

1. Factual information			
Module title	ND 3.1 Professional Skills		
Module tutor	Pollyanna Whitehead	Level	Third year
Module type	Taught	Credit value	N/A
Mode of delivery	100% face to face		
Notional learning hours	22 notional hours. Module contact hours include lectures and scheduled support sessions, and may include individual and group tutorials, support sessions, workshops and value-added curriculum activities such as external speakers and trips. Independent study: 10 hours.		

2. Rationale for the module and its links with other modules
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.

3. Aims of the module
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.

4. Prerequisite modules or specified entry requirements
N/A

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.
4. Explain the requirements for travelling with children and families and the items that may be needed.

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)

- Transition for student to employment and introduction to the agency and the NQN team
- Interview portfolio, CV and references
- Working with families at home and on the move
- Managing wellbeing and physical health

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

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

Assessment tasks	Weighting	Trimester submitted	Grading (pass/fail/%)	Module learning outcomes the assessment task maps to
Professional discussions on: CV (Formative Assessment) Interview portfolio (Formative Assessment)	100%	T2.	Pass/Refer/ Fail	All/

10. Teaching staff associated with the module

Name and contact details

Pollyanna Whitehead Pollyanna.Whitehead@norland.ac.uk

11. Core reading list

Author	Year	Title	Location	Publisher
Norland	(no date)	Norland Code of Professional Responsibilities	Bath Spa	Norland

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

N/A

13. List of amendments since last (re)validation		
Area amended	Details	Date Central Quality informed
Section 7	Travelling with children has been added to this module following the proposed removal of Transitions 3.	18/03/2025
Section 1	Unit leader changed from Kate Sheppard to Georgina Bassil	20/03/2025
Section 1 & 10	Unit leader changed from Georgina Bassil to Pollyanna Whitehead	03/07/2026
Section 1	Notional hours changed from 50 to 22	03/07/2026

Document Control Information	
Policy Title:	ND 3.1 unit specification
Version number:	V5.0/PW/03-07-26
Owner:	Pollyanna Whitehead
Approving Body:	Programme & Module Modification Panel
Related Norland Documents:	N/A
Date of approval:	3 rd July 2026
Date of effect:	As above
Frequency of review:	Annually
Date of next review:	July 2027