

Module Title:	Academic and Personal Skills Development
Language of Instruction:	English
Credits:	10
NFQ Level:	6
Module Delivered In	No Programmes
Teaching & Learning Strategies:	This module will be delivered using a learner-centred approach. A variety of teaching and learning strategies will be used such as lecture, workshop, video, guest speakers, and classroom assessment techniques. A responsibility for learning will be fostered in the learners. To develop confidence, class participation will be encouraged and collaborative work will be instrumental in nurturing team building amongst the group. A state recognised course in Health and Safety Regulations is included in this module.
Module Aim:	Learners will develop the skills necessary to meet the demands of assessment within higher education and also career progression thereafter. Learners should become competent in their academic writing, research, and oral presentation skills which will be achieved through the practical application of the programme content and the variety of assessment tasks. Significant personal development will also take place in the form of greater confidence, Health and Safety, organisational and time management skills.

Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Write in an academic style and apply the Harvard referencing system as outlined by IT Carlow guidelines.
LO2	Deliver an oral presentation and speak publicly with greater confidence and effectiveness.
LO3	Gather, analyse and interpret information using credible sources to make informed arguments for oral and written tasks.
LO4	Communicate clearly within a group with the aim of achieving group objectives as a team and meeting agreed deadlines.

Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
Incompatible Modules <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
No requirements listed	

Module Content & Assessment

Indicative Content
Personal Development • Managing change, self-esteem, assertiveness, goal setting, and motivation.
Time Management • Getting organised, breaking bad habits, dealing with distractions, and making time in your day
Study Skills • Learning styles, time management, getting organised, stress management, reading, note-taking, preparing for assessments
Academic Writing • Grammar, punctuation and writing effectively, content, structure, style, compiling essays, reports and other assessment tools
Harvard Referencing • Academic integrity, plagiarism, citations, reference lists, using plagiarism detection software.
Research Skills • Research process, identifying credible and relevant sources, exploring the library online and offline, developing good research practice, time management skills.
Communication Process • Stages in the communication process, barriers, principles of effective communication.
Oral presentations and Non-Verbal Communication • Structuring a presentation; body language, use of voice; forms of NVC, how to control NVC, effective use of Power point.
Groups and Teamwork • Structure and development of groups, development of groups to teams, communication in groups, diversity, conflict management, including Health and Safety rules.

Assessment Breakdown	%
Continuous Assessment	60.00%
Project	40.00%

Continuous Assessment				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Essay	Individual essay/report	1,3	40.00	n/a
Presentation	Individual presentation	2	20.00	n/a

Project				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Project	Team project	3,4	40.00	n/a

No Practical

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecture	30 Weeks per Stage	3.00
Independent Learning	30 Weeks per Stage	3.67
Total Hours		200.00

