

Module Details	
Module Title	Study Skills for Apprentices
Module Code	CFS4030-B
Academic Year	2021/2
Credits	20
School	School of Chemistry and Biosciences
FHEQ Level	FHEQ Level 4

Contact Hours	
Type	Hours
Seminars	10
Practical Classes or Workshops	10
Tutorials	10
Directed Study	170

Availability	
Occurrence	Location / Period
DLA	University of Bradford / Academic Year

Module Aims
This module aims to introduce the student to reflective, self-directed learning at Higher Education level.

Outline Syllabus
Principles of learning and study skills: Study skills, self-directed learning, barriers to effective learning, teaching and assessment preferences, time and self-management. Lifelong Learning: Reflective practice and critical reasoning. Use of Personal Development Portfolio. Interpersonal, communication and groupwork skills. Finding, managing and creating information. Critical appraisal of information. Word Processing, e-mail, WWW, use of libraries and databases, Virtual Learning Environment, Powerpoint, Excel. Communication Skills: Presentation Skills, working in groups and in and outside teaching sessions. Ethical behaviour in the workplace. The business environment and workplace learning.

Learning Outcomes	
Outcome Number	Description
01	Reflect on and discuss their own learning and development needs
02	Demonstrate use of ICT packages
03	Demonstrate and develop group working skills
04	Demonstrate and reflect on effective time management skills
05	Recognise and explain the importance of integrity, respect, compliance and confidentiality in the workplace
06	Recognise and explain the business environment in which their company operates

Learning, Teaching and Assessment Strategy
<p>This module will initially take an immersive approach with face-to-face contact sessions during the first summer school. You will then move to facilitated online learning activities throughout the first year of study. This module encourages active, collaborative learning taking a connectivist approach to inculcate a sense of belonging and social cohesion.</p> <p>Multiple opportunities for formative, self- and peer-assessment. Formative assessment of reflective e-portfolio leading into summative action plan. Groupwork on ethical issues in the workplace and the business environment.</p>

Mode of Assessment			
Type	Method	Description	Weighting
Summative	Presentation	Group poster presentation on ethical issues. Assessed at end of first semester by distance learning... (500 wds)	25%
Summative	Coursework	Reflective action plan. Assessed at the end of the year by distance learning. 2000 wds	50%
Summative	Presentation	Group presentation on ethical issues conducted during summer school. Mark determined by peer-assessment.	25%
Formative	Coursework	A slide on ethical issues to be submitted as a proposal for topics in the summative presentation	N/A
Formative	Coursework	Reflective self-assessment of development needs via e-portfolio. Conducted during study school	N/A

Reading List
To access the reading list for this module, please visit https://bradford.rl.talis.com/index.html

Please note:

This module descriptor has been published in advance of the academic year to which it applies. Every effort has been made to ensure that the information is accurate at the time of publication, but minor changes may occur given the interval between publishing and commencement of teaching. Upon commencement of the module, students will receive a handbook with further detail about the module and any changes will be discussed and/or communicated at this point.

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