Technical & Professional Communication (core)

**Aims**

This module consolidates students’ existing knowledge and communication skills and enhances such skills as a sound basis for the study of the other modules included in the course. This module aims to examine:

- the accurate communication requirements between individuals and within and between organisations using a range of media
- the theoretical basis underpinning successful professional and technical communication
- how to undertake property or site inspections and the professional standards of reporting the findings
- the means by which project progress can be recorded and communicated
- the major methods of communication commonly used in property and construction

---

**Year 1**

**Technical & Professional Communication (core)**

<table>
<thead>
<tr>
<th>Year</th>
<th>Module</th>
<th>October Semester</th>
<th>April Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Technical &amp; Professional Communication</td>
<td>Introduction to Sustainable Development</td>
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</tr>
<tr>
<td></td>
<td>People &amp; Organisational Management</td>
<td>Building, Environment, Technology &amp; Simple Construction</td>
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<tr>
<td></td>
<td>Resources Management</td>
<td>Elective modules (choose one from): Introduction to Real Estate Practice, Introduction to Construction Practice, Introduction to Building Surveying Practice</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Practical Law for Construction &amp; the Built Environment</td>
<td>Portfolio of Learning from the Workplace</td>
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<tr>
<td></td>
<td>Portfolio of Learning from the Workplace</td>
<td>Practical Law for Construction &amp; the Built Environment</td>
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<td></td>
<td>Professional &amp; Statutory Regulation</td>
<td>Building, Environment, Technology &amp; Framed Structures</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Professional Learning Portfolio</td>
<td>Core Modules</td>
<td>Elective Modules</td>
</tr>
</tbody>
</table>
Indicative Content

1) Introduction to communication
2) Academic survival – how to reference and to survive in HE research
3) Writing essays and report writing
4) Listening, reading and making notes
5) Theory of communication
6) Drawings and their interpretation
7) Writing at work: structure, style and conventions in letters
8) Communication technology at work e.g. social networking
9) Email uses and abuses
10) Good style and usage
11) Telephone techniques
12) Presentational techniques
13) Keeping a log: portfolios

Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weighting</th>
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</thead>
<tbody>
<tr>
<td>Assessments 1 &amp; 2: Computer aided short answer exercises</td>
<td>30%</td>
</tr>
<tr>
<td>Assessment 3: Reports and summaries requiring reasoned answers</td>
<td>70%</td>
</tr>
</tbody>
</table>

Pass Mark: 40%

Core Textbook

van Emden. Joan. (2013) - Writing for Engineers (3rd edition) Palgrave Study Skills, Palgrave

Other Relevant Resources

→ BBC Skillwise www.bbc.co.uk/skillwise/ [accessed 19 June 2013]
→ CEM Study skills portal
→ http://www.lboro.ac.uk/service/ltd/campus/essaywr.pdf

People & Organisational Management (core)

Aims

This module seeks to:

→ explain the role and function of management within organisations in the construction, land and estate management industries, both public and private sectors
→ explore the question “what is management?” and distinguish it from leadership
→ consider the role of change as a central theme as organisations seek to come to terms with issues that are constantly impacting, both positively and negatively, on the people, management and the structures of businesses
→ consider contemporary organisational behaviour as applied to the relevant sectors of industry.

Indicative Content

1) Defining organisations
2) Organisations and their business environment
3) Management
4) The development of management thinking
5) Perception and communication
6) Planning and organising
7) Decision making in organisations
8) People management
9) Groups and teams
10) Work motivation
11) Employment issues for international managers
12) Health and safety at work
13) Leadership
Aims
This module seeks to explain how managers within organisations in the construction, land and estate management sectors of industry, in both the public and private sectors, seek to achieve organisational aims by effectively using financial and other resources. This module aims to examine:

- the way that organisations - and the people who comprise them – manage the diverse resources at their disposal in the achievement of specific, organisational, objectives
- the tools and techniques of resource management currently employed in the appropriate sector of industry and how these are employed to resolve problems with precision and discernment
- resource management theories, and schools of management thought, and recent developments in these areas
- the manner in which finance is effectively managed within the organisation and reported externally to appropriate stakeholders
- the purposes, skills and techniques of financial and cost accounting and how they are applied in the sector today

