

1 Module overview

1.1 Introduction

Welcome to the Professional Skills module. This module is the foundation for the rest of your degree course and will equip you with the skills needed to complete your degree successfully. It will introduce you to the world of Business and will use creative and engaging activities for independent study and for formative and summative assessments. The material covered in this module will help you to become more self-reliant, critical, self-aware, self-confident, skilled and capable in the use of information and resources. It will also help you to improve your ability to make sense of new information and improve your skills in questioning, data-gathering, reasoning, drawing valid conclusions and spotting bad arguments.

The module is also designed to improve the skills you will need to enter the graduate marketplace at the end of your degree and the professional skills required to thrive in the business world. It will enhance your ability to work in a professional environment and enable you to reflect on how you present yourself and how others perceive you

As with any other module on a degree programme, the amount of benefit that you will gain from the module is related to the amount of effort that you put in. This includes regular participation and contact with your peers, contact sessions, active participation in class discussions, and regular visits to the Blackboard site for this module.

We have introduced UWLFlex – our new, online, flexible learning platform.

UWLFlex has been designed to complement face-to-face learning and build on our reputation for excellence in teaching, learning and student support. We will be able to deliver a University experience that is more collaborative, active, and relevant for an increasingly digital world thus enabling us to provide you with an improved student experience. UWLFlex will provide you with an enhanced range of online tools, to help facilitate your learning whether this takes place primarily on site or online.

This Study Guide provides important information about the structure, content, reading and assessment in this module. Please read it carefully and refer back to it throughout the semester. We hope that you will learn from and enjoy this module

Full attendance on this module is expected

1.2 Module summary content and aims

This module will cover a wide range of topics to prepare you for the rest of your course. Topics will include:

Time Management skills

Communication skills (Verbal, Written, IT)

Teamwork and Leadership skills

Planning and Organisation

Self-Management

The module will have a number of formative assessments throughout leading to a presentation/Viva on the learning outcomes at the end where the students will need to demonstrate proficiency in each of the areas listed above

Expectations

Specific expectations students can have of tutors:

- Helpfulness
- Professionalism
- Timely responses to queries and timely marking
- Knowledge of the subject area and how to apply knowledge to the business environment
- Good timekeeping
- Help with assessment preparation
- To make learning enjoyable and relevant

Specific expectations tutors will have of students:

- Full attendance at classes either face to face or online
- If you cannot attend to let the tutor know in good time
- Engagement in all course activities
- 152 hours of independent study
- Submission of work on time
- Professional behaviour in and out of class
- Good communication with tutors/Course Leader should difficulties occur
- Constructive feedback where possible

1.3 Learning outcomes to be assessed

By the end of this module you will be able to:

LO1 Organise, structure and present information in a logical and coherent manner

LO2 Cite sources and understand Harvard referencing

LO3 Collaborate effectively with others towards the completion of a defined task (group work and leadership skills)

LO4 Explain the value of professionalism in an organisation and in university

LO5 Develop high level verbal and written communication skills using information technology.

LO6 Develop Self-Management skills and understand the link between motivation and achievement

LO7 Develop skills in the preparation and delivery of presentations

1.4 Indicative Contact Hours

Teaching Contact Hours	48 hours
Independent Study Hours	152 hours
Total Learning Hours	200 hours

2 Assessment and feedback

Students will be given assignment briefs which will detail the questions to be answered and how to submit their work. Feedback will be given three weeks after the submission deadline.

2.1 Summative assessment grid

Type of Assessment	Word Count or equivalent	Threshold (if Professional Body-PSRB applies)	Weighting	Pass Mark	Indicative Submission week	Method of Submission & Date of Feedback (refer to BB)
Oral Examination	N/A	N/A	100%	40%	Weeks 14-16	Orally at time of assessment

If your course is accredited by a Professional Statutory Regulatory Body (PSRB), the module requirements will specify the elements of assessment that must be passed and may override the University regulations. Please speak to your Course Leader for further advice.

2.2 Learning materials

The reading list for this module is available on Blackboard in the module area and online by searching uwl.rl.talis.com. This shows real-time availability of books in the library and provides direct links to online resources, recommended by your lecturer.

Remember to log into Blackboard daily to receive all the latest news and support available at your module sites!

Subject guides are also available to help you find relevant information for assignments, with contact details of the Academic Support Librarian for your School.

Essential Reading

Cameron, S. (2016) The Business Students Handbook 6th Ed; Pearson

Needle, D. Burns, J.(2019) Business in Context : An Introduction to Business and its Environment. 7th Ed; Cengage

Williams K. Davis M.(2017) Referencing and Understanding Plagiarism 2nd Ed. London: Palgrave

Recommended Reading

Alred, J. Brusaw, C. Oliu, W. (2019) The Business Writers Handbook. Boston: Bedford/St Martins

Cottrell, S. (2013) The Study Skills Handbook. 4th ed. Basingstoke: Palgrave Macmillan

Dowson, P. (2015) Personal & Professional Development for Business Students 1st Ed; Sage

Gallagher, K. (2012) Skills Development for Business and Management Students. 2nd ed. Oxford: OUP

McMillan, K. and Weyers, J. (2014) How to write for University: Academic Writing for Success 1st Ed Pearson

McMillan, K. and Weyers, J. (2013) How to Cite, Reference & avoid plagiarism at University, 1st Ed; Pearson

The reading list for this module is available in our library and in the module area and online library. Further reading materials, videos, case studies where appropriate will be given to you by your Lecturer including links and how to download all relevant materials. Remember to log into Blackboard regularly for all the latest information and announcements.

