

Module Title:	Professional Practice
Language of Instruction:	English
Credits:	5
NFQ Level:	8
Module Delivered In	No Programmes
Teaching & Learning Strategies:	Lectures, Project Work Private study
Module Aim:	the aim of the module is (1) to develop a greater knowledge of the professional world, (2) to create an awareness of ethical issues, (3) to represent their profession in discussions with other professional bodies
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	demonstrate knowledge and understanding of the principles of client care including complaints
LO2	demonstrate the ability to establish good client and collegial relationships
LO3	demonstrate a knowledge and understanding of the principle behaviour of working in a team
LO4	demonstrate a knowledge and understanding of laws, regulations and code of practice imposed by area of speciality
LO5	demonstrate knowledge and understanding of effective oral, written, graphic and presentation skills appropriate to professional responsibility within discipline
LO6	demonstrate an understanding and knowledge of procurement/fee bidding
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
Professional Ethics (a) Nature and Characteristics of Professional Bodies (b) Principle of Professional Code of Conduct (c) Appointment Agreements and Code of Conduct
Communication (a) Drafting and presentation of Reports (b) Oral presentation skills (c) Graphic Skills (d) Reflection
Management (a) Time and Self management skills (b) Negotiating Skills (c) Teamworking (d) Procurement/Fee Bidding (e) Alternative Dispute Resolution
Client Care (a) Customer Relations Management Systems and Software (b) Business Planning and Management (c) Data collection and protection

Assessment Breakdown	%
Continuous Assessment	50.00%
Project	50.00%

Continuous Assessment				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Presentation	No Description	1,2,3,4,5,6	20.00	n/a
Reflective Journal	n/a	1,2,3,4,5,6	30.00	n/a

Project				
Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Project	No Description	1,2,3,4,5,6	50.00	Sem 1 End

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
Estimated Learner Hours	30 Weeks per Stage	3.00
Total Hours		180.00