Indicative Content
1) What is management?  9) Contribution analysis
2) Organisational design  10) Capital investment appraisal
3) Controlling performance  11) Business accounting
4) Aspects of resource management  12) The need for finance / finance function /financial sources; international comparisons
5) Functional management  13) Financial accounts analysis of financial performance
6) Organisational costing and cost control  14) Making financial decisions
7) Budgeting  15) Risk in business
8) Standard costing

Assessment

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>Assessments 1 &amp; 2: Computer aided short answer exercises</td>
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<tr>
<td>Assessment 3: Coursework</td>
<td>70%</td>
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</tbody>
</table>

Pass Mark: 40%

Core Textbook
Introduction to Sustainable Development (core)

Aims
This module investigates the impacts for sustainable development in a range of contexts, in particular focusing on implications for the built environment and professionals working in it. The module aims to:

- explore the broader concepts, drivers and barriers relating to sustainable development
- examine the implications of sustainable development in the context of individuals and organisations
- consider implications of sustainable development in the context of the built environment

Indicative Content

1) Introduction and orientation
2) Changing the mindset
3) Being aware, systems and futures thinking
4) Attitudes
5) Leadership and sustainable lifestyles
6) Organisational responses
7) Business case and strategy
8) Change management
9) Collaboration and communication
10) Innovation
11) Sustainable cities and communities
12) Individual buildings
13) Energy, carbon and the built environment

Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments 1 &amp; 2: Computer aided short answer exercises</td>
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<tr>
<td>Assessment 3: Individual Report</td>
<td>70%</td>
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</tbody>
</table>

Pass Mark: 40%

Core Textbooks

Other Relevant Resources
- Green Building Magazine www.greenbuildingpress.co.uk
- Sustain Magazine sustainmagazine.com/
- 2 Degrees network www.2degreesnetwork.com
Building, Environment, Technology & Simple Construction (core)

Aims
This module provides an introduction to building, environment and technology based on simple construction. Simple building examples are included, such as traditional masonry construction and roof construction typical in buildings of up to three storeys. Perspectives such as sustainability are considered. The module aims to establish a foundation of building, technology and environment knowledge and understanding to be developed in other modules. It also develops students' competence in using essays, sketches and drawings to describe building, environment, technology and simple construction.

Indicative Content
1) The nature and relevance of the module together with communication methods/ drawing/ measurement
2) Building
3) Performance/ glossary
4) Construction of buildings; sequence and production
5) Environment/ form
6) Sustainability and the built environment
7) Construction technology science
8) Materials
9) Site works and foundations
10) Walls
11) Roofs
12) Floors
13) Components; windows, doors and finishes
14) Introduction to building services/ environmental studies
15) Provision for services in buildings; water, drainage

Assessment
<table>
<thead>
<tr>
<th>Assessment 1: Coursework</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>Assessment 2: Examination</td>
<td>60%</td>
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</table>

Pass mark: 40%

Core Textbook

Introduction to Real Estate Practice (elective)

Aims
This module introduces the main principles of practice and law relevant to the efficient management of commercial property. The module focuses primarily on the management of leases but also introduces the different bases of building measurement used and basic rental appraisal. This module aims to examine:

➜ the significance of lease agreements from both the different landlord and tenant perspectives
➜ building measurement as a means of analysing buildings and as a means of undertaking basic rental appraisal
➜ the legal, regulatory and market constraints affecting the management of commercial property
➜ different interests of parties involved in property management and potential solutions to issues arising

Indicative Content
1) Freehold and leasehold tenure – the essentials of leases
2) Key covenants in business leases
3) Repairing and insuring buildings
4) Inspection and measurement of buildings
5) Service charges in commercial property
6) Health and safety in commercial property
7) Property management records and information systems
8) Commercial property management and sustainability
9) Tenant selection and letting
10) Rent and rent review
11) Introduction to rental appraisal
12) Termination of tenancies and leasehold remedies
13) Lease renewal Part 1
14) Lease renewal Part 2
15) Introduction to dispute resolution methods in commercial property management
Assessment

