

GUIDELINES FOR THE SHORT COURSE IN PERSONALITY DEVELOPMENT FOR SCHOOL LEAVERS

PART I - GENERAL

1. This guideline may be cited as guidelines for the Short Course in Personality Development for School Leavers No. of 2023, and shall come in to force on

A. AWARD OF THE CERTIFICATE

2. A student may be awarded the Short Course in Personality Development for School Leavers of the Institute of Human Resource Advancement of the University of Colombo if she/he;
 - a) has been admitted to the Institute of Human Resource Advancement, University of Colombo (hereinafter referred to as the "Institute") as a student under the Institute of Human Resource Advancement Ordinance;
 - b) has been duly registered student of the Institute for the period prescribed for the course of study leading to the Short Course and her/his registration continues to be in force;
 - c) has been selected to follow a course of study leading to the Short Course on being admitted as permitted by the Admission Criteria described in the guidelines;
 - d) has passed all the assessments leading to the Short Course
 - e) has paid such fees as may have been prescribed by the Institute and any other dues payable by her/him to the Institute and
 - f) has fulfilled all other conditions and requirements as may have been prescribed by these Guidelines and the Regulations and the Rules of the Institute and the University.

B. MANAGEMENT OF THE PROGRAMME

3. There may be a Coordinator appointed by the Director on the recommendation by the Board of Study on Extension Programme and the Board of Management of the Institute.

C. CALLING APPLICATIONS

4. Applications to be considered for registration for the Short Course shall be invited by notice in the national newspaper/ official website of the Institute.
5. The minimum period of registration for the Short Course shall be three months (03). The period of registration shall be counted from the date of commencement of the Short Course.

D. ENTRY QUALIFICATIONS

6. Eligibility to apply for admission as a student to the Short Course in Personality Development for School Leavers of the institute rests on the following condition;
 - (i) Candidates who has sat for the G.C.E. Ordinary Level Examination and
 - (ii) is not less than 16 years of age

E. PROGRAMME OBJECTIVES AND INTENDED LEARNING OUTCOMES

7. The objectives of the programmes as in Schedule 1.
8. The Intended Learning Outcomes of the Programme as in Schedule 2.

F. PROGRAMME STRUCTURE

9. The syllabus is specified as in Schedule 3.
10. No candidate shall be considered to have passed the Short Course in Personality Development for School Leavers programmes unless she/he has fulfill all requirements as prescribed by these Guidelines and any other Regulations and Rules made by the Institute.

PART II - EVALUATION

11. The Scheme of Evaluation consists of three (03) components;

End-Programme Reflective Notebook	- 50%
Continuous Assessment	- 30%
Workshop Participation	- 20%

Moreover, 80% attendance to the Lecturers/workshops required to pass the programme. However, the attendance regulations may subject to change depending the situation in the country under the directions of the Director on the recommendation by the Board of Study on Extension Programmes.

12. A candidate's performance shall be graded according to the following criteria:

Grade	Mark Range	Grade
Distinction Pass	75% - 100%	A
Merit Pass	60% - 74%	B
Credit Pass	50% - 59%	C
Pass	40% - 49%	S
Fail	39% or less	W

13. The Overall mark obtained by any student is allocated as given in Schedule 4.
14. Conditions for completion of the examination

- (i) A candidate who has not completed the reflective notebook, continuous assessment and workshop participation successfully at the first sitting shall be allowed to resubmit the reflective notebook and continuous assessment on two subsequent attempts within the next two programs. Further those who have not participate for the workshop as prescribed shall be allowed to participate for the relevant workshops on two subsequent attempts within the next two programs
- (ii) A candidate who has not compete the 80% attendance shall be allowed to attend for the lecturers/workshops of the next two programs and compete the required attendance level.
- (iii) Any student who does not complete the Short Course in Personality Development for School Leavers successfully within three (03) academic programmes from the date on which she/he first registered as a student shall cease to be a student of the Short Course in Personality Development for School Leavers of the Institute unless decided otherwise by a recommendation of the Board of Study on Extension Programmes and the Board of Management of the Institute.

Schedule 1: Programme Objectives

PO ₁	To boost students' confidence and support to get them out of their comfort zones
PO ₂	To enhance students' interpersonal and communicational skills
PO ₃	To normalize students' emotional and support to handle the stress
PO ₄	To support students to practice self-reflections and to present themselves well in social and professional setting
PO ₅	To build strong personality in order to develop them as a socially accepted human being

Schedule 2: Intended Learning Outcomes

The successful completion of the Short Course on Personality Development for School Leavers, participants would be able to;

ILO ₁	Enabling smooth entry to the job market or carry out their studies in the universities with confidence
ILO ₂	Improve their interpersonal and communication skills
ILO ₃	Keeping up with standards and equip with capacity to face challenging environments and sharpen their skills
ILO ₄	Build a strong personality to face the society and challenges of the life
ILO ₅	Succeed in difficult circumstances while dealing with or reducing stress

Schedule 3: Programme Structure

Course Code	Course Name	Credit Value	Status (Compulsory/Optional)	Programme Delivery and Learning Support System
SCPD 01	Leadership and Personal Development	01	Compulsory	Mini-case analysis, Presentation, Role play

SCPD 02	Team Building Work Ethics	02	Compulsory	Team building activities, Presentations, Role play
SCPD 03	Interpersonal Communication Skills and Negotiation	01	Compulsory	Presentations, Role play, Mini-case analysis
SCPD 04	Personal Grooming/ Social Skills	01	Compulsory	Presentations, Role play, Group activities
SCPD 05	Critical Thinking and Problem Solving	01	Compulsory	Presentations, Mini-case development, Group activities
SCPD 06	Creativity and Imagination	01	Compulsory	Presentations, Games, group activities
SCPD 07	Social Responsibility and Self-Discipline	01	Compulsory	Presentations, Role play, Mini-case analysis, Off-campus assignment
SCPD 08	Emotional Intelligence and Understanding	01	Compulsory	Presentations, Role play, Mini-case analysis
SCPD 09	Time Management and Wellbeing	01	Compulsory	Presentations, Group activities, Games

Schedule 4: Criteria for Evaluation

Course Code	Course Name	Status (Compulsory/ Optional)	Formative and Summative Examination
SCPD 01	Leadership and personal development	Compulsory	End-Programme Reflective Notebook, Mini case analysis, Presentation, Role play
SCPD 02	Team building work ethics	Compulsory	Team building activities, Presentations, Role play, workshop participation
SCPD 03	Interpersonal communication skills and negotiation	Compulsory	Presentations, Role play, Mini case analysis, workshop participation
SCPD 04	Personal grooming/ Social skills	Compulsory	Presentations, Role play, Group activities, Off-campus assignment, workshop participation
SCPD 05	Critical thinking and problem solving	Compulsory	End-Programme Reflective Notebook, Presentations, Mini case development , Group activities, Off-campus assignment
SCPD 06	Creativity and imagination	Compulsory	End-Programme Reflective Notebook, Presentations, Games, group activities, Off-campus assignment
SCPD 07	Social responsibility and self-discipline	Compulsory	End-Programme Reflective Notebook, Presentations, Role play, Mini case analysis, Off-campus assignment
SCPD 08	Emotional intelligence and understanding	Compulsory	End-Programme Reflective Notebook, Presentations, Role play, Mini case analysis, Off-campus assignment
SCPD 09	Time management and wellbeing	Compulsory	End-Programme Reflective Notebook, Presentations, Group activities, Games, Off-campus assignment