Well-being and much more

PRESENTATION OF WORK

Structure

Your assignment must be well structured. Please see 'Assessment' section for further guidance.

Word count policy

Learners must adhere to the word count specified for the assignment within a margin of -/+10% of the total word count.

Font

Please use the Arial font. Text must be no smaller than font 11.

Spacing

A minimum of 1.5 spacing must be used.

Page numbering

All pages of written work must be numbered

ASSESSMENT DEADLINE DATES

The University of Wales Trinity Saint David has strict deadline dates that must be adhered to. **Please check with your tutor what your deadline is.**

The University's procedures for determining compensatory measures for students with a long-term impairment and the University's procedures for handling claims where extenuating circumstances have adversely affected a student's performance is available on the University's website at: <http://www.uwtsd.ac.uk/academic-office/>

You should submit your work via the Turnitin tile on your module page or if you are experiencing technical issues and have contacted the IT Service Desk, and continue to have issues, please submit via ppf@uwtsd.ac.uk (this ensures that we have a record that an attempt to submit was undertaken).

ASSESSMENT – Independent Study Module

This module has two assessment components:

1. Component 1: A portfolio including the following elements:

- **Element 1: Learning outcome** - create and implement a study into a specific and complex area of the individual's own practice.
 - **Rationale:**
 - An introductory section which provides a rationale for the selected area of study, evidencing its occupational context and its relevance to the learner's developmental needs
 - You will need to justify your subject choice and explain its relevance to your workplace and to your own development. (It would be useful to begin with a brief introduction to give context – i.e. your organisation and your job-role)
 - Consider the following:
 - The content should inform your literature review
 - Context
 - Justification
 - Intended impact
 - Outlined intention
 - Expected learning outcomes
 - Ethics and insider research
- **Element 2: Learning outcome** - create and implement a study into a specific and complex area of the individual's own practice; **Choose 1:**
 - **Option 1:** Based on your session research task: adult learning / self-directed learning (plus Personal Development Plan)
 - **Option 2:** Based on your session research task: approaches to critical evaluation (plus Personal Development Plan)
 - **Option 3:** Based on your session research task: ethics and insider researcher (plus Personal Development Plan)
 - **Option 4:** CV or Job Description plus a Training Needs Analysis / Personal Development Plan
- **Element 3: Learning outcome** - research, analyse and critically evaluate a range of theories and methodologies relevant to their specified area of study;
 - **Literature Review**

2. Component 2: Written Assignment

Learning outcome: critically evaluate the actual and/or potential impact of applying their learning to improve their practice and performance, and to contribute to the achievement of organisational objectives.

Assignment:

- **Written assignment**
 - A written assignment, based on your research topic within your portfolio, provide a critical analysis of relevant theories, methodologies and/or best practice, which critically evaluates the actual or potential impact of applied learning on professional practice and performance, and the achievement of organisational objectives.
 - Consider what you have included in the rationale within your portfolio, what you have learned from your literature review and how you have studied. What was

positive and difficult about your experience? What might you do differently in the future? Be specific about how your learning has contributed to your organisation. You might find it useful to include a theoretical model as the basis of your critical and objective review.

- For this assignment, you are required to analyse theories and methodologies that you have researched in the course of studying your selected subject. You should demonstrate that you have resourced relevant, credible and accessible material and show that you are able to provide reasoned and informed arguments having reflected on the ideas of others. You must justify your decision to apply certain concepts/methods/models to improve your practice.
- From your analysis, you should then evaluate the impact that applying what you have learned has had on your practice (and the achievement of organisational objectives). You may not yet have had opportunity to apply the learning, in which case you will need to consider the potential impact. Also, if you have only been able to partially apply your learning, then you will need to consider the actual and potential impact on practice and performance.
- You will need to demonstrate the growing extent of your knowledge and understanding of your chosen topic of study, and that you have greater insight into developments and challenges associated with your field of work.

Referencing

You should include appropriate references to theory throughout your essay. Ensure that referencing is relevant and correct and insert a reference list at the end which includes the detail of all references you have used. All references MUST conform to Harvard referencing conventions. Guidance is available on Moodle.

General Guidance for Completing Assignments

- **Introduction**
 - It is useful to include a brief introduction to give context to your work.
- **Learning outcomes**
 - Remember that in completing the assignments you must address the relevant learning outcomes.
- **Generic marking criteria**
 - Remember – you must address the generic marking criteria.
 - Each element within the generic marking criteria should be demonstrated throughout your work.
 - It includes the structure and presentation of your work; your knowledge, understanding and analytical skills; writing skills including grammar, spelling; use of resources and referencing.
 - You must demonstrate your ability to communicate professionally, and present work that is coherent, and specifically addresses the challenges that you have set for yourself.
 - Check your work against the marking criteria prior to submission.
 - Adopt the Harvard style of referencing ([Harvard Referencing Guidance \(uwtsd.ac.uk\)](http://uwtsd.ac.uk)) and ensure that you include a reference list.

ASSESSMENT

Your work will be assessed using the generic marking criteria which can be found on the Moodle page, or on [Appendices and Forms | UWTSD](#).