



<b>Module Code:</b> EJ115886S	Version: 2	Date amended: 29/11/06
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<b>1. Module Title:</b> <i>maximum 100 characters</i>
Learning and Skills Development for HE and Work

<b>2a. Module Leader:</b>	<b>2b. Department:</b>	<b>2c. Faculty:</b>
Antony Carter	Computing and Technology	Science and Technology

<b>3a. Level:</b> <i>see guidance notes</i>	<b>3b. Module Type:</b> <i>see guidance notes</i>
1	Standard

<b>4a. Credits:</b> <i>see guidance notes</i>	<b>4b. Study Hours:</b> <i>see guidance notes</i>
15	150

<b>5. Restrictions</b>	
<b>Pre-requisites:</b>	None
<b>Co-requisites:</b>	None
<b>Exclusions:</b>	None
<b>Pathways to which this module is restricted:</b>	None

**LEARNING, TEACHING AND ASSESSMENT INFORMATION (for inclusion in the Module Guide)**

<b>6a. Module Description:</b> <i>200 – 300 words</i>
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Foundation Degree Students entering Higher Education will need specific study skills to enable them to maximise their learning potential and take advantage of opportunities available both in the academic setting and the workplace. Students will enter with different levels of skills and experience and may approach the module in a variety of ways. The module is intended to be both preparatory and supportive building a strong foundation for learning and later development.

The module delivery will be organised to develop and underpin Level One study skills in the first half of the semester with the focus moving towards individual formative support towards the end of the semester. Students will develop and maintain a reflective learning log to support this module and their continuing studies, the reflective log to be used as the basis of tutorial work and formative assessment. The Professional Development and Planning elements should be seen as preparatory work for the Level One and Two Work Based Learning modules.

<b>6b. Outline Content:</b>
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- Generic and Transferable level One skills
- Maintaining a reflective log
- Reflective practice
- Styles of learning
- Study Skills
- Self assessment of skills, understanding and attributes for the work sector and learning
- Managing own time and resources
- Investigative skills and techniques
- Description, discussion, evaluation, analysis
- Effective Communication
- Introduction to Personal Development and Planning

<b>6c. Key Texts/Literature:</b>
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Payne, E and Whittaker, L 2000, *Developing Essential Study Skills*, Prentice Hall  
 Cottrell, S., 2003, *Skills for Success: The Personal Development and Planning Handbook*, Basingstoke, Palgrave, Macmillan  
 Anglia Ruskin University - Project File

<b>6d. Specialist Learning Resources:</b>
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None

7. Learning Outcomes (threshold standards):	
	On successful completion of this module the student will be expected to be able to:
<b>Knowledge and understanding</b>	1. Demonstrate an understanding of the key transferable skills required to support learning in HE and the workplace
<b>Intellectual, practical, affective and transferable skills</b>	2. Use a range of investigative skills and techniques in a defined context 3. Identify, locate, summarise and utilise information relevant to their chosen area 4. Prepare an outline personal development plan

8. Learning Activities			
Learning Activities	Hours	Learning Outcomes	Additional Comments (including details of use of web-CT)
Teacher managed learning:	36	1,2,3,4	
Student managed learning:	114	1,2,3,4	
<b>TOTAL</b>	<b>150</b>		

9. Assessment		
Assessment Method	% contribution to module mark or P/F	Learning Outcomes
Report	100	1,2,3,4
PDP	PF	4

**In order to pass this module, students are required to achieve an overall mark of 40%**  
**In addition, students are required to (a) for each element of fine graded assessment listed above, achieve a minimum mark of 30% (or higher - see Module Guide) and (b) pass any pass/fail elements**

## OTHER TECHNICAL DETAILS

10. Delivery of the Module <i>Please delete as appropriate</i>			
Delivery	This module is delivered over...	Yes or No?	Indicate which by deleting as appropriate
1	...a single semester	Y	Semester 1      Semester 2
3	...a single trimester	Y	

11. Learning Activities – further details	
Learning Activities	Details of duration and frequency of learning activities
Teacher managed learning:	Lectures, tutorials and/or online delivery equivalent to 36 hours.
Student managed learning:	114 hours of private study of class and online notes and preparation of report materials

12. Module Assessment – further details				
Method	Length/duration	Fine graded (FG) or pass/fail (PF)	Minimum Qualifying Mark <i>see guidance notes</i>	Comments
Report	2500 words	FG	30	Report relating to key skills and their relevance and application in HE and the work place.
PDP	500 words	PF		Personal Development Plan

**13. Subject:** *see guidance notes*