<table>
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<tbody>
<tr>
<td>Assessments 1 &amp; 2: Computer aided short answer exercises</td>
</tr>
<tr>
<td>Assessment 3: Reports and summaries requiring reasoned answers</td>
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</tbody>
</table>

**Pass Mark: 40%**

Core Textbooks

- RICS Code of Measuring Practice, (6th Edn)

Other Relevant Resources

- RICS Code of Practice: Service Charges in Commercial Property (2nd edn) (2011) – available electronically from iSurv via CEM e-library
- RICS Guidance Note: Insurance for Commercial Property Managers (1st edn) (2010) – available electronically from iSurv via CEM e-library
- Stapleton’s Real Estate Management Practice ISBN 0-7282-0482-7

**Introduction to Construction Practice (elective)**

**Aims**

This module considers the role of Quantity Surveyor and Construction Manager in the design, construction and management of building projects. The module aims to:

- introduce procurement options and associated tendering procedures
- investigate the design factors that influence the cost of buildings
- provide an appreciation of the financial and contractual management of building projects
- raise awareness of risk management techniques used in building projects

**Indicative Content**

1) Procurement routes
2) Tendering procedures
3) Factors that influence the cost of buildings
4) Early cost estimates
5) Cost planning techniques
6) Cash flow forecasts and cost reporting
7) Setting up a contract
8) Time management
9) Changes
10) Payment
11) Delays and claims
12) Risk management

**Assessment**

<table>
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</table>

**Pass Mark: 40%**

Core Textbook

Introduction to Building Surveying (elective)

Aims
This module investigates a lifecycle approach to theory and practice involved in the design, adaptation and maintenance of buildings. It also considers specification writing as part of the overall documentation process. The module aims to examine key aspects relating to:

- design and specification of new buildings
- design and specification of adaptation work to existing buildings
- maintenance of buildings

Indicative Content

1) Module orientation, the nature and relevance of the module
2) Roles and decision making issues in the development process
3) Key considerations in the design of new buildings
4) Legislative landscape
5) Location, site, orientation, building form
6) Materials and construction elements
7) Space planning

8) Services
9) Key considerations in the adaptation of the existing built environment
10) Adaptive reuses
11) Vertical and lateral extensions
12) Structural alterations
13) Specification writing
14) Maintenance management
15) Maintenance planning and implementation

Assessment

<table>
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<tr>
<td>Assessment 3: Reports and summaries requiring reasoned answers</td>
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</tbody>
</table>

Pass Mark: 40%

Core Textbook

Other Relevant Resources

- DVD - Avoiding Disasters, Rehabilitation of Buildings, Jack Anderson, Bickerdike Allen Partners
- Journal of Corporate Real Estate, ISSN: 1463-001X
- Property Management, ISSN: 0263-7472
- Facilities, ISSN: 0263-2772
- Structural Survey, ISSN: 0263-080X
Year 2

Practical Law for Construction & the Built Environment (core)

Aims
This module enables the student to develop an understanding of aspects of the English legal system pertinent to the real estate and construction sectors. Within the context of the real estate and construction sectors, this module considers:

- an overview of the English legal system
- the fundamental principles of contract law
- the importance of the law of tort
- important aspects of land law
- principles of dispute avoidance and the various methods of dispute resolution

Indicative Content

1) Legal
2) Formation of a valid contract
3) Factors that affect the validity of a contract
4) Contents of a contract
5) Discharge of contract
6) Tort
7) Direct and indirect interference with land
8) Negligence
9) Defective premises
10) Ownership of land
11) Easements
12) Covenants
13) Dispute avoidance
14) Dispute resolution

Assessment

<table>
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<tbody>
<tr>
<td>Assessments 1 &amp; 3: Computer aided short answer exercises</td>
</tr>
<tr>
<td>Assessments 2 &amp; 4: Reports and summaries requiring reasoned answers</td>
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</tbody>
</table>

Pass Mark: 40%

Core Textbook

Other Relevant Resources

- The English legal System Smith and Keenan ISB tbc

Professional & Statutory Regulation (core)

Aims
This module introduces critical aspects relating to professional conduct and aims to develop students’ professional skills in preparation for professional membership. The module aims to examine:

