



Module Guide:

1.6 Professional Practice

Programme: BA (Hons) Professional Management

Module details

Module title: Professional Practice
Module code: 1.6
Module level: 4
Credit value: 20
Assessment: Assignment, reflective review, portfolio evidence
Learning duration: 7 weeks

Introduction

Welcome to this Professional Practice module. This is your reference guide to the content and assessment of this module.

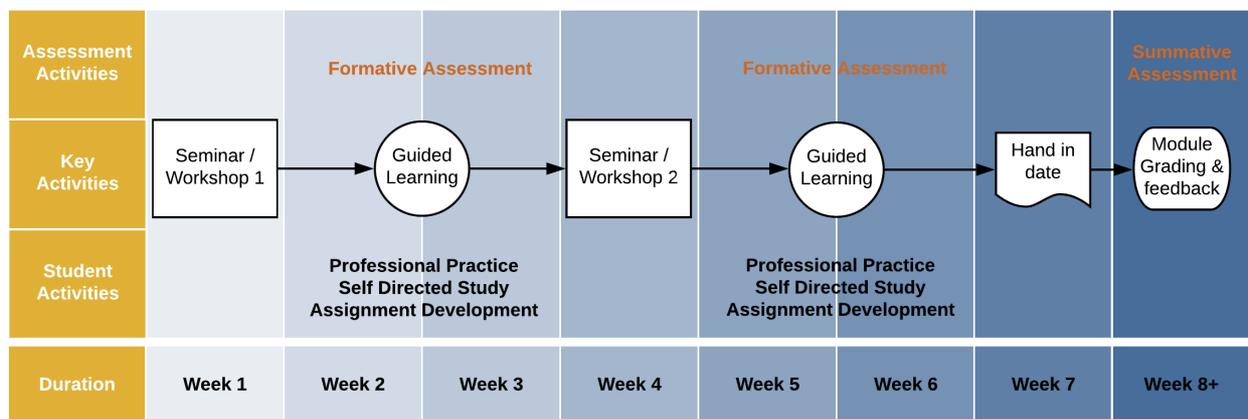
By successfully completing this module, you will be able to:

- 1.6 (1) Assess your own learning, management and leadership styles and recommend areas for improvement
- 1.6 (2) Evaluate goal setting theories/models and time management techniques relevant to your own organisation
- 1.6 (3) Demonstrate the skills required of a higher education student
- 1.6 (4) Demonstrate management skills across a work related project

In order to achieve these learning outcomes, you will need to demonstrate your knowledge and experience as a manager or leader and provide evidence of reflection. Your tutor is there to guide and support you throughout this module, offering advice and guidance where applicable.

Learning strategy

This module will be delivered through professional practice carried out across the duration of the module made up of self-directed working study and work based assessment. There are no formal taught sessions, but a combination of workshops and off the job tutorials will provide ongoing support from your tutor throughout.



Module guidance

In order to complete this module, you will be required to provide the following:

1. Development of a literature review on a topical management issue
2. A self-reflection activity on the strengths and weaknesses of your time management skills.
3. Portfolio evidence consisting of:
 - Personal development plan
 - Participation in an online blog
 - Work product evidence based on the analysis of complex data, responding to feedback and the need for change

Assessment guidance

This module will be assessed through the development of a literature review on a topical management issue. You will also carry out self-reflection on the strengths and weaknesses of your own time management skills, goal setting skills and managing your own workload. You will also reflect on your developing skills as a higher education student.

The focus of this module is on a portfolio of evidence demonstrating the development of your skills as a higher education student and also an effective manager. You will draw up a personal development plan, identifying areas for improvement linked to the Chartered Management Institute (CMI) Code of Practice and Chartered Manager criteria. You will be encouraged to participate in an online blog reflecting on your own personal performance and include evidence of analysing complex data and responding to feedback and the need for change.

The table below provides an overview of the assessments and how they will be used towards your overall module grade.

Components	Assessment method	Learning outcome	Overview of activity	Marking scheme
Assessment 1	1. Assignment (literature review)	1.6 (3)	Complete a literature review based on a topical management issue.	Marked and graded (40% pass mark)
Assessment 2	1. Self-reflection	1.6 (2)	A self-reflection activity related to time management skills.	Threshold (A pass must be achieved)
Assessment 3	2. Portfolio of evidence	1.6 (1) 1.6 (4)	Compile evidence for your portfolio in order to demonstrate the development of your skills.	Threshold (A pass must be achieved)

You will be required to complete all 3 components and achieve a pass for each in order to successfully complete this module.

