



Week 1

Professional Career Development (BMSW4012)

Learning Objectives

By the end of this session, students will be able to:

1. Describe the purpose and structure of the Professional Career Development module, including assessment requirements and expectations.
2. Explain what reflective practice is and why it is important for professional and career development.
3. Identify key stages, experiences, or turning points in your own career journey to date.
4. Apply the early stages of a reflective model (e.g. description and feelings) to your own career experiences.
5. Begin to articulate how reflective practice will support the completion of Assignment Part I.



Meet your Lecturer



Introduce your colleague to us:

1. What is their name?
2. Where are they from?
3. What is an interesting fact about them?

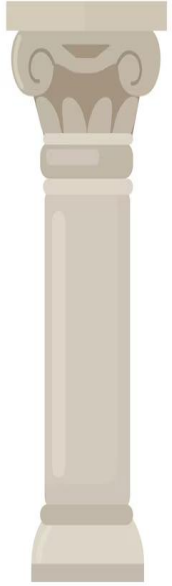
Professional Standards

- Be respectful and keep discussions positive and relevant to the module.
- Get involved and take part in all activities—we're here to learn together!
- Try to avoid using your phone in class. If something urgent comes up, just step outside.
- Bring a pen and paper so you can take notes to support your learning.
- Please arrive on time and stay for the full lesson, as attendance is important.
- Let's use English in the classroom so everyone feels included and can join in.

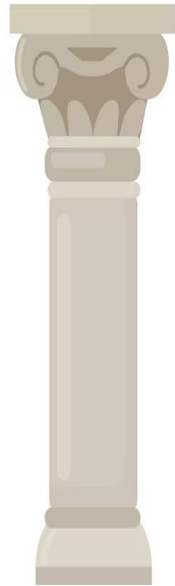
Professional Standards

- If you're running late, please email your lecturer as soon as you can.
- Always use your student email to contact the University—messages from personal emails won't be responded to for security reasons.
- No smoking or vaping in the building.
- As the class ends, please take your rubbish with you and help keep the space tidy.
- You're welcome to eat and drink in class, as long as it doesn't disturb others.

The 5 Pillars of Success



**Attend
Lectures**



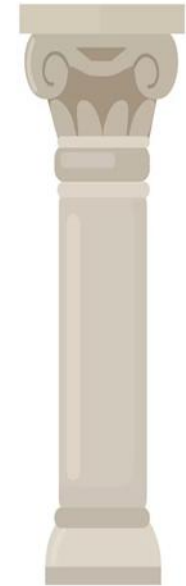
**Take
Notes**



**Ask
Questions**



**Listen
Carefully**



**Submit
Drafts**



In your opinion, what is Professional Career Development?

What is Professional Career Development?

- It means improving your skills, knowledge, and experience to grow in your career.
- It's about planning your future and working towards your career goals.
- It includes learning new things, both in and outside of work.
- It helps you become better at your job and prepare for new opportunities.

Career Development Institute (2026)

What is Professional Career Development?

- It can involve training, courses, or gaining qualifications.
- It also means building confidence, communication, and teamwork skills.
- It includes reflecting on your progress and thinking about what to improve next.
- Overall, it's about continuously developing yourself to succeed in your career.

Career Development Institute (2026)

Why is it important?

- ❖ Skill growth
- ❖ Career progress
- ❖ Better opportunities
- ❖ Job Security
- ❖ Confidence boost
- ❖ Higher earnings
- ❖ Personal growth
- ❖ Adaptability

(The Oxford Handbook of Career Development, 2020)

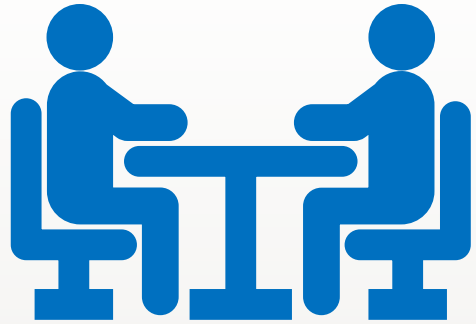
Why is it important?