- client care
- ethical behaviour
- health and safety
- communication and negotiation
conflict avoidance
key professional legislative landscape

Indicative Content

1) Requirements of professional bodies for Associate level membership
2) Client care – understanding the client; appropriate behaviours
3) Client care skills
4) Client care – systems and processes
5) Presentation skills
6) Negotiating skills
7) Persuading and influencing skills
8) Business and professional ethics – national and international perspectives
9) Professional codes of conduct
10) Negligence
11) Conflict management
12) Principles of dispute resolution
13) Key legislation landscape for built environment professionals
14) Health and safety legislation
15) CDM regulations

Assessment

| Assessment 1: Coursework comprising report or presentation using appropriate media | 40% |
| Assessment 2: Examination | 60% |
| Pass Mark: 40% |

Core Textbook


Other Relevant Resources

- www.hse.gov.uk

Economics for Construction & the Built Environment (core)

Aims

This module introduces a range of ideas and techniques relating to the practice of property economics. In particular the module introduces students to micro- and macro- economic concepts that are important for an understanding of property and the property market and decision making within the property and construction professions. Micro-economic studies focus on a study of markets and market behaviour, whilst macro-economic studies focus on developing an understanding of national and international economics. This module aims to:

- provide a clear understanding of fundamental economic concepts and theories
- encourage a recognition of the relevance of economic analysis to property-related issues
- develop fundamental analytical skills used in property and construction economics
- establish an appreciation of the links between economics and the surveying and construction professions
Indicative Content

1) The property market
2) The derived demand for property use
3) The investment demand for property assets
4) The supply of new property: construction
5) Government intervention in property
6) Urban and regional issues
7) Fiscal intervention: property taxes
8) Monetary intervention: housing
9) The time value of money
10) Development and redevelopment decisions
11) Public interest and sustainability
12) Cyclical fluctuations
13) Location decisions
14) Spatial patterns of land use
15) Spatial patterns of rent

Assessment

<table>
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<tbody>
<tr>
<td>Assesment 1: Problem based questions requiring reasoned answers</td>
</tr>
<tr>
<td>Assesment 2: Examination</td>
</tr>
</tbody>
</table>

Pass Mark: 40%

Core Textbook

ISBN: 9780415527798

Other Relevant Resources

» Patricia M. Hillebrandt Construction Economics Palgrave Connect, online date: October 2011

Portfolio of Learning from the Workplace (core)

Aims

This module requires students to demonstrate the relationship between relevant knowledge, skills and techniques acquired through the programme and the study of professional practice as derived from a workplace, and to communicate details of the experience gained and (where appropriate) competence developed through the preparation of a portfolio. This module aims to:

» recognise the learning achieved through engagement with the workplace or study thereof
» assess how academic principles and professional practice may be integrated in the workplace
» demonstrate core professional competencies and appropriate professional conduct
» promote reflection upon the contribution of this experience to personal and professional development

Indicative Content

The content of the portfolio will be unique to each student, derived from their individual experiences and their choice of examples

Assessment

A portfolio incorporating:

1. A learning diary of the professional experience engaged with through either direct employment or ‘shadowing’ or other means of observation, compiled over the duration of the programme. The use of an e-portfolio to store, assemble and present content normally will be required.

2. A personal reflection of c.1000 words providing a commentary on the contribution to professional and personal development arising from the interaction between the experience recorded and the content of the course.

Pass Mark: An assessment of Satisfactory for item 1 and a minimum of 40% for item 2
Professional Online Resources

- University of London (undated), Five Day Learning Diary. Available at http://www.london.ac.uk/fileadmin/documents/staff/staff_development/diary_law.pdf [accessed 3rd June 2014]
- University of Portsmouth (undated), Reflective writing: A basic introduction. Available at http://www.port.ac.uk/media/contacts-and-departments/student-support-services/ask/downloads/Reflective-writing---a-basic-introduction.pdf [accessed 3rd June 2014]

Building, Environment, Technology & Framed Structures (core)

Aims
This module provides an introduction to building, environment and technology based on framed or similar construction. Examples of framed buildings are included, such as steel, reinforced concrete and timber construction applicable to buildings with different types of usage such as commercial, industrial and residential. The module aims to:

- provide an introduction to framed or similar buildings.
- develop knowledge and understanding of building, technology and environment theory and principles, including: components; design; construction techniques; simple services; pathology/surveys; maintenance, sustainability; legislation and fire safety.
- develop students' ability to describe building, environment, technology and framed construction using a range of communication techniques.

