

Module Descriptor

Module Title:	
Preparing for Success: Self Development and Responsibility	
Module Code:	FY027
Credit Value:	0
Academic Level:	Foundation
Primary Regime of Delivery:	Attendance
Can module be delivered by FDL means (Attendance-based modules only)?	No
Typical Duration (Weeks):	15
Date Published / Updated:	

Brief Description

This module enables students to begin developing the Bucks Graduate Attributes associated with *leadership and self-development and social and ethical awareness and responsibility*, which are essential for success in higher education and in the world of work. It encourages students to see the significant overlap between study skills and employability skills and provides the opportunity for students to reflect on and develop their existing abilities in both areas. The module will prepare students for successful progression to Level 4 academic study while allowing them to learn about and prepare themselves for employment in the twenty-first century through inquiry based learning, problem solving and critical and creative thinking.

This module complements FY026 Preparing for Success: Knowledge and Creativity, which develops the Bucks Graduate Attributes associated with *knowledge and its applications and creativity*. Both FY026 and FY027 are designed so that students can take them in any order.

Indicative Content / Syllabus

- Communication for academic and professional contexts – e.g. writing skills, presentation skills
- Reading skills
- Task and time management skills
- Team work and group work
- Interpersonal skills
- negotiating skills
- Self-efficacy
- Effective presentation of oneself (e.g. CV writing, interviews, using social media)
- Taking responsibility for personal and professional development
- Global citizenship
- Making effective use of feedback
- Academic and professional integrity
- Preparing for further study – identifying existing skills, goal-setting and action planning
- Numeracy – working with numbers, percentages, fractions, conversions, mental maths

Intended Learning Outcomes (ILOs) and Type of Outcome

On successful completion of the module, the student will be able to:

1	Demonstrate effective communication skills, applicable to academic and professional contexts.	L
2	Work effectively with others in the delivery of a group project	L
3	Identify own academic and professional development needs and create an action plan	L
4	Demonstrate an awareness of the global context of higher education and employment	S

Note: The University recognises the following types of Learning Outcome which are linked to its Graduate Attributes: (K) Knowledge and its application; (C) Creativity; (S) Social and ethical awareness and responsibility; and (L) Leadership and self-development. Not all modules will necessarily cover all attributes.

Scheduled Learning and Teaching Activities

Note: 1 credit is equivalent to 10 notional learning hours (i.e. 15 credits = 150 learning hours). All hours should be calculated on the basis of what an individual student might be expected to receive.

Scheduled Activity	Hours of study time	Typical description, e.g. 13 x 1-hour lectures
Lectures *	28	14 x 2-hour lectures
Seminars *	28	14 x 2-hour seminars
Tutorials (per individual student) *	6	
Project supervision *		
Demonstration *		
Practical classes and workshops	28	14 x 2-hour workshops and/or practical activities
Supervised time in studio / workshop / rehearsal space		
Fieldwork, e.g. survey work, data collection		
External visits, e.g. visits to sites, museums or collections		
Guided Independent Study †	210	
Placement / Study Abroad		
Total Hours for Module	300	

Note: Activities denoted by an * include both virtual and face to face teaching. Guided Independent Study (†) records the number of hours students are expected to study outside scheduled teaching; this includes preparation for scheduled sessions, follow-up work, wider reading or practice, revision and completion of assessment tasks (See: Workload Hours below).

Summative Assessment Regime

ID	Activity Type	% or P/F	Size of assessment (Length / duration)	Outcomes Assessed	Workload (Hours)
PR1	Practical Exam: Oral Assessment and Presentation	40	15 minutes	1, 2	
CW1	Coursework: Portfolio	60	2000	1, 3, 4	
Specific module pass requirements (if applicable):					

Key Resources (Texts / Journals / Databases / Websites)

BBC (2018) Bitesize: GCSE maths. Available at:

<https://www.bbc.com/education/subjects/z38pycw> (Accessed, 12/03/18).

Bucks New University (2017) *Your career*. Available at:

http://bucks.ac.uk/learningandteaching/careers_and_employability/ (Accessed 26/09/17).

Cottrell, S. (2013) *The Study skills handbook*. 4th edition. Basingstoke: Palgrave Macmillan.

Cottrell, S. (2015) *Skills for success: personal development and employability*. 3rd edition. Basingstoke: Palgrave Macmillan.

Handy, C. (2016) *The second curve: thoughts on reinventing society*. London: Random House Books

Learning Development Unit (LDU) Organisation on Blackboard www.bucks.ac.uk/blackboard

Macmillan International (2018) *Cite then right online*. Available at:

<https://www.citethemrightonline.com> (Accessed 26/02/18).

The Open University (2018) *Skills for OU study*. Available at:

<http://www2.open.ac.uk/students/skillsforstudy/> (Accessed 26/02/18).

Palgrave Macmillan (2018) *Pocket study skills series*. Available at

<https://www.macmillanihe.com/series/pocket-study-skills/14549/> (Accessed 10/03/18).

Skills4Study Campus (2017) *Interactive e-learning for students*. Available at:

<http://www.skills4studycampus.com/palgrave/> (Accessed 26/02/18).