- ❖ Networking skills
- ❖ Goal achievement
- ❖ Job satisfaction
- ❖ Professional success

(The Oxford Handbook of Career Development, 2020)

Activity (20 minutes)

Answer the following questions:



1. Where do you see yourself in 5 years?
2. How do you plan to get there?

Introduction to Module & Assignments

- ❖ Module code and name – **Professional Career Development (BMSW4012)**
- ❖ Marks are out of 100, to pass the Module you must have a minimum of 40% mark.
- ❖ This is calculated based on both assignments
- ❖ For example: **40% assignment 1 + 40% assignment 2 = 80% (Overall 40% Final Module Mark).**
- ❖ Working hours are:

Monday – Thursday: 8:30am to 5pm

Fridays: 8:30am to 4:30pm



**Let's take a look at the
Module Handbook**

Assignment 1 & Submission Deadlines

- **Part 1:** 1500 Reflective Essay
- **Deadline:** 12th June 23.59.

*Deadline for draft submission: **5th June.***

Part 2: Job Interview Practical Task

- Written Materials to be submitted by 6th July by 09.00AM.
- Interviews conducted W/C 6th July 2026.

Refresher: Reflective Practice



What is Reflective Practice?

- It means thinking about what you've done and how you did it.
- It helps you understand what went well and what could be improved.
- It involves learning from your experiences. It helps you do better next time.
- It can include asking yourself questions like “*What did I learn?*” or “*What would I change?*”

(Schön, 1983)

**WHAT DO YOU
REMEMBER ABOUT
GIBBS REFLECTIVE
CYCLE?**

Gibbs Reflective Cycle



GIBBS REFLECTIVE CYCLE

1. Description

What happened?

(Briefly explain the situation.)

2. Feelings

What were you thinking and feeling?

(Be honest about your emotions.)

3. Evaluation

What went well and what didn't?

(Look at the positives and negatives.)

4. Analysis

Why did it happen this way?

(Try to understand the reasons.)

5. Conclusion

What have you learned?

(Think about what you would do differently.)

6. Action Plan

7. What will you do next time?

8. *(Plan how to improve in the future.)*

(Gibbs, 1988)

Let's Reflect on Your Journey !

Spend the next 15 minutes to complete the following steps:

Step 1: Think

Take a moment to think about your journey so far...
What have you done up to now? (study, jobs, volunteering, life experiences)

Step 2: Write it down

Jot down a few key experiences that have shaped you.



Let's Reflect on Your Journey !

Take 20 minutes to complete Steps 3 and 4:

Step 3: Pick your key moments

Choose 1–2 moments that stand out the most:

- A success you're proud of
- A challenge or setback
- A big decision or change

Step 4: Share

Discuss with a partner or small group:

- Why did you choose these moments?
- What did you learn from them?



Let's Reflect!



What do you hope to learn about yourself from this module?



What areas do you think you need to improve most for your career? *(For example: confidence, career direction, skills for getting a job, or planning.)*

Keep your notes safe,
they will help you
complete Part I of
your Assignment.



Learning Objectives - Recap

- Introduction to the Professional Career Development module, including structure and assessment.
- Explored what career development is and why it matters for future jobs.
- Discussed reflective practice and its role in learning and growth.
- Reviewed the early stages of Gibbs' Reflective Cycle.
- Reflected on personal career journeys, including key experiences and challenges.
- Began understanding how reflection links to Assignment Part I.

Homework

- ✓ Read the full Module handbook available on Moodle.
- ✓ Familiarise yourself with the requirements for the Part I of your Assignment.
- ✓ Review the Module Reading List.
- ✓ If you have any questions email your Lecturer for assistance.

USEFUL CONTACTS

Study Skills Support



To book an online appointment email:

studyskillsdistance@uwtsd.ac.uk

Giving a brief outline of support you require and a suitable day and time.

On Campus Support is available
Wednesdays 1 – 4 Swansea, Ground
Floor of the IQ Building
Email: k.winstone@uwtsd.ac.uk
Thursdays 9-1 in Cardiff, Haywood
House. Wellbeing/Disability Office.
Email: afifa.zaman@uwtsd.ac.uk

Student Success Support



Money Support



Wellbeing Support



Disability Support



Reference List

Career Development Institute (2026). *What is career development?* Available at: <https://www.thecdi.net/about-us/career-development-and-the-cdi/what-is-career-development> (Accessed 15th March 2026).

Gibbs, G. (1988) *Learning by Doing: A Guide to Teaching and Learning Methods*. Oxford: Oxford Polytechnic.

Robertson, P (2021). *The Oxford Handbook of Career Development* (2020) Oxford University Press.

Schön, D. (1983) *The Reflective Practitioner: How Professionals Think in Action*. Temple Smith.

**If you have any questions,
please do not hesitate to
get in touch.**

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