Indicative Content

1) The nature and relevance of the module together with communication methods/ drawing/ measurement/ glossary; framed buildings
2) Introduction to legislation, design and specification
3) Construction; sustainability, cost, planning, organisation, process
4) Substructure/ basements
5) Framed structures and details
6) Cladding and roofing
7) Floors and walls
8) Stairs and ramps
9) Components; windows, doors and finishes
10) Fire
11) External works
12) Introduction to conservation, building pathology and surveys
13) Introduction to maintenance
14) Services; Gas, oil and electrical; Ventilation; Heating;
15) Services; Refuse; Lighting; Security

Assessment

<table>
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<tr>
<th>Assessment</th>
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<tbody>
<tr>
<td>Assessment 1: Coursework</td>
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<tr>
<td>Assessment 2: Coursework</td>
<td>60%</td>
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</tbody>
</table>

Pass mark: 40%

Core Textbook
Measurement & Estimating (elective)

Aims
This module provides an understanding of the need for measurement and estimating during the pre-tender process. It particularly focuses on the role that the quantity surveyor plays in putting together pricing and tendering documentation and how this is then costed by a contractor to create his tender price. It will develop key practical skills in quantifying various elements of construction work from drawings using accepted conventions and their subsequent pricing. This module aims to:

➜ provide an understanding of the need for measurement in accordance with a standard method
➜ develop competence in measurement and quantification techniques for basic construction works
➜ develop the ability to build up unit rates in order to price a tender document.

Indicative Content
1) The purpose of measurement and contract documentation
2) Measurement of external walls and internal partitions
3) Measurement of internal finishes
4) Measurement of windows and doors
5) Measurement of roofs and upper floors
6) Measurement of substructures – basic
7) Measurement of external works and drainage
8) The tendering process
9) The estimating process
10) Pricing unit rates for substructure and external works
11) Pricing unit rates for superstructure works
12) Introduction to builder’s quantities
13) Information and communication technology (ICT) and bills of quantities
14) Estimating software and Building information modelling (BIM)

Assessment

| Weighting |
|-----------------------------|-----------------------------|
| Assessment 1: Coursework with problem based questions requiring reasoned answers | 40% |
| Assessment 2: Examination | 60% |
| Pass Mark: 40% |

Core Textbook

Surveying & Maintaining Buildings (elective)

Aims
The module investigates building pathology in the context of professional practice. It develops students’ ability to recognise, analyse and remedy building defects in a range of scenarios. It provides an understanding of inspection, testing, monitoring techniques to ensure the most appropriate diagnosis and reporting of building defects. Finally it considers maintenance issues in the built environment. The module aims to examine:

➜ building pathology principles, materials, construction and specific situations
➜ how to systematically analyse and remedy building defects
➜ inspection, testing and monitoring techniques to ensure the most appropriate diagnosis and reporting of building defects
➜ aspects of building maintenance

Indicative Content
1) Module orientation, the nature and relevance of the module
2) Inspection types and survey reports
3) Fundamentals of decay and building pathology
4) Diagnosis techniques
5) Decision making
6) Investigation and testing
7) Common defects in a range of building elements
8) Domestic surveys
9) Process and procedure in the maintenance of buildings
Assessment

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Assessment 1: Coursework comprising report or presentation using appropriate media</td>
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</tr>
<tr>
<td>Assessment 2: Examination</td>
<td>60%</td>
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</tbody>
</table>

Pass Mark: 40%

Core Textbook


Other Relevant Resources

- Structural Survey, ISSN: 0263-080X
- Engineering, Construction and Architectural Management, ISSN: 0969-9988

Residential Estate Agency Management (elective)

Aims

This module considers the residential property sales and letting market, the role of the estate agent within that market and the professional and regulatory requirements on the agent. This module also considers the legal requirements and knowledge and professional skills required by a residential property management surveyor. This module aims to explore the principles of estate agency and marketing of residential property. It also investigates the basic skills and knowledge requirements of residential property managers.

