<table>
<thead>
<tr>
<th><strong>Unit/Module Title</strong></th>
<th>Personal and Performance Development</th>
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<tbody>
<tr>
<td><strong>Code</strong></td>
<td>GSK/Chem 8</td>
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<tr>
<td><strong>Date of initial approval event</strong></td>
<td>HE Level 4 / NQF Level 7</td>
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<tr>
<td><strong>Proposed Level</strong></td>
<td>HE Level 4 / NQF Level 7</td>
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<tr>
<td><strong>Proposed General Credit Value</strong></td>
<td>10 credits</td>
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<td><strong>Brief Rationale</strong></td>
<td>This module runs throughout the Postgraduate Certificate programme. Participants are required to critically reflect on their personal and educational experiences, evaluate their personal strengths and weaknesses and prepare an action plan for achievement of their personal and professional objectives, identifying future development needs. The module uses as benchmarks the Joint Research Councils' (Roberts' Skills Agenda) specification of the personal, professional and career training and development requirements for research students.</td>
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<td><strong>Description of Learner (target audience)</strong></td>
<td>The Module is designed primarily for graduate entrants to GSK who have joined the company within the last three years. However, it will also be possible for those who have been with the company for a longer period, or who have transferred to GSK from another company, to complete the module.</td>
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<tr>
<td><strong>Learning Hours</strong></td>
<td>100</td>
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**Learning Outcomes**

*On successful completion of this module participants will be able to:*
- Reflect critically on personal and educational experiences in order to identify key learning achievements since joining GSK (A7, B1b, B1f, B1g, B1h,)
- Reflect critically on personal strengths and weaknesses in relation to both technical and transferable skills (A7, B1b, B1f, B1g, B1h,)
- Identify and apply transferable skills in the work context (B1b, B1f, B1g, B1h,)
- Prepare an action plan to consolidate personal strengths and identify areas for improvement in relation to transferable skills and science development objectives (B1b, B1f, B1g, B1h, Cm)
- Prepare a portfolio to include commentary and appropriate evidence to demonstrate learning achievement in science development and wider personal and business development areas (A7, B1b, B1f, B1g, B1h, Cm)
- Initiate the process of planning for future development needs and establish progression routes for further learning and career development (Cm, Cn, Cp, Cq, Cr, Cs, Ct, Cu)
- Discuss the relationship and identify the differences between programme specific module outcomes and generic learning outcomes. (Cm, Cn, Cp, Cq, Cr, Cs, Ct, Cu)
<table>
<thead>
<tr>
<th><strong>Indicative Unit content</strong></th>
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<tbody>
<tr>
<td>• The process and value of reflection</td>
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<td>• Assessing past personal and educational experiences</td>
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<tr>
<td>• Understanding of self as learner: learning from experience, the learning cycle, individual learning styles</td>
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<tr>
<td>• Identifying personal strengths and weaknesses</td>
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<td>• Review personal strengths and weaknesses against defined benchmarks</td>
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<tr>
<td>• Providing evidence of personal learning achievement (Building a Portfolio)</td>
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<td>• Production of a progression plan, identifying further professional development and training needs</td>
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<th><strong>Assessment specification</strong></th>
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<td>The module has two formative assessments and a summative assessment, completed over a period of 39 months.</td>
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**Assignment One** (formative):  
**Reflective Learning Audit** (normally to be completed after 15 months of joining GSK.)  
The audit will include:  
  a. A brief Personal Profile and review of main learning achievements, from both structured programmes and experience, since joining GSK  
  b. A piece of reflective writing of between 500 and 1000 words in which candidates will analyse 'gaps' in skills, knowledge and experience and discuss how this analysis may have informed their choice of modules and training programmes.  
  c. Production of an Action Plan identifying modules and other training to be undertaken in the coming year.  

**Assignment Two** (formative):  
**Auditing Learning Achievements and Action Planning**  
(normally to be completed after 27 months of joining GSK)  
a. A reflective review of between 500 and 1000 words, identifying learning achievements over the year supported by appropriate evidence, and with reference to previous Action Plan and the Research Councils' skills benchmarks  
b. Updated Action Plan identifying modules and other training to be undertaken in the coming year, demonstrating how this will consolidate strengths and address identified weaknesses.  

**Assignment Three** (summative):  
**Portfolio of Learning Achievements**  
The Portfolio will comprise:  
  a. Section 1: Personal Profile  
  b. Section 2: Reflective Learning Summary in the region of 3000 words describing learning achievements over the whole programme against the Research Council's skills benchmarks  
  c. Section 3: Appendices containing evidence of learning achievements  
  d. Section 4: Development Plan for continuing learning and development.  

The participant's supervisor will provide feedback on the formative assessments. The assessment of the final summative assessment will be completed by the module leader, the supervisor, and ratified by the
The module will be supported by a number of workshops in identified topic areas to promote understanding of learning processes and the individual nature of learning achievement. Topics may include:

- Personal Development Planning
- Learning to Reflect
- Reflective Writing
- Understanding learning
- Progression Planning

Participants will be expected to undertake further in-house training including courses recorded on “MyLearning” covering topics such as:

- Environment, Health and Safety
- Supervisory skills
- Communication skills
- Assertiveness
- Presentation skills
- Competency-based interviewing
- Corporate compliance issues (eg Data Integrity, Records Retention)

There is a Module Handbook which draws on approaches and exercises from a number of authors including:


