Aston Business School
Birmingham

BNM807 LEARNING, SKILLS AND CAREER DEVELOPMENT

Number of Aston Credits: 30

Number of ECTS Credits: 15

Staff Members Responsible for the Module:

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Pre-requisites for the Module:

This module is exclusively for students on the postgraduate programme in Information Systems and Business Analysis.

Mode of Study:

On campus

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Module Objectives and Learning Outcomes:

This module is compulsory for all students on the postgraduate programme in Information Systems and Business Analysis. It is designed to:

- Equip you with the necessary learning and study skills to maximise your performance on the programme
- Enable you to reflect actively upon the knowledge and competencies you are developing on the programme and how this contributes to your learning
- Provide you with the tools and skills for linking your learning on the programme to your employability, career planning and personal development

By the end of this module you will have developed:

- Knowledge and experience of the skills needed to be effective on the postgraduate programme in Information Systems and Business Analysis
- Understanding of the competencies valued by employers in related careers, and ability to demonstrate to prospective employers how you meet these competencies
- A Personal Development Portfolio demonstrating your skills and competencies as an active and reflective learner, and linking with your ongoing career planning and development

Module Content:

By spanning the entire programme this module is designed to:

- Build up your study skills as they are required for the core/ specialist modules and MSc project
- Enable you to reflect upon your learning as the programme progresses and how this contributes to your career planning and development

Induction week

The module starts in the first week of your studies with an intensive induction week which:

- Provides an introduction to the programme as a whole, how this module supports the programme, and what is expected of you
- Outlines the key skills and competencies which are needed to maximise your performance on the programme and enhance your employability
- Introduces you to the key resources and learning services available to support your studies, in particular the following:

    - Library and Information Service
    - Careers and Employability Centre
    - Learning Development Centre
    - Centre for Learning, Innovation and Professional Practice

At the end of this induction week you will produce a personal development plan which provides a statement of your learning, skills and career development goals.

Terms 1 and 2

During terms 1 and 2 you will attend a series of theory lectures and practical workshops, which are complemented by assessed practical tasks contributing to your formative learning.

Theory lectures on the following topics:

- Theories of knowledge, information and communication
- Learning styles and reflective practice
- Inter-cultural awareness and collaborative working
- Employability

Practical workshops on the following topics:

- Researching, using and evaluating information sources
- Written communication and presentations skills
- Reflective learning skills
- Collaborative working in an inter-cultural environment
- Career planning and employability competencies
- Skills in conducting a research project

You will also attend a series of guest lectures given by industry specialists, employers and alumni, and will be required to reflect upon how they contribute to your learning.

Term 3

If following the MSc in Information Systems and Business Analysis route, you will attend a one-day workshop which highlights the skills needed to conduct a research project and prepares you to produce a proposal for your chosen project.

If following the Diploma in Information Systems and Business Analysis route, you do not need to attend this workshop.

At the end of the programme you will submit a Personal Development Portfolio, which includes your initial personal development plan; reflective logs from the modules, workshops and guest lectures; and a final reflection on your personal development plan, linking your overall learning on the programme with your ongoing career development. Further details are given in the Assessment and Feedback section below.

Corporate Connections:

Guest lectures by industry specialists, employers and alumni are integrated into the module.

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International Dimensions:

The postgraduate programme in Information Systems and Business Analysis prepares students for a range of international careers in associated professions. This module assists in demonstrating and communicating the qualities and attributes which contribute to international employability.

Contribution of Research:

Staff contributing to this module draw upon expertise gained from research into the role of higher education, employability, knowledge and information management, reflective learning and intercultural competence.

Method of Teaching and Learning:

The module places strong emphasis on developing students as active and reflective learners. This is achieved by balancing classroom-based teaching with directed individual and group-based learning activities. The key to this learning process is the encouragement of active reflection on how your knowledge, skills and competencies are developing during the course of the programme. Your learning reflections are logged using the PebblePad™ online Personal Learning System, and formative feedback is given both on these reflections and on the individual and group-based tasks. In addition to these 'virtual tutorials' you will also have face-to-face meetings with an individual tutor.

Method of Assessment and Feedback:

The final assessment of this module is through a Personal Development Portfolio (PDP) submitted at the end of the programme. The PDP is a written portfolio of your learning and development on the programme, including:

- Your initial personal development plan, submitted at the beginning of the programme
- Reflective logs on your learning from the workshop activities, individual and group-based tasks, guest lectures, and core/specialist modules, submitted during the programme using PebblePad™
- An overall reflection on the achievement of your learning, skills and career development by the end of the programme. For students following the MSc route, this will include a reflection on how your learning has developed during the process of conducting the MSc project.

Feedback is given throughout the module on your progress towards developing the Personal Development Portfolio. This is via virtual tutorials on PebblePad™ and face to face meetings with individual tutors.

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Learning Hours:

Contact hours	Induction week	30
	Theory lectures	12
	Practical workshops	18
	Guest lectures	6
	MSc project workshop	8
	Individual tutorials	2
Directed learning and formative feedback	Individual tasks	48
	Group tasks	48
	Reflective logs (on workshop tasks)	24
	Reflective logs (on taught modules)	24
Final assessment	Individual reading/ study and preparation of Personal Development Portfolio	80
Total		**300**

Indicative Bibliography:

COTTRELL, S. (2008). Skills for success: The personal development planning handbook (3rd ed.) Palgrave Macmillan.

DEFILLIPPI, R., ARTHUR, M. and LINDSAY, V. (2006). Knowledge at work: Creative collaboration in the global economy. Oxford: Blackwell.

HIND, D., and MOSS, S. (2005). Employability skills. Sunderland: Business Education Publishers.