

## Module specification

1. Factual information			
<b>Module title</b>	ND 3.1 Professional Skills 3		
<b>Module tutor</b>	Elspeth Pitman	<b>Level</b>	Third year
<b>Module type</b>	Taught	<b>Credit value</b>	N/A
<b>Mode of delivery</b>	100% face to face		
<b>Notional learning hours</b>	10 hours of face-to-face teaching 20 hours of independent project work		

2. Rationale for the module and its links with other modules	
<p>This module entirely focuses on the progression from student to Newly Qualified Nanny (NQN) and the documentation necessary to prepare for employment. Building on learning from ND 1.1 Professional Skills 1 and ND 2.1 Professional Skills 2, students will prepare a CV, accumulate references and put together an interview portfolio as they explore what their role is as an NQN and how they can maintain their physical and mental health. This links with learning in the BA (Hons) modules NC6201 Developing Your Nanny Philosophy, and NC6202 Practice in the Early Years 3: Supporting Families through Leadership.</p>	

3. Aims of the module	
<p>The aims of this module are for students to accumulate the necessary paperwork to prepare for interviews and employment as a Newly Qualified Nanny. Students will be guided through the steps that shape a CV and learn how to create an interesting and engaging portfolio. Importantly, students will reflect on their practice and create targets for their first year.</p>	

4. Prerequisite modules or specified entry requirements	
<p>DBS with Update Service First Aid Certificate Occupational Health Assessment</p>	

5. Does the module permit compensation?	
No	

6. Learning, teaching and assessment strategy for the module	
Face-to-face lectures	



Practical workshops

Tutor-directed study and self-directed study

Formative assessment

Peer assessment



## 7. Intended learning outcomes

*At the end of the module, learners will be expected to:*

1. Reflect on their professional development and demonstrate their professional strengths.
2. Explain how wellbeing and health can be maintained alongside their professional expectations.
3. Discuss expectations in their NQN year and how this links with the Norland Code of Professional Responsibilities.

### 7a. Norland diploma programme learning outcomes met

PLO1, PLO2, PLO3, PLO5, PLO6, PLO7

## 8. Indicative content (this should provide an overview of content over the number of weeks of module delivery)

Week 1: Transition for student to employment and introduction to the agency

Week 2: Interview portfolio

Week 3: CV and references

Week 4: Managing wellbeing and physical health (this will be assessed in the formative assessment)

## 9. Assessment strategy, assessment methods, their relative weightings and mapping to module learning outcomes

**Assessment strategy:** This assessment will focus on preparing a CV, an interview portfolio and a personal statement, as well as reflection with targets for becoming an NQN, which will identify students' professional strengths and progress across their training.

Assessment tasks	Weighting	Week submitted	Grading (pass/fail/%)	Module learning outcomes the assessment task maps to
001 CV	25%	T1, Week 12	Pass/Fail	LO1 and LO3 (LO2 will be assessed in the formative assessment) All LO1
002 Interview portfolio	50%	T2, Week 12	Pass/Fail	
003 Reflection with targets	25%	T3, Week 1	Pass/Fail	

10. Teaching staff associated with the module
<b>Name and contact details</b>
Elsbeth Pitman, <a href="mailto:elsbeth.pitman@norland.ac.uk">elsbeth.pitman@norland.ac.uk</a>
NQN team, <a href="mailto:nqn@norland.ac.uk">nqn@norland.ac.uk</a>

11. Core reading list				
Author	Year	Title	Location	Publisher
Norland	(no date)	Norland Code of Professional Responsibilities	Bath Spa	Norland College



12. Other indicative text (e.g., websites)

13. List of amendments since last (re)validation		
Area amended	Details	Date Central Quality informed



<b>Document Control Information</b>	
<b>Policy Title:</b>	ND 3.1 module specification
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