You are reminded that the College applies penalties to students who commit an academic offence, in which case the [Academic Offences Regulations](#) will be used to deal with any cases of academic misconduct including examination offences, plagiarism, use of ghost writing services and other means of cheating to obtain an advantage.

You can access the college's academic misconduct policy [here](#)

3 Things you need to know

3.1 Engagement

Teaching at OBC during the academic year 2021-22 may involve a range of on site and online teaching and learning activities. Whether you are engaging with teaching and learning activities on site or via the college's Virtual Learning Environment (VLE), we expect the same level of commitment and engagement from you. If you are unable to attend scheduled on site or online activities or complete activities in the time frames set out, you should let your tutors know. You should aim to stick to assessment deadlines; if you are concerned that you will not be able to complete your assessments on time, you should talk to your tutors. Your engagement, whether online or on site, will be tracked and if we see that you are not engaging, we will get in contact with you. However, we encourage you to let us know if you are having problems so we can work with you to find solutions and get you back on track as soon as possible. Give yourself the best possible chance to succeed by engaging with the full range of learning and teaching activities available to you.

All students should refer to the Attendance and Engagement Monitoring Policy which can be downloaded from [here](#)

3.2 Need help, just ask

We recognise that there are times when you may encounter difficulties during your course of study and provisions are made to help you. If you think you will be unable to meet deadlines please talk to us, whether it's your course/module leader, personal tutor or any member of staff, so they can get you the support you need to succeed. You can extend your deadline if you have a good reason why you are not able to submit a piece of coursework on time before your deadline. If an extension is not sufficient and circumstances beyond your control are preventing you from completing your assessment, then you can apply for mitigation.

Please remember late submission without extension or mitigation may result in penalties depending on how late it is, see University [Academic Regulations](#).

As a student of the University of West London you are expected to behave in line with UWL expectations, irrespective of whether your interactions with staff and other students are in person or online. As you will be engaging with others online and with a range of online materials, it is important to consider how to stay safe online and ensure your communications are secure and appropriate. If you have any questions about how to manage your online activities, please contact your module leader.

If you have an issue about the module, you should speak to your Module Leader or Course Leader informally in the first instance. Your Course Representative can also raise your concerns at Course Committees, which take place each semester. If you are unable to resolve it informally, you should refer to our Complaints Procedure which is outlined on our website through this link

<https://www.oxfordbusinesscollege.ac.uk/news/how-to-make-a-complaint/>

The College will always aim to ensure that issues are resolved informally as quickly as possible to have minimum impact on your studies.

3.3 Getting support for your studies

Throughout your course of study, you will have access to a wide variety of sources of support depending on your individual circumstances and needs. Your first point of call for getting general academic support is your Personal Tutor. As well as approaching your Module Leader with any questions specifically related to your module and your Course Leader with questions on your Course, do contact your Personal Tutor or Partnership Support Link Tutor for academic advice in relation to your studies and your academic development.

Oxford Business College takes pride in its student support, guidance and wellbeing, complemented by our ethos that every student is an individual. Staff are committed to the College's mission statement "to provide each learner with the most positive learning experience".

We ensure that students at the College can expect a supportive and responsive experience from the initial inquiry by completing a course and progression within or outside the College. This demonstrates our commitment to provide support for inclusive, high-standard students and provides students with a foundation for high achievement.

Our students' changing needs and their varied reason for learning guide our approach to providing innovative learning opportunities from entry-level to higher learning that promotes individual progress. Either for personal development & wellbeing, academic progression or career advancement, whilst supporting those facing learning barriers to overcome them and succeed. The College is committed to helping its student's Academic and Professional Development (APD) via examples currently in place, such as personal tutorials, a mentor system and pastoral care.

PERSONALISED SERVICE

Oxford Business College provides a personalised service adapted to the different needs of different students by:

Developing effective individual learning plans

Effective pastoral care. The College has a dedicated Student Welfare Officer and Counsellor, and students may, in addition, meet the Head of academics or Principal to discuss their concerns

Tutorial meetings

A mentor system with a tutor or member of the academic team

Peer mentor

You can read more on our support services via the link below:

<https://www.oxfordbusinesscollege.ac.uk/support-wellbeing/>

3.4 Module evaluation – have your say!

Towards the end of the module you will be invited to provide some anonymous feedback to the Module Leader through an online survey. This is your opportunity to give some direct feedback about the module through a series of questions and free text. Your constructive feedback will help the Module Leader and teaching team to understand the module experience from your perspective and helps inform the development of the module. At the end of the survey period, a response to the survey will be available so that you can see exactly how your voice has been heard.