

Module Descriptor

Foundation Professional Development Planning

Module Overview	
<p>This module aims to develop a Trainee's awareness of work related issues and professional standards in costs practice. A trainee will be develop the skills to reflect upon their continuing personal and professional development, and develop personal and professional key skills and competencies.</p>	
Aim	
<p>This module provides a structured and supported process to enable a Trainee to reflect upon their own learning, performance and/or achievement and to plan for their personal, educational and career development.</p>	
Module Size and Credits	
Academic Year:	2020
Credits:	5
Total Trainee study hours:	50
Learning Outcomes	
<p>Upon completion of this Module a Trainee should be able to: Upon completion of this Module a Trainee should be able to:</p> <ol style="list-style-type: none"> 1. Critically discuss and evidence your own learning in academic and work-based contexts. 2. Evaluate and recognise your own strengths and weaknesses and identify ways in which perceived weaknesses might be improved and make best use of strengths. 3. Reflect upon and Identify areas of development from things that did not go according to plan and respond to feedback. 4. Create personal records that evidence learning to demonstrate to others what they know and can do. 	
Indicative Content	
Learning styles & preferences	Time management
Keeping a progress file or learning log	Career planning
Understanding & responding to feedback	CV writing
Reflective Practice	
Assessment strategy	
<p>Component 1 (50%): Written Report. A critical reflection of a Trainees learning in Unit 1 including how this shaped or informed work practices of careers plans.</p> <p>50%: A PDP showing clear details of students learning log.</p> <p>Reassessment will require the completion of a comparable piece of work.</p>	

The grades for assignments from all modules in the unit will be accumulated (based on credit value) and will constitute 40% of the overall unit grade.

In addition to the assignments candidates must attend the compulsory seminar and pass the end of unit examination. The end of unit examination will further assess learning outcomes from the compulsory modules within the unit by an unseen synoptic paper constituting 60% of the overall unit grade.

Where students have been granted exemptions in relation to a module assignment their applications have been made on the basis they are confident that they could pass the assessment for any of the modules from which they applied for the exemption.

Pass requirements

The pass mark for all Assessment Components is 50%:

49% (inclusive) and below:	Fail
50% (inclusive) to 59% (inclusive):	Pass
60% (inclusive) to 69% (inclusive):	Pass with merit
70% (inclusive) and over:	Pass with distinction

Teaching and Learning

To enable Trainees to develop knowledge, understanding and critical awareness of the English legal system and introduce them to a range of legal resources available electronically and paper based to encourage and support their legal research and understanding.

Teaching, learning and assessment at ACL Training offers Trainees the ability to develop their knowledge, skills and competences through a curriculum that is purposely designed to provide both an exceptional learning experience and also engage them with relevant professional qualifications.

All modules will be available to Trainees via distance learning, supported by a learning management system which directs their study. All teaching, learning and assessment materials will be available to both staff and Trainees via the system in a consistent and user-friendly manner. Trainees will engage primarily via a number of learning opportunities in each module:

Knowledge & Understanding; is concerned with the analysis of academic theory and concepts to ensure Trainees have mastered a critical appreciation of current and relevant research in the subject area.

Application; brings the knowledge and understanding 'to life' by relating it to current practice. It takes a critical view of the theory and concepts as they are employed in the workplace in order to encourage Trainees to evaluate their application, significance and merit in practice.

Analysis & Problem Solving; requires Trainees to develop and demonstrate their essential analytical skills in order to respond to employer related problems by making a set of clearly evaluated recommendations.

Assessment is explicitly related to both the module and programme learning outcomes detailed above.

Trainee activity and time spent on each activity comprises:

Online Tutorials	3 hours attendance and 3 hours preparation
Exam Prep	0

Coursework	7 hours
Compulsory Seminar	0
Materials/Activities	10
Self Guided Learning	27
Total Hours	50
Recommended Reading	
Middleton, S., and Rowley, J. (2019) Cook on Costs. 2020 edn, LexisNexis Butterworths Friston, M. (2018) Friston on Costs. Third edn, Oxford University Press	
Useful Websites	
www.lawcommission.justice.gov.uk www.parliament.uk www.legislation.gov.uk www.justice.gov.uk	
Required Equipment	
Trainees must have access to the Internet, a word-processing package and a spreadsheet package.	