

Module Code:	FY301
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Module Title:	The Skills You Need
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Level:	3	Credit Value:	20
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Cost Centre(s):	GAPS	<u>JACS3</u> code:	X220
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Faculty:	Faculty of Arts, Science and Technology & Faculty of Social and Life Sciences	Module Leader:	Dr Stephen C. Kenyon-Owen
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Scheduled learning and teaching hours	40 hrs
Guided independent study	160 hrs
Placement	0 hrs
Module duration (total hours)	200 hrs

Programme(s) in which to be offered (not including exit awards)	Core	Option
All Foundation Year Programmes (excl. International Foundation Year)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pre-requisites
None

Office use only

Initial approval: 12/12/2018

Version no:1

With effect from: 01/09/2019

Date and details of revision:

Version no:

Module Aims

This module aims to ensure that students develop key academic, personal and professional skills required for successful study at higher education level. The module focusses on developing the necessary practical, intellectual and communication skills which ensure a successful transition to Level 4 and progression through Honours degree programmes and prepare students for subsequent employment and/or further study.

Intended Learning Outcomes

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

At the end of this module, students will be able to

Key Skills

1	Demonstrate familiarity and confidence with the use, application and development of core study and academic skills including the use of IT, preparations for presentations, and formats for academic writing.	KS1	KS2
		KS3	KS4
		KS5	KS6
2	Apply knowledge in the use of subject-specific academic skills and approaches as appropriate for their respective subject area and select and present evidence of their learning, including the ability to reflect on the learning process.	KS1	KS5
		KS3	KS5
3	Understand and develop the skills needed to produce, store and manipulate information using appropriate software for use in the context of study and professional practice.	KS4	KS9
		KS5	KS10
4	Demonstrate knowledge and understanding of transferable and generic skills and develop priorities for further personal, professional and career development	KS7	KS8
		KS9	

Transferable skills and other attributes

Writing, presentation, research, reflection, communication, individual dependency, teamwork, information management, ICT skills.

Derogations

None

Assessment:

Indicative Assessment Tasks:

The module will be assessed via a portfolio of tasks which incorporate academic and practical skills, in the context of subject-related content. The tasks will be related to syllabus content, and may include, for example:

- Structuring an assignment
- Creating and editing a word document
- Presentation and PPT presentation competency
- Reading, understanding, and summarising written material (journal articles, chapters)
- Reflective writing
- Developing ideas
- Effective study techniques
- Time management
- Personal development and career planning
- Incorporating sources and avoiding plagiarism
- Etc.

Core competencies as outlined in the Learning Outcomes should be observed for each strand area, while allowing subject-specificity with regard to content.

The students will be expected to develop their skills in completing the tasks as each will be an integral part of the learning process which can then be transferred to Level 4 and beyond, and prepare students for subsequent employment and/or further study

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1-4	Portfolio	100	n/a	2,500

Learning and Teaching Strategies:

The module will be delivered using an appropriate range of learning and teaching strategies including lectures, presentations, seminars, tutorials, practical workshops and eLearning activities (via the University online virtual learning environment).

Students will be encouraged to become active participants in their own learning and to collaborate in the activities. Established good practice in IT and in learning and teaching will be embedded throughout all aspects of the module. Students will actively participate in the sessions whether practical or theoretical to enable them to progress. These sessions will be supported with additional materials, links to useful resources on the Web, reinforcement exercises, peer support and tutor support in the University VLE (Moodle).

Syllabus outline:

- a) Essential academic and study skills, knowledge and practices required for HE study including effective presentations, reflective writing, sourcing information using a variety of resources for the purpose of independent study, approaches to reading academic sources, critical methods and approaches, assignment writing and assessment criteria, mind mapping and effective study techniques, time management, personal development and career planning, reflecting on progress and setting targets, recording and note taking, developing an argument, incorporating sources and avoiding plagiarism, how to structure an essay, redrafting and organising ideas as well as editing and proofreading.
- b) Essential personal transferable and generic skills
- c) Identification and development of generic personal and professional development
- d) Identifying and understanding the key concepts of computers, devices and software, managing and organising files and folders, and appreciating the importance of data security and external threats.
- e) Using MS Office
 - generate, format and analyse documentation.
 - organise and develop data
 - understand presentation planning and design considerations
 - create, format and develop presentations
 - develop an understanding of the Internet including security and privacy

Indicative Bibliography:

Essential reading

Cottrell, S. (2009) *The Study Skills Handbook*, 3rd edition, Palgrave
Rose, J. (2007), *The Mature Students Guide to Writing*, 2nd edition, Palgrave
Williams, K (2009), *Getting Critical*, Palgrave
Ymarfer Ysgrifennu Cymraeg, Thomas, Gwyn (2015), Y Lolfa

Other indicative reading

CiA Training Ltd, (2018). CiA Training.co.uk. [Online]
Available at: <http://www.ciatraining.co.uk/>

Grauer, R. T., (2016). *Exploring Microsoft Office 2016* Vol 1. Pearson.

Manning, C. & Manning Swinson, S.L., (2017). *Microsoft Office 2016 A skills Approach*.
McGraw-Hill.

Other readings are provided on a subject basis as per each content block.