



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Preparing for Employment and Work Placement				
Module Code	UAMPE7-20-2	Level	2	Version	4
UWE Credit Rating	20	ECTS Credit Rating	10	WBL module?	No
Owning Faculty	ACE /Bristol Old Vic Theatre School	Field	Stage Management		
Department	Arts and Cultural Industries	Module Type	Professional Practice		
Contributes towards	FdA – Costume for Theatre, TV and Film (W451)				
Pre-requisites	All Level 1 modules.	Co- requisites	All other modules at this level under this award.		
Excluded Combinations	Modules included under Awards in Stage Management and Design.	Module Entry requirements	N/A		
First CAP Approval Date	07/10/2009	Valid from	September 2009		
Revision CAP Approval Date	20/05/2014	Valid from	September 2014		

Review Date	September 2020
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Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <p><u>Knowledge and Understanding</u></p> <ul style="list-style-type: none"> • Participate in and contribute towards the working of a professional production department in a working environment other than the School;(A) • Relate the learning on the Costume for Theatre, TV and Film Award to a professional context; (A) • Understand the implications and practicalities of working freelance(A) <p><u>Intellectual Skills</u></p> <ul style="list-style-type: none"> • Undertake potential employer research(A) • Make informed decisions in seeking work, which relate to their current training;

	<p>(A)</p> <ul style="list-style-type: none"> • Evaluate their own skills in relation to the employment opportunities identified; (A) <p><u>Subject / Practical Skills</u></p> <ul style="list-style-type: none"> • Match their employable skills to a professional job description; (A) • Establish their own professional contacts with potential employers; (A) • Demonstrate confidence and familiarity with the interview process; (A) • Provide a CV and Portfolio for self-promotion to potential employers. (A) <p><u>Transferable Skills</u></p> <ul style="list-style-type: none"> • Communicate effectively with potential employers; • Demonstrate a good standard of self-organisation; • Work to deadlines. • Adapt to new situations
Syllabus Outline	<p>Work Placement: to consolidate training at the School, students are placed for (up to) three weeks. The host employer organisation is selected by negotiation between the student and the course tutors with due regard to the student's profile, other commitments on the course, and their chosen area of specialism.</p> <p>Monitoring of the placement is undertaken by School staff. The host organisation will provide a mentor for the student who will also act as a contact for the School. Where possible both student and host organisation will provide a report of the student's performance while on placement. The student will not be in a position where they are used to replace professional staff.</p> <p>Self-promotion: classes / lectures in understanding self-employment, managing work as a freelance, tax, membership of trade unions and professional associations, preparing a portfolio, CV writing, etc.</p> <p>A series of interviews with potential employers are held during the last term and the students will be given feedback from these.</p>
Contact Hours	
Teaching and Learning Methods	<p>Teaching of this module will be through group class work, discussions and sharing information. Students will take part in mock interviews with potential employers. Students will undertake work placements within the professional industry, which will be chosen to complement their preferred specialist skills.</p>

	<p>Scheduled learning includes lectures, seminars, tutorials, project supervision, demonstration, practical classes and workshops; fieldwork; external visits; work based learning; supervised time in studio/workshop.</p> <p>Independent learning includes hours engaged with essential reading, case study preparation, assignment preparation and completion etc. These sessions constitute an average time per level as indicated in the table below. Scheduled sessions may vary slightly depending on the module choices you make.</p> <p>Placement learning: may include a practice placement, other placement, and year abroad.</p>
Reading Strategy	<p>Students are encouraged to become familiar with the subject area, and texts specific to the module, through reading lists and reference material provided. Lists are updated annually to maintain currency and relevance. Each department holds texts and reference material, as well as the general access provided to the Schools library and access to the Internet. The specifically vocational nature of training and study, combined with the project based nature of learning on the course, may require that students are guided to reading and research material in the first instance by the module leader.</p> <p>NB: BOVTS students do not have access to UWE Libraries and UWE OnLine</p>
Indicative Reading List	<p>The primary source for this module will be trade directories, theatre / recorded media industry individual websites and trade publications.</p> <p>To include:</p> <p>The Performing Arts Year Book Rheingold PUBLISHING (2009/10)</p> <p>Contacts 2009 The Spotlight, London (2008)</p> <p>Tavidival, M (Ed) The British Theatre Directory Richmond House Publishing Co. (2007)</p> <p>The Knowledge Hollis Publishing Ltd (2009)</p> <p>Websites for key employment information sources – including:</p> <p>www.skillset.org</p> <p>www.skillscene.com</p> <p>www.thestage.co.uk</p> <p>and individual websites for Professional Theatres, Television/Film Production Companies, and specialist costume departments and suppliers.</p> <p>Corfield R</p> <p>Preparing the Perfect Job Application Letters</p>

ISBN: 0749450223; Hardcover; 2008-01

Corfield R

Preparing Your Own CV to Improve your chances of getting the Job you want.

ISBN: 074942852X

DeLuca MJ

24 hours to the Perfect Interview

ISBN: 0071424032; Paperback; 2004-05-21

Fry R

Your First Interview

ISBN: 0934829675

Part 3: Assessment

Assessment Strategy

- **Assessment**

This is a Professional Practice module with only one component of assessment. This component has only one element of assessment and is Pass/Fail.

In assessing Component A there will be meetings between the student and the relevant tutor at formal assessment points over the course of the module to discuss and record the student's progress judged against the learning outcomes for this module. The result of these assessment points (of which there are normally not more than three) are cumulative in nature and give rise to a final mark/grade at the end of the module.

ATTEMPT 1

First Assessment Opportunity

Description Element weighting

1. Work on placement/ Self-promotion Skills 100%

Work during period of placement with professional organisation. Evidence from feedback from the professional organisation and student's own report. Student's self-promotional material (c.v., portfolio, etc.), approach to interview situation and employer contacts.

	<p>Second Assessment Opportunity (further attendance at taught classes is required)</p> <p>Description Element weighting</p> <p>2. Work on placement/ Self-promotion Skills 100%</p> <p>Work during period of placement with professional organisation. Evidence from feedback from the professional organisation and student's own report. Student's self-promotional material (c.v., portfolio, etc.), approach to interview situation and employer contacts.</p> <p>SECOND (OR SUBSEQUENT) ATTEMPT Attendance at taught classes is required.</p>
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Identify final assessment component and element	Comp A	
% weighting between components A and B (Standard modules only)	A: 100%	B:
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Work on placement/ Self-promotion Skills	Pass/Fail	
Component B Description of each element	Element weighting (as % of component)	
N/A		

Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. Work on placement/ Self-promotion Skills	Pass/Fail	
Component B Description of each element	Element weighting (as % of component)	
N/A		
<p>If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.</p>		