



## Module Specification

### Summary Information

<b>Module Code</b>	6604STE
<b>Formal Module Title</b>	Professional Preparation 2
<b>Career</b>	Undergraduate
<b>Credits</b>	15
<b>Academic level</b>	FHEQ Level 6
<b>Module Pass Mark</b>	40

### Learning Methods

<b>Learning Method Type</b>	<b>Hours</b>
Lecture	20
Seminar	10
Tutorial	2

### Module Offering(s)

<b>Start Month</b>	<b>Duration</b>
September	12 Weeks

### Aims and Outcomes

<b>Aims</b>	This module is focused on the process of transitioning from education into a professional role within your target industry sector.
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### Learning Outcomes

After completing the module the student should be able to:

<b>Code</b>	<b>Description</b>
ML01	Promote themselves effectively in the context of their professional pathway.
ML02	Present themselves effectively in professional interactions.
ML03	Demonstrate a strong understanding of personal financial management, including UK tax responsibilities.

## Module Content

### Outline Syllabus

- Identifying and planning a career pathway: being employed, working as a freelancer, or setting up a new business.
- Self-promotion: personal branding, social media, networking & managing connections. Professional conduct: making contact, managing professional relationships, preparing for interviews and pitches.
- Managing your money (personal finances vs business finances, sources of funding, income & expenditure records, UK Tax responsibilities, using accountants.)

### Module Overview

The content in this module will help each participant identify an appropriate direction and pathway for their first career steps, develop a personalised strategy for self-promotion, become increasingly confident in interactions with other (sometimes senior) professionals, and gain a clearer understanding of how to manage their personal and business finances.

## Assessments

Assignment Category	Assessment Name	Weight	Exam/Test Length (hours)	Learning Outcome Mapping
Presentation	Interview/Business Pitch	50	0.5	ML01, ML02
Portfolio	Career Development Document	50	0	ML01, ML03