

Module: Personal and Career Development in Offender Services by Rose Galway

Code: EDU1220

10 credits at level FE3

Description and Purpose of Module

This module will assist you to develop skills which will help you to be successful in your Foundation Degree programme and encourage you to review your personal and professional development needs in line with your career aspirations. You will work on four aspects of personal and career development: - a personal audit; action planning for personal development, information and communication technology (ICT), and study skills essential for studying at Levels 4 and 5, which are the academic levels of the modules in your Foundation Degree.

Indicative Syllabus Content

- Personal and career development: Researching careers and skills required to be successful in your chosen career path; personal audit (e.g., benefits of conducting a personal audit; how to conduct a personal audit); personal / professional development planning (e.g., what is personal /professional development planning, benefits of personal development planning, setting up and maintaining your electronic personal /professional development plan (ePDP), action planning for career development).
- Study/ academic skills: Effective writing (e.g., use an appropriate structure, style, presentation, correct grammar and punctuation); Harvard referencing and compiling a bibliography; Plagiarism (e.g., what is plagiarism and how to avoid it); literature search and selection of relevant and quality literature.
- Ethical practice: maintaining confidentiality and anonymity; sensitivity; integrity; seeking permission for project work from appropriate personnel in the workplace; working within relevant legislation (e.g., the Data Protection Act) and your organisation's policies, procedures and practices; researching people: introduction to research ethics and the University approval processes.
- Transferable skills: Planning, communication, learning to learn, self management, use of ICT (e.g., using the internet, conducting an online literature search, participating in online discussions, word processing skills, ICT skills relevant to initiating and maintaining your e-PDP, using The University of Bolton's virtual learning environment (VLE)).

Learning, Teaching and Assessment

A blended learning approach will be used for the delivery of the module. This means you will attend formal taught sessions as well as undertaking online activities. In formal, taught sessions you will have lectures and discussions. Online activities will include conducting internet searches, using online databases, initiating your e-PDP, and having study skills tutorials.

You will compile a career portfolio and an ICT portfolio for your assessment.

Learning Outcomes and Assessment Criteria

	Learning Outcomes when you have successfully completed this module you will:	Assessment Criteria to demonstrate that you have achieved the learning outcome you will:
1.	Have reviewed your future career intentions, analysed the main skills and attributes needed to be successful in your career and on your current programme, and devised an audit document against which to audit your own skills and attributes.	1.1 Explain the career direction you would like to follow, giving a reasoned argument for your choice. 1.2 Analyse the main skills and attributes needed to be successful in your career and on your current programme of study and justify their importance. 1.3 Devise an audit document that will enable you to critically audit your own skills and attributes.
2.	Have conducted a critical audit of your skills and attributes using the document you have produced in 1 above, and devised an action plan for improvement.	2.1 Conduct a critical audit of your skills and attributes using the document you have produced in 1 above, and devise an action plan for their improvement
3.	Have demonstrated you can use ICT skills required for studying and for working in a collaborative manner with tutors and peers on your programme.	3.1 Use the internet for research and evaluate the search strategies you have used. 3.2 Conduct an online literature search to obtain good quality academic literature to support work undertaken in this module. 3.3 Use The University of Bolton's VLE correctly to access learning materials and to participate constructively in an online discussion with peers. 3.4 Set up and begin to use your electronic PDP portfolio successfully. 3.5 Demonstrate word processing skills of the standard required to produce the written component of the assessment for this module.
4.	Have demonstrated you can write effectively and that you can use Harvard referencing correctly.	4.1 Use an appropriate structure, style, presentation, correct grammar and punctuation, and a bibliography in Harvard format.

Assessment

Your achievement of the learning outcomes for this module will be tested as follows:

Type	CW	
Description	Oral discussion and career portfolio:- (i) Oral discussion with tutor and word processed supporting notes (equivalent to 300 words) (ii) Audit (300 words) (iii) Action plan (200 words)	
%age	100	
Final Assessment	Y	
Learning Outcomes	1,2,3,4	3,4

Prerequisite Module(s)

There are no prerequisites for this module.

Barred Combinations

No restrictions apply.

Indicative Reading

Careers Service Unit (2004) 'What do graduates do? Career planning for higher education and beyond', Sheffield, UK: Association of Graduate Careers Advisory Services

Friedman, B. (2005) Web search savvy: strategies and shortcuts for online research. Mahwah, N.J.: Lawrence Erlbaum. NetLibrary <http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=119259> [3 May 2009]

Johnstone J. (2005) 'Pass that interview: Your systematic guide to coming out on top' London: How to Books

London, M. (2003) Job feedback: giving, seeking, and using feedback for performance improvement. Mahwah, NJ : Lawrence Erlbaum Associates. NetLibrary. <http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=98722> [3 May 2009]

Middleton, J. (2005). 'High Impact CVs', London: Infinite Ideas Company Ltd.

Moon, J. (2000) 'Reflection in Learning and Professional Development: Theory and Practice', London: Routledge

Perry M (2004) 'Marketing your creativity: new approaches for a changing industry' Switzerland: AVA

Pothwell, W.J., Jackson, R.D., Knight, S.C., Lindholm, J.E. (2005) Career Planning and Succession Management: Developing Your Organization's Talent - For Today and Tomorrow: Developing Your Organization's Talent - For Today and Tomorrow, Westport: Praeger Publishers

Rouillard, L. (2002) Goals and goal setting. Canada: Canadian Research Institute for Social Policy (Crisp)

Rudd, David (2004) Writing: The Basics. Bolton: Learning Support and Development, University of Bolton <http://www.lss.bolton.ac.uk/lss/pubs/csu/index.htm> [3 May 2009]

Rudd, David (2007) Cite Me, I'm Yours - Harvard Version: References, Bibliographies, Notes, Quotations etc. Bolton: Learning Support and Development, University of Bolton <http://www.lss.bolton.ac.uk/lss/pubs/csu/index.htm> [3 May 2009]

Watts, A.G., Law, B., Killeen, J., Kidd, J.M and Hawthorn, R. (2005) Rethinking Careers, Education and Guidance, London: Routledge

Yate M (2005) 'Great answers to tough interview questions' London: Kogan Page

Websites

Bolton Interactive StudySkills Tutorials Online <http://data.bolton.ac.uk/bissto/>

Criminal Justice System for England and Wales <http://www.cjsonline.gov.uk>

NACRO <http://www.nacro.org.uk>

Offenders' Learning and Skills Service <http://olass.lsc.gov.uk>

Prison Reform Trust <http://www.prisonreformtrust.org.uk>

The National Institute of Adult Continuing Education (NIACE) www.niace.org.uk

University of Bolton – Online Resources <http://www.bolton.ac.uk/Students/StudyResources/ElectronicResources/Home.aspx>

University of Bolton – Study skills booklets <http://www.bolton.ac.uk/Students/StudyResources/Library/HelpGuides/StudySkills/Home.aspx>

Module Type:	STAN
Module Length:	1
Host Subject Group:	Education
Version Number:::	0.1

Activity Log

User Name	Date Accessed	Action
jw6	23/09/2009 13:09:37	added
jw6	24/09/2009 11:14:41	Amended
Admin	28/09/2009 13:30:09	Validated

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