

Module code: MOD004060	Version: 2 Date Amended: 19/Jul/2016
-------------------------------	---

1. Module Title
Work Placement

2a. Module Leader	2b. Department	2c. Faculty
Null	Department of Leadership and Management	Lord Ashcroft International Business School

3a. Level	3b. Module Type
5	Standard (fine graded)

4a. Credits	4b. Study Hours
30	300

5. Restrictions			
Type	Module Code	Module Name	Condition
Pre-requisites:	None		
Co-requisites:	None		
Exclusions:	None		
Courses to which this module is restricted:			

LEARNING, TEACHING AND ASSESSMENT INFORMATION

6a. Module Description
<p>The aim of this module is to provide students with the opportunity to undertake a period of work within an organisation, relevant to their potential future career in the industry. Thereby enabling them to gain employability and professional skills within the sector. The students will be expected to complete a minimum of 16 weeks, full time work placement. During that period a significant number of hours will be deemed 'learning through work' and as such will represent the work based learning element. Students will be introduced to the module, in the previous semester, where they will receive tailored support and guidance from the placement officer who will help them to secure a relevant placement. The college placement officer will provide a link between the student, their academic advisor and industry supervisor for the duration of the placement. Students will be expected to research prospective organisations, attend interviews and complete relevant documentation. Prior to the placement students will participate in tutor advice and guidance workshops on preparation for work, academic and work based expectations during the placement and successful completion of the required academic learning outcomes. Whilst on placement they will meet expectations of the job role as laid down by the national occupational standards, together with any relevant job description from their work mentor/supervisor. The continuous portfolio of evidence forms the critical completion element of the module, demonstrating that the students develop research, communication, team work, self management and professional development throughout the placement, will form the basis of the formative assessment. The value of the placement will be to give students the opportunity to study the relationships between the theory of organisations and the reality of work, giving them an important insight into working life and the link with academic study. This learning whilst on placement, (work based learning) will equip students with the skills and knowledge in order to complete a continuous framework for reflection and review, enabling them to recognise and record the experiential learning, supported by work based evidence. The Summative assessment, will be a formal presentation of the information, together with a critical evaluation of the employer's organisation activities, in addition to the written personal self reflection. This module will be carried out in accordance with QAA quality code B3, Section 2 Work based and placement learning. The placement officer will ensure that all partners are fully aware of their responsibilities. Confirming that effective measures are in place to monitor, review and assure the quality of the placement.</p>

6b. Outline Content
- Research, search, selection - Application, interview as per person specification - Induction - Complete task as per job descriptions, job roles - Meet key performance indicators, as laid down by company - Team Work - Accept responsibility - Health and Safety - Employment Legislation - Reflection and evaluation of process

6c. Key Texts/Literature
Key Text (recommended to purchase): Helyer, R. The Work-Based Learning Student Handbook. (2010) Palgrave/Macmillan:Basingstoke Durrant, A. Rhodes, G. Young, D. University-level Work based learning. (2009) Middlesex University Press. Cottrell, S. Skills for Success (2010) 2nd ed. Palgrave/Macmillan:Basingstoke Other: Official company corporate web sites (Careers sites) The Caterer and Hotelkeeper Institute of Hospitality journal British Hospitality association British Institute of Innkeepers Sector skill council. People 1st
<i>Last Updated:</i>

6d. Specialist Learning Resources

National occupational standards: For sector either People 1st or Skills for Care For job role, Management standards centre (for leadership and management) National apprenticeship service website (reference Higher apprenticeship)

7. Learning Outcomes (threshold standards)

No.	Type	On successful completion of this module the student will be expected to be able to:
1	Knowledge and Understanding	Investigate, research and select an appropriate work placement. Plan and negotiate in order to complete a successful application
2	Knowledge and Understanding	Critically evaluate the strengths and weaknesses of organisational/business theory as applied to the host organisation
3	Intellectual, practical, affective and transferrable skills	Work effectively with others and recognise the factors that affect team performance
4	Intellectual, practical, affective and transferrable skills	Develop new and existing skills, such as self management and professional development

8a. Module Occurrence to which this MDF Refers

Year	Occurrence	Period	Location	Mode of Delivery
2016/7	ZZF	Template For Face To Face Learning Delivery		Face to Face

8b. Learning Activities for the above Module Occurrence

Learning Activities	Hours	Learning Outcomes	Details of Duration, frequency and other comments
Lectures	6	1-4	Intensive preparatory block
Other teacher managed learning	12	1-4	In work placement support through electronic and face to face surgeries
Student managed learning	282	1-4	Learning through work - Active responsibility for own learning in the job role - Practice based learning in the workplace, completion of learning outcomes via assessment vehicles.
TOTAL:	300		

9. Assessment for the above Module Occurrence

Assessment No.	Assessment Method	Learning Outcomes	Weighting (%)	Fine Grade or Pass/Fail	Qualifying Mark (%)
010	Coursework	1, 4	40 (%)	Fine Grade	30 (%)
Details:	COURSEWORK 1000 WORDS: REFLECTION ON ACQUIRING A WORK PLACEMENT				
Reflection on the process of acquiring a work placement (max equivalent 1,000 words)					
011	Coursework	2-4	60 (%)	Fine Grade	30 (%)
Details:	COURSEWORK 2000 WORDS: REFLECTION ON THE WORK PLACEMENT				
Reflection on the work placement including evaluation of organisation, teamwork and personal skills. (2,000 words)					

In order to pass this module, students are required to achieve an overall mark of 40%.

In addition, students are required to:

- (a) achieve the qualifying mark for each element of fine graded assessment of as specified above
- (b) pass any pass/fail elements