

MODULE DESCRIPTION SHEET**THE UNIVERSITY OF WINCHESTER**

Sections 1 – 7 are key module details which once validated cannot be changed without re-approval

1. Module Title PERSONAL DEVELOPMENT PLANNING
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Credits 15	Level 1	Status	V or C C	Module Code
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3. Subject	MANAGEMENT	Type	TAUGHT/DISTANCE
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4. Pre-requisites	NONE
Co-requisites	NONE

5. Learning Outcomes

On successful completion students will be able to:

- (a) reflect systematically on their own present practise and appraise their development needs
- (b) enable other workplace staff and students to understand their present and future development needs, in the context of the independent health and social care sector
- (c) enhance confidence and commitment levels for self improvement
- (d) respond effectively to diverse values and cultural perspectives in PDP
- (e) provide and successfully draw upon practical signposting for future occupational and educational progression.

6. Catalogue Summary

This module enables local supervisors and managers in health and social care to effectively address their own and others' development needs. In particular, it is designed for those working in the voluntary and private agencies of the growing independent health and social care sector. Informed by national occupational standards and the local availability of relevant NVQ/FD courses in Hampshire Further and Higher Education, it aims to connect workplace and formal learning settings and may be undertaken on either a taught or distance learning basis.

Participants will gain an increased sensitivity towards the needs of non-traditional learners. Diversity and Equality as practical modern values are explored, and a range of management planning tools demonstrated and rehearsed, for local application in the workplace. The module offers an initial credit as a point of entry to a local FE/HE award bearing programme.

7. Assessment Pattern	Weight %	Pass Req	Comments
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Work based assignment/project, And presentation/recording	50%	40%
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Individual assignment essay of 2000 words	50%	40%
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8. Indicative Tutorial Team

Rachel Harrison, Judith Graham, Stella
McKnight, Joanna Brown

9. Indicative Teaching Methods

Groupwork and workplace project based course with trigger presentations of PDP tools and context; plus external expert contributions and visits to relevant resources.

10. Indicative Learning Activities	Hours	Comments
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Tutor-led sessions	20	
VLE	15	

<i>Student managed learning</i>	115	
Total	150	

11. Sample Assignments

1. Where do you see the most attractive openings for non-traditional learners in the independent health and social care sector?
2. Why will some newly qualified care practitioners progress further in their careers than others?
3. What are the most important features of a real vocation in modern health and care practice?
4. How can the private and/or voluntary agencies in health and social care improve their management of staff development issues and programmes?

12. Indicative Outline Content

- the changing environment of health and social care practice
- the role and future contribution of the independent health and social care sector
- personal and professional development
- individual learning needs and assessments
- self awareness and self esteem
- building self-confidence and confidence in others
- mapping resource networks for development
- occupational standards in health and social care and the Skills Councils
- qualification routes and local training opportunities
- the role of management in appraisal and CPD
- peer review and evaluation
- non-traditional learners and learning methods

(Indicative outline Lesson Plan attached.)

12. Indicative Reading

- Iles V. (1997). Really managing health care. Open University Press, Buckingham.
- Hafford- Letchfield T, Leonard K et al. (2008). Leadership and management in social care. Sage, London.
- Horner B. (1995). Handbook of staff development. Churchill Livingstone, Edinburgh.
- Rolfe G, Freshwater D and Jasper M. (2001). Critical reflection for nursing and the helping professions. Palgrave, Basingstoke.
- Evans C. (2009). Becoming a student. PhD thesis, University of Winchester.
- Scott Peck M. (1978). The road less travelled. Simon and Schuster, New York.
- Handy C. (1978) The gods of management. Oxford University Press, Oxford.
- Drucker P. (1954). The practice of management. Harper, New York.
- Hampshire NHS. (2009). 2009-2010 Operating Plan. Hampshire PCT, Eastleigh.
- Secretary of State for Health. (July 2009). Shaping the future of Care together. Department of Health, London.
- Secretary of State for Health. (2008). NHS Constitution (and Handbook). Department of Health, London.
- Darzi A. (June 2009) High quality care for all: our journey so far. Department of Health, London.