Before you start....

What is expected of you:

- Read through and make sure you understand the requirements of the module. Please feel free to ask your tutor any questions if you are not sure or require further clarification. This can be done in person, by email or telephone.
- Ensure that you are aware of hand in dates for your work. If you feel you will not be able to meet these deadlines, please discuss with your tutor who may be able to arrange for an extension. It is essential that you allow time for this and not leave it until the last moment unless of extenuating circumstances.
- Always keep a soft or hard copy of your work.
- Ensure you have completed your individual self-reflections.
- Ensure you have completed all tasks within the allocated timescale. It is highly recommended that you attend the tutorial sessions and keep in touch with your tutor who will support you through your module. If we are not aware of problems you may be having, we will not be able to help you.
- Throughout this module, there will be a need for both group working activities and individual work

Assessment 1

- Assessment type:** Assignment (literature review)
Learning outcome: 1.6 (3) Demonstrate the skills required of a higher education student
Overview: Complete a literature review based on a topical management issue.
Marking scheme: Marked and graded

Task

You are required to complete a literature review of no more than 1200 words to demonstrate you that you have read, and have a good grasp of the main published works concerning a particular management topic. The topic for the literature review will be agreed between you and your tutor and will be based on a topical management issue. This should be presented electronically in Microsoft Word format, and include:

- Referencing in the Harvard style
- A full reference list
- A demonstration of research you have carried out

Your literature review should:

1. Provide a demonstration that you can use research and reading in order to formulate a literature review for the management topic provided.
2. Demonstrate the skills required of a higher education student showing a good understanding of the literature.

Marking and grading

Your literature review will be marked and graded in line with UCQ's marking and grading guidelines which are in your student handbook. Specific to this task, you will be scored on the task elements detailed above, and summarised as follows:

1. Evidence of critical discussion, showing insight and an awareness of differing arguments, theories and approaches.
2. Evidence that you have identified areas which need further research and the reasons for your views.
3. Comparison of different authors' views on an issue.
4. Ensure that the review is focussed on the issue in question.

In order to be awarded the credits for this assessment, you will need to achieve a minimum pass of 40%. A summary of the specific criteria that will be used to grade your work is shown in the table on the next page.

Grade type	Grade criteria	% band
Excellent pass	<ul style="list-style-type: none"> • Excellent structure of the literature review including all required elements to a very high standard with little or no errors. • An excellent demonstration of insight and awareness highlighting differing arguments, theories and approaches. • First-rate identification of areas needed for further research with full justification and reasoning. • Excellent comparison and critical analysis of a number of different authors' views. • Extremely focussed review that remained fixed on the issue in question throughout. 	70%+
Very good pass	<ul style="list-style-type: none"> • Very good structure of the literature review including all of the specified elements to a high standard with only a few minor errors. • A very good demonstration of insight and/or awareness highlighting differing arguments, theories and approaches. • Good identification of areas needed for further research with some justification and reasoning. • Very good comparison and analysis of different authors' views. • A well-focussed review that generally remained fixed on the issue in question. 	60%-69%
Good pass	<ul style="list-style-type: none"> • Good structure of the literature review including most of the specified elements to a good standard, but with some minor errors. • A good demonstration of either insight or awareness highlighting some differing arguments, theories or approaches. • Identification of areas needed for further research with a good attempt at justification and reasoning. • Good comparison of a few different authors' views. • A review that generally remained focussed on the issue in question, but with a few areas that went off topic. 	50%-59%
Pass	<ul style="list-style-type: none"> • Satisfactory structure of the literature review but a failure to include some of the specified elements with a number of errors present. • A satisfactory demonstration of either insight or awareness and an attempt at highlighting some differing arguments, theories or approaches. • Evidence that areas needed for further research have been identified, but with little evidence of justification and reasoning. • An adequate, but weak comparison of a limited number of different authors' views. • A review that had some focus on the issue in question, but with a number of areas that went off topic. 	40%-49%
Fail	<ul style="list-style-type: none"> • Poor structure of the literature review with a failure to include most of the specified elements with errors present throughout. • Little or no demonstration of either insight or awareness and little or no evidence of an attempt at highlighting differing arguments, theories or approaches. • Limited indication that areas needed for further research have been identified, with little or no evidence of justification and reasoning. • A weak, or non-existent comparison of different authors' views. • A review that had struggled to keep focus on the issue in question. 	0%-39%

