

Module 19: Professional Development Portfolio

Stage								3
Semester								1
Module Title								Professional Development Portfolio
Module Number								19
Module Status								Mandatory
Module ECTS Credits								5
Module NFQ level								8
Pre-Requisite Module Titles								Professional Development
Co-Requisite Module Titles								N/A
Capstone Module?								No
List of Module Teaching Personnel								Jacqui Tracey
Contact Hours					Non-contact Hours			Total Effort (hours)
24					76			100
Lecture	Practical	Tutorial	Seminar	Assignment	Placement	Independent Work		
12			12	12		64	100	
Allocation of Marks (Within the Module)								
	Continuous Assessment	Project	Practical	Final Examination			Total	
Percentage Contribution	100%						100%	

Intended Module Learning Outcomes

On successful completion of this module, the learner will be able to:

1. Demonstrate the acquisition and progressive development of transferable skills within interdisciplinary fields
2. Demonstrate the employability of soft skills developed through personal achievements, career insights and personal/professional development
3. Create short-term and long-term personal and professional goals informed by self-awareness
4. Prepare and adapt a professional development portfolio to meet personal progression plans
5. Identify and pursue personal strategies for seeking, continuing or changing employment or creating self-employment
6. Define ethics and discuss its impact on personal and professional behaviours

Module Objectives

The module provides the learner with an opportunity to record and reflect on the tangible skills, experiences and achievements developed over the duration of the degree. The learner

is also encouraged to engage with the career and development experiences and insights of others to help focus and inform their own further personal and professional development.

Module Curriculum

Career Planning in the Accounting and Finance Field

- Progression opportunities in academia and employment
- Information gathering for progression
- Research and understanding of the employment roles in the accounting and finance professions
- Portfolio preparation for employment (CV, cover letters, application letters)
- The recruitment process and shortlisting for accounting and finance roles
- The selection process for accounting and finance roles; pre-interview, interview & assessment centre methods
- The art of follow-up when not successful in the job interview

Professional Aptitude

- Business etiquette and professional behaviours
- Dress code in a professional environment
- Attitude for self-promotion
- Professional networking for career opportunities

Maximising employability skills

- Communication techniques that contribute to productive and harmonious relations
- Teamwork that contributes to effective working relationships and outcomes
- Problem solving that contributes to productive outcomes
- Self-management that contributes to personal development and growth
- Effective and life-long learning that contributes to ongoing personal and professional growth

Personal Development

- Reflective learning
- Engagement and personal contribution, within and outside the college environment
- Extra-curricular activities contributing to personal and professional development

Professional Ethics in Business

- Fundamental principles of ethical behaviour
- Concept of acting in the public interest
- Factors that distinguish a profession from other types of occupation
- The role of the business professional in promoting ethical behaviour

Reading lists and other learning materials

Adair, John, (1986), *Effective team building*, Gower

Anderson , L.E & Bolt, S. (2008), *Professionalism – Real Skills for Workplace Success* .
Prentice Hall

Cottrell, Stella, (2010), *Skills for success: the personal development planning handbook*, 2nd edition, Palgrave Macmillan
Cameron, S., (2002), *Business Students Handbook: Learning skills for study and employment*, Pearson Education
Dahlstrom, Harry, (2014), *Job Hunting Handbook*, Dalstrom & Company Publishers
Harrison, R., (2002), 'Supporting lifelong learning', Open University
Hayes, John, (2002) *Interpersonal skills at work*, 2nd edition, Routledge
Moon, J. A. (1999), 'Reflection in Learning and Professional Development', Kogan Page

In addition learners are given a class reading pack which contains recent and relevant information from within the field of Accounting and Finance, which has been sourced by the lecturer and is deemed to be most applicable to the learner's outcomes.

Module Learning Environment

This module is delivered using lectures, seminars and workshops. Guest lecturers are invited to share their knowledge and experiences with the learners. Learners are guided and supported through a structured learning process. Role play and videos are used in the lectures. Moodle is used extensively to support and direct learners beyond the face-to-face encounters and in addition for interactive activities such as on-line wikis and discussion forums.

Module Teaching and Learning Strategy

The module is a process, specific to the learner, to collect, review, reflect and act on their personal goals, career related capabilities and needs and is dependent on their own investment and initiative, drawing on resources and opportunities within their studies and outside the college environment.

This module is specifically designed to develop the learner's understanding of the importance of professional development. The module is delivered through seminars, work-shops, role play, supporting videos, online resources and case examples of best practice from the field of business. Guest speakers from the world of recruitment and specific business sectors and professional bodies are invited to give learners a real view of expectations in the workplace. This encourages the learners to reflect on their own development. Learners are also encouraged to develop and share additional resources in the class.

Module Assessment Strategy

This module is summatively assessed via an ePortfolio which the learner develops throughout the semester. The ePortfolio serves as a diary for the learner to reflect on their personal and professional development to date and to develop a pathway for their future development.