

uwe hartpury

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| MODULE CODE: | UIN XHW-20-2 | MODULE VERSION: 1.2 |
| MODULE TITLE: | SANDWICH YEAR WORK PLACEMENT | |
| LEVEL: | 2 | |
| UWE CREDIT RATING: | 20 | |
| ECTS CREDIT RATING: | 10 | |
| MODULE TYPE: | PROJECT | |
| OWNING FACULTY: | HARTPURY | |
| FIELD: | Animal and Land Science | |
| VALID FROM: | 1 September 2012 (For the 2011 intake) | |
| DISCONTINUED FROM: | | |
| PRE-REQUISITES: | 120 credits at level 1 or above | |
| CO-REQUISITES: | None | |
| EXCLUDED COMBINATIONS: | UIN XHW-120P-2: Work Experience | |

LEARNING OUTCOMES:

To achieve credit at the end of this module the student will be able to:

A. Knowledge and Understanding

1. Solve pertinent structured problems both individually, and, if appropriate, in a group with others;

B. Intellectual skills

1. Report on learning achieved during the placement, in an appropriate reporting style;
2. Make recommendations and/or suggest guidelines for change;

C. Subject/professional and practical skills

1. Reflect on experience and/or practice, and plan and implement personal transferable skill objectives;

D. Transferable skills and other attributes:

1. Collect relevant information independently;
2. Demonstrate competence in the use of computer packages to create effective ways to communicate information;
3. Communicate verbally accurately, clearly and appropriately to a variety of audiences demonstrating use of appropriate academic terminology;
4. Manage own time effectively and identify and achieve individual goals when completing a task for a given deadline;
5. Communicate in writing accurately, clearly and appropriately demonstrating use of appropriate academic terminology and writing styles;
6. Demonstrate the ability to manage time effectively and work proficiently as part of a team;
7. Identify individual goals and responsibilities and assume responsibility for one's actions;
8. Demonstrate the skills necessary for self-managed and lifelong learning;
9. Allocate tasks for self, individual and a team and perform in a manner appropriate to these roles and responsibilities;

SYLLABUS OUTLINE:

1. 40 weeks of approved and verified work experience (a week is assumed to be at least 35 hours).
2. The basis for this module is learning in the workplace.
3. Evidence can be obtained from the personal modular tutor as to the suitability of the student for this course of study, which by its nature would be suitable to those students who are able to work independently, and towards self directed study.
4. The student must attend a meeting with a member of the course team, in order to discuss their objectives for taking this module.
5. The student must contact the employer who is offering the placement, and gain agreement to carry out the placement.
6. On satisfying the above conditions, the student may register for the module.
7. Students will be applying their cognitive and intellectual skills and in some cases the bodies of knowledge they have already acquired. Within this context they will undertake the following:
 - 7.1 The practical application of skills development in the workplace; e.g., communication skills, time management skills, literacy and numeracy skills, interpersonal skills;

- 7.2 Report writing and presentation skills, analysis of specific workplace scenarios, gathering company information, evaluation of information relevant to a work placement.

TEACHING & LEARNING METHODS:

This module will be run over all three academic semesters with students undertaking a period of pre-approved work experience. Students will therefore be learning in context under the supervision of the work placement provider as their employer and trainer.

In addition, students will be required to remain in communication with their allocated tutor through regular tutorials either in person, on the telephone or via e-mail.

Students will also be supported through the virtual learning environment where they receive guidance and advice through the duration of the module.

READING STRATEGY: Essential Reading

Any essential reading will be indicated clearly, along with the method for accessing it, e.g. students may be expected to purchase a set text, be given a study pack or be referred to texts that are available electronically etc. This guidance will be available in the module handbook.

Further Reading

Further reading is advisable for this module and students will be encouraged to explore at least one of the titles held in the library on this topic. A current list of such titles will be given in the module handbook and revised annually. Formal opportunities for the students to develop their library and information skills are provided within the induction period and the GDP

Indicative Sources

The following list is offered to provide validation panels/accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, its currency may wane during the life span of the module specification. CURRENT advice on additional reading will be available via the module handbook or Blackboard pages.

- Delin, A. (current edition) *Employment at every level*. Avon. Resource
 Fanthome, C. (current edition) *Work Placements: a survival guide for students*. Basingstoke. Palgrave MacMillan
 Neugebauer, J. (current edition) *Making the most of your placement*. California. Sage

Websites

- UWE Careers service: Jobs and Careers (<http://www.uwe.ac.uk/vacancies/>)
 UWE myfuture
 (<http://www.myfuture.uwe.ac.uk/RenderPages/RenderHomePage.aspx?Context=7>)
 Gradjobs: Work Placement (<http://www.gradjobs.co.uk/work-placement>)
 Prospects: Jobs and Work Experience (<http://www.prospects.ac.uk>)
 Student Employment Services (<http://www.studentemploymentservices.co.uk>)
 Employment 4 Students (<http://www.e4s.co.uk>)

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ASSESSMENT

Please note that this placement credit module is not assessed under MAR. Students shall enrol on an attempt at the module which will incorporate a first assessment opportunity and if required submission of a second assessment opportunity within 12 months of the original date of submission. A third assessment opportunity will only be considered subject to a recommendation from the Award Board.

In line with the College’s commitment to facilitating equal opportunities, a student may apply to the Academic Standards Quality Committee (ASQC) for alternative means of assessment if appropriate. Each application will be considered on an individual basis taking into account learning and assessment needs. For further information regarding this please refer to the Virtual Learning Environment (VLE).

Weighting between components A and B (standard modules only) A: 100% B:

ATTEMPT 1

First Assessment Opportunity
Description of assessment elements

| Component A | Type | Length | Element Weighting |
|-------------|--|------------|-------------------|
| 1 | Reflective portfolio of evidence of 40 weeks relevant work placement with a pre-approved work placement provider including an employer’s report. | 1500 words | 100% |

Second Assessment Opportunity (further attendance at taught classes is not required)
Description of assessment elements

| Component A | Type | Length | Element Weighting |
|-------------|--|------------|-------------------|
| 1 | Reflective portfolio of evidence of 40 weeks relevant work placement with a pre-approved work placement provider including an employer’s report. | 1500 words | 100% |

ATTEMPT 2 (or subsequent), the assessment structure for ATTEMPT 1 applies. Attendance at taught classes is not required for a second or subsequent attempt.

Specification confirmed by:



Role: Chair of FVP
Date: 22 June 2011