Assessment 2

- Assessment type:** Self-reflection
- Learning outcome:** Evaluate goal setting theories/models and time management techniques relevant to your own organisation.
- Overview:** A reflection activity on your own time management skills and leadership styles, identifying strengths, weaknesses and managing your own workload through goal setting.
- Marking scheme:** Threshold (A pass must be achieved)

Task

You are required to a reflective review that demonstrate your practice as a manager, reflecting on your practice and what you would do differently if you could have the same experience again. A template will be provided for this asking you to discuss an experience, reflect on this experience, learn from the experience and then plan and try out what you have learned. There is no formal word count for this task, but as a guide, 500 words in total would be appropriate.

1. Reflect on your practice as a manager or leader in relation to time management, identifying and discussing strengths and weaknesses.

Marking and grading

Your reflective review is required to be passed. All of the criteria stated in the table below must be met in order to achieve a pass.

Component	Criteria
Presentation of your reflective review	<ul style="list-style-type: none"> ▪ Use of a clear structure ▪ Accurate spelling and grammar ▪ Visually appealing presentation
Summary of new learning	<ul style="list-style-type: none"> ▪ Personal account that is informed from reading/theory ▪ Accurately referenced
Reflective review content	<ul style="list-style-type: none"> ▪ Appropriate to module ▪ Your own personal experience ▪ Reflecting on a situation and discussing it
Personal action plan	<ul style="list-style-type: none"> ▪ Clear structure ▪ Accurate spelling and grammar ▪ SMART objectives for personal action plan ▪ Review period for action plan ▪ Linked to ongoing personal development

Assessment 3

Assessment type: Portfolio evidence

Learning outcome: 1.6 (1) Assess your own learning, management and leadership styles and recommend areas for improvement.
1.6 (4) Demonstrate management skills across a work related project.

Overview: Compile evidence for your portfolio in order to demonstrate the development of your skills as a higher education student and also as an effective manager.

Marking scheme: Threshold (A pass must be achieved)

Task

You are required to complete portfolio tasks and collect evidence to demonstrate your knowledge and understanding of the subject area. Each of the individual tasks are detailed below.

The purpose this task is for you to evaluate your own performance over the course of the first stage of your degree programme, in terms of how successful you have been in meeting the milestones defined in your individual learning plan (ILP). The development plan and review you will complete in this task will be used as part of your formal annual review.

1. Personal development plan

You will draw up a personal development plan, identifying areas for improvement linked to the CMI Code of Practice and Chartered Manager criteria.

Marking and grading

This element is required to be passed. All of the criteria stated in the table below must be met in order to achieve a pass.

Component	Criteria
Areas for improvement	Critical analysis of own performance in line with the CMI Code of Practice and Chartered Manager criteria.
Personal development plan	<ul style="list-style-type: none"> • Clear structure • Accurate spelling and grammar • SMART objectives used • Review period for action plan identified • Linked to ongoing personal development

2. Personal performance review

You are required to participate in an online blog reflecting on your own personal performance. The online blog forms part of UCQ's virtual learning environment (VLE).

The review should be a record of how you have developed your skills as both a higher education student and also as an effective manager.

Marking and grading

This element is required to be passed. All of the criteria stated in the table below must be met in order to achieve a pass.

Component	Criteria
Online blog	Blog entry written in clear and accurate manner with the use of an appropriate structure and language.
Identification of skills	Clear identification of skills gained and/or improved throughout the degree course so far. Reference has been made to both skills of a higher education student and also as an effective manager.

3. Work product evidence

The purpose of gathering this evidence is so that you can demonstrate your ability to:

- a. Analyse complex data
- b. Respond to feedback
- c. Identify the need for change

The evidence you chose to gather is at your discretion, but typically evidence may include:

- Data analysis (database, spreadsheet)
- Minutes from meetings
- Email communications
- Appraisals or staff reviews
- Data analysis (database, spreadsheet)
- Visual management systems (brainstorming, flow charts)
- Documentation and reports

In all instances, the evidence must show your own individual contribution. Against each item of evidence, you should provide a brief description and a justification of why you have included it to demonstrate your skills.

Marking and grading

This element is required to be passed. All of the criteria stated in the table below must be met in order to achieve a pass.

Component	Criteria
Gathering of evidence	At least 3 separate pieces of evidence have been gathered and described.
Justification	Each piece of evidence has had its inclusion justified in terms of how it demonstrates the required abilities detailed above.