

A6CPD1: Continuing Professional Development 1

Module Code:	A6CPD1
Long Title	Continuing Professional Development 1 APPROVED
Title	Continuing Professional Development 1
Module Level:	LEVEL 6
EQF Level:	5
EHEA Level:	Short Cycle
Credits:	5
Module Coordinator:	JONATHAN BRITTAIN
Module Author:	JONATHAN BRITTAIN
Departments:	School of Business
Specifications of the qualifications and experience required of staff	
Learning Outcomes	
<i>On successful completion of this module the learner will be able to:</i>	
#	Learning Outcome Description
LO1	Develop a level of professional knowledge and skill appropriate to their role and experience;
LO2	Identify targets for continuing professional development with their Line Manager / Mentor;
LO3	Identify resources and support that will be necessary to achieve targets for continuing professional development with their Line Manager / Mentor
LO4	Determine and agree Development Plans with their Line Manager / Mentor to achieve targets for continuing professional development;
LO5	Assess the achievement of continuing professional development targets.
Dependencies	
Module Recommendations	
No recommendations listed	
Co-requisite Modules	
No Co-requisite modules listed	
Entry requirements	

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Module Content & Assessment			
Indicative Content			
<p>n/a</p> <p>This module is a Work-based module, which will be delivered in the workplace. Learners will have responsibility for generating evidence that satisfies the Learning Outcomes, and the preparation of a Workplace Portfolio to present the evidence. Learners will benefit from the support and guidance of a Workplace Mentor who will be resident at their place of employment. This will enable ease of access to learning opportunities and make support available from the Mentor. In addition, Learners will be assigned an Academic Supervisor who will be a source of support and guidance, and will also monitor the progress of the Learner toward the achievement of Learning Outcomes for the Module. An Introduction to the nature, value and concept of Continuing Professional Development will be delivered to learners during the Portfolio Building Tutorials, together with an identification and explanation of documentation that is commonly used in CPD planning, and also CPD recording. Learners will understand what constitutes development, and the evidence that can be used to demonstrate their engagement with CPD. The Workplace Mentors will support the Learner in identifying and recognising opportunities for CPD, together with making available suitable time allocations for the discussion of CPD with themselves, or the Learner's Line Manager as appropriate. The Workplace Mentor will be responsible for ensuring that at the start of semester 1 a CPD Plan is completed and agreed with them, or the Learner's Line Manager as appropriate. At the end of semester 1 a CPD Record is to be completed that reflects on development and reviews the achievement toward the CPD Plan set. At the start of semester 2, the Learner will be employed in the IFS organisation for a minimum of 3 months and a new CPD Plan will be required. At the end of semester 2, again a CPD Record is to be completed that reflects on development and reviews the achievement toward the CPD Plan set. This process reflects the essence of continuous professional development. Evidence of CPD activities undertaken and achieved will be entered into the Work-based Portfolio. Continual monitoring of progress will be feature of Work-based Modules. The Academic Supervisor monitoring learner progress on a weekly basis, whilst the Work-based Mentor will formally monitor progress once a month, at a minimum</p>			
<p>Topics to be covered</p> <p>Introduction to Continuous Professional Development (CPD); The Value of Continuous Professional Development to you as an Apprentice; Responsibility of Continuous Professional Development; The Value of Continuous Professional Development to your Organisation; The CPD Cycle; The Development Plan Meeting; Preparation and Conduct; ; Continuous Professional Development Plans; Continuous Professional Development Records; Opportunities for Continuous Professional Development; Generating Evidence on CPD for the Work ; Work-Based Portfolio;</p>			
Assessment Breakdown			%
Workplace Assessment			100.00%
Assessments			
Full Time			
No Coursework			
No End of Module Assessment			
Workplace Assessment			
Assessment Type:	Assignment (0350)	% of total:	20
Assessment Date:	n/a	Outcome addressed:	1,2,3,4
Non-Marked:	No		
<p>Assessment Description:</p> <p>CPD Plan 1</p>			
Assessment Type:	Assignment (0350)	% of total:	30
Assessment Date:	n/a	Outcome addressed:	1,4,5
Non-Marked:	No		
<p>Assessment Description:</p> <p>CPD Record 1 The assessment for this module will comprise the generation of a Work-Based Portfolio. The portfolio will be organised and evidenced by the Learner, with Mentor and Supervisor support and guidance. A range of varied evidence can be presented to show their continuous professional development and satisfy the learning outcomes. For example, in this instance CPD Plans, and CPD Records will form a part of the portfolio of evidence presented. The CPD Plan and CPD Record, together with accompanying evidence submitted to the learner's Work-Based Portfolio will be assessed at the end of semester 1 (50%) and at the end of semester 2 (50%).</p>			
Assessment Type:	Assignment (0350)	% of total:	20
Assessment Date:	n/a	Outcome addressed:	1,2,3,4
Non-Marked:	No		
<p>Assessment Description:</p> <p>CPD Plan 2</p>			
Assessment Type:	Assignment (0350)	% of total:	30
Assessment Date:	n/a	Outcome addressed:	1,4,5
Non-Marked:	No		
<p>Assessment Description:</p> <p>CPD Record 2</p>			
Reassessment Requirement			
<p>Coursework Only</p> <p><i>This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.</i></p>			

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Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Part Time				
Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Seminars	A Work Based Portfolio tutorial will be delivered each week of their attendance at college in the two academic years, for one hour. The aim of this tutorial is to guide, support, and monitor the progress of learners toward the achievement of their Work Based Modules. The tutorial is delivered by the learner's assigned Academic Supervisor.	26	Every Week	26.00
Lecturer-Supervised Learning (Contact)	Academic Supervisor visit	2	Every Week	2.00
Workbased learning	Combination of 10 hours one-to-one with workbased mentor and on the job learning	52	Every Week	52.00
Directed Learning	Directed elearning	20	Every Week	20.00
Independent Learning	No Description	25	Every Week	25.00
Total Weekly Contact Hours				100.00

Module Resources	
<i>Recommended Book Resources</i>	
Friedman, A.L. (2012), Continuing Professional Development: Lifelong Learning of Millions, Routledge, Abingdon, UK..	
<i>Supplementary Book Resources</i>	
Megginson, D. and Whitaker, V. Continuing Professional Development, 2nd. McGraw Hill.	
<i>This module does not have any article/paper resources</i>	
<i>This module does not have any other resources</i>	
Discussion Note:	