Indicative Content

1) The residential property market
2) Market appraisals
3) Sources of instructions, methods of sale, types of agency
4) Identification of buyers/sellers, negotiation and selling
5) Law of agency
6) Property management and its regulation
7) Property maintenance management
8) Property management accounting
9) Service charges

Assessment

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Assessment 1: Problem based questions requiring reasoned answers</td>
<td>40%</td>
</tr>
<tr>
<td>Assessment 2: Examination</td>
<td>60%</td>
</tr>
</tbody>
</table>

Pass Mark: 40%

Professional Online Resources

- RICS UK Residential Property Standards (2009) RICS
- Service charge code for Residential Management Code of Practice (2009) RICS
- Global Practice Statements in Real Estate Agency & Brokerage and Real Estate Management (2014) RICS
Valuation - Context & Principles (elective)

Aims
This module sets property valuation in the broad economic and financial context, and examines the purpose of property valuations. It considers the stakeholders in the valuation process and regulatory, ethical and sustainability issues. It also provides an overview of the main valuation methodologies. This module aims to develop understanding of property as an investment; the property valuation process; the purposes of valuation; users of valuations; and the role of the RICS in regulating and guiding valuation members. It also addresses the nature of ethics and ethical issues with reference to the valuation industry and raises awareness of sustainability issues for property valuers.

Indicative Content
1) The property market  
2) Property as an investment  
3) The purpose and use of valuations  
4) Ethics  
5) Professional codes  
6) The RICS Red Book  
7) An outline of the five methods of valuation
8) The Comparison Method  
9) The Investment Method  
10) The Residual method  
11) The Profits method  
12) The Cost based method  
13) Sustainability and valuation

Assessment

<table>
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<tbody>
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<td>Assessment 1: Coursework</td>
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<tr>
<td>Assessment 2: Examination</td>
<td>60%</td>
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<tr>
<td><strong>Pass Mark:</strong></td>
<td><strong>40%</strong></td>
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</table>

Core Textbook
Blackledge M. (2009) Introducing Property Valuation Abingdon; Routledge

Year 3

Professional Learning Portfolio (Foundation Degree only)

Aims
This module gives employed students and those students gaining work experience through shadowing the opportunity to learn and apply the skills and knowledge they have acquired through the other Foundation Programme modules, to the work environment. For those students not in employment, this module enables them to apply underlying concepts and principles derived from a workplace context, and reflect upon the means and outcomes of this application. This module aims to:

- recognise the integration between academic principles and professional practice through learning achieved by engagement with the workplace or scenarios derived from a workplace
- consider core professional competencies, problem solving in applied situations and appropriate professional conduct through analysis of practice-based tasks
- reflect how relevant knowledge, skills and techniques acquired through the Foundation Programme have contributed to the approach taken to dealing with professional tasks and thus to personal and professional development

Indicative Content
The content of the portfolio will be unique to each student, derived from their individual experiences and their choice of examples.
Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
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</thead>
<tbody>
<tr>
<td>Assessment 1: Presentation of case study 1 incorporating written and illustrative content</td>
<td>25%</td>
</tr>
<tr>
<td>Assessment 2: Presentation of case study 2 incorporating written and illustrative content</td>
<td>25%</td>
</tr>
<tr>
<td>Assessment 3: Reflective statement, providing a commentary on the application of relevant knowledge and understanding gained from the Foundation Programme to the selected case studies and their contribution to professional and personal development</td>
<td>50%</td>
</tr>
</tbody>
</table>

Pass Mark: 40%

Professional Online Resources

- Queen Margaret University, Edinburgh (undated), Reflection and ePortfolios. Available at http://www.qmu.ac.uk/eportfolio/reflect.htm [accessed 5th June 2014]
- University of Portsmouth (undated), Reflective writing: A basic introduction. Available at http://www.port.ac.uk/media/contacts-and-departments/student-support-services/ask/downloads/Reflective-writing---a-basic-introduction.pdf [accessed 3rd June 2014]