



MODULE SPECIFICATION

Part 1: Information			
Module Title	Preparing for Employment		
Module Code	UAMAL7-30-2	Level	5
For implementation from	September 2020		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	Arts, Creative Industries and Education	Field	Stage Management
Department	Bristol School of Film and Journalism		
Contributes towards	FdA Production Arts (Stage)		
Module type:	Professional practice		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	N/A		

Part 2: Description	
<p>The module has two parts: a period of work placement with a professional theatre or company and a period to develop your self-promotion skills for finding employment.</p> <p>You will develop your own self-promotion skills through tutorials and lectures in employment contracts, membership of trade unions and professional associations, CV writing and developing your online presence. A series of mock interviews with potential employers are held in the later part of your final year, and you will be given feedback from the interviews to improve your presentation skills and performance.</p> <p>You will have at least one work placement with the dual aims of consolidating your training to date and comparing an external professional company working practices with those of the School. You will normally be placed for three weeks in one employer or host organisation. A selection of shorter placements with a variety of employers may be suitable if you have ambitions in sectors of the industry that usually operate over a range of short projects such as Events, hire warehouses or venues that accommodate a number of different clients. The employer or host organisation is selected in consultation with you, with due regard to your working profile, other commitments on the course and chosen area of specialism. You should be able to identify suitable placements yourself based on your plans after graduation, but guidance will be available to help find positions that fit around internal commitments and provide you with appropriate experience in your chosen field.</p>	

When on a placement you will not be there to replace professional staff but will work alongside colleagues in a meaningful position. The employer or host organisation will provide a mentor who will also act as the contact for the School. Both you and the host organisation will provide a report of your performance while on placement.

You will usually be involved in the preparation and rehearsal stages of a production and see it through to first performance, but this may vary in industry sectors where a series of one-day events are more common.

Part 3: Assessment

To pass this module you must successfully pass both of the component elements listed below.

You will complete a work placement, several mock interviews, letters of job application and CV and, where appropriate, collate a portfolio of evidence of your working experience. A key part of the judgement of your performance will be your suitability for entry to the workplace of your choice.

This is a pass / fail module – meaning that students are not given a grade or percentage for their work but either pass or fail the module.

Identify final timetabled piece of assessment (component and element)

Component A, element 2

% weighting for component A

A:

Pass/Fail

First Sit

Component A
Description of each element

Element
weighting

1. Reflective self-assessment of work during a period of placement with a professional organisation, and report from host.
2. Self-promotional material (CV etc), approach to interview situation and employer contacts.

PASS/FAIL
PASS/FAIL

Resit (further attendance at taught classes is not required)

Component A
Description of each element

Element
weighting

1. Reflective self-assessment of work during a period of placement with a professional organisation, and report from host.
2. Self-promotional material (CV etc), approach to interview situation and employer contacts.

PASS/FAIL
PASS/FAIL

Part 4: Learning Outcomes & KIS Data

Learning
Outcomes

On successful completion of this module you will be able to:

1. contribute to the working of a professional production department and relate your experience and learning to a professional context. (Element 1)
2. make informed decisions about the implications of working freelance or developing a "portfolio career" (Elements 1 & 2)
3. establish your own professional contacts with potential employers and provide a CV / Portfolio for self-promotion. (Elements 1 & 2)
4. demonstrate confidence and be familiar with the interview process (Element 2)

Key Information Sets Information (KIS)	<table border="1"> <thead> <tr> <th colspan="5">Key Information Set - Module data</th> </tr> </thead> <tbody> <tr> <td colspan="5"><i>Number of credits for this module</i></td> </tr> <tr> <td colspan="4"></td> <td style="border: 2px solid black; text-align: center;">30</td> </tr> <tr> <th>Hours to be allocated</th> <th>Scheduled learning and teaching study hours</th> <th>Independent study hours</th> <th>Placement study hours</th> <th>Allocated Hours</th> </tr> <tr> <td style="text-align: center;">300</td> <td style="text-align: center;">140</td> <td style="text-align: center;">40</td> <td style="text-align: center;">120</td> <td style="text-align: center;">300</td> </tr> </tbody> </table>					Key Information Set - Module data					<i>Number of credits for this module</i>									30	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	300	140	40	120	300
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Contact Hours	<p>The table below indicates as a percentage the total assessment of the module which constitutes a;</p> <p>Written Exam: Unseen or open book written exam Coursework: Written assignment or essay, report, dissertation, portfolio, project or in class test Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)</p>																													
Total Assessment	<table border="1"> <thead> <tr> <th colspan="2">Total assessment of the module:</th> </tr> </thead> <tbody> <tr> <td>Written exam assessment percentage</td> <td style="text-align: center;">0%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td style="text-align: center;">100%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td style="text-align: center;">0%</td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> </tr> </tbody> </table>					Total assessment of the module:		Written exam assessment percentage	0%	Coursework assessment percentage	100%	Practical exam assessment percentage	0%		100%															
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Reading List	<p><i>Please create a reading list on http://readinglists.uwe.ac.uk, and include a link to your list in this section.</i></p>																													

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First Approval Date (and panel type)	12 th March 2020		
Revision ASQC Approval Date	Version		Link to Quest