



### MODULE SPECIFICATION

Part 1: Information			
Module Title	Preparing for Employment		
Module Code	UAMAL7-30-2	Level	2
For implementation from	September 2018		
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	All other modules required at this level under this award		
Module Entry requirements	N/A		

Part 2: Description
<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, 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>
Part 3: Assessment
<p><b>This is a Professional Practice module with one component of assessment. The component has one element and is Pass/Fail</b></p> <p>Assessment of this Project module comprises:</p> <p>Portfolio:</p> <p>To include – Placement and Interview details: - preparing for, placement itself, self-reflection, and employers' assessment. Furthermore the preparing for is broken down into; CV and application letter, interview technique and evaluation of interview(s).</p>

All aspects of the above are relevant to the 'event' of the placement and consequent preparation for the wider activity of seeking employment. Learning outcomes covered in this final assessment include the first two under 'Knowledge and Understanding', the first two under 'Intellectual Skills', and all under 'Subject/Practical Skills' and 'Transferable Skills'.		
Identify final timetabled piece of assessment (component and element)		
% weighting between components A and B (Standard modules only)	<b>A:</b>	<b>B:</b>
	100%	
<b>First Sit</b>		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>	
1. Portfolio	Pass/Fail	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>	
1.	N/A	
<b>Resit (further attendance at taught classes is not required)</b>		
<b>Component A</b> (controlled conditions) <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>	
1. Portfolio	Pass/Fail	
<b>Component B</b> <b>Description of each element</b>	<b>Element weighting</b> <b>(as % of component)</b>	
1.	N/A	
<b>Part 4: Learning Outcomes &amp; KIS Data</b>		
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ul style="list-style-type: none"> <li>• Knowledge and Understanding</li> <li>• Participate in and contribute towards the working of a professional production department in a working environment other than the School; (A1)</li> <li>• Relate the learning on the Stage Management Award to a professional context; (A1)</li> <li>• Understand the implications and practicalities of working freelance (A1)</li> <li>• Intellectual Skills</li> <li>• Undertake potential employer research (A1)</li> <li>• Make informed decisions in seeking work, which relate to their current training; (A1)</li> <li>• Evaluate their own skills in relation to the employment opportunities identified; (A1)</li> <li>•</li> <li>• Subject / Practical Skills</li> <li>• Match their employable skills to a professional job description; (A1)</li> <li>• Establish their own professional contacts with potential employers; (A1)</li> <li>• Demonstrate confidence and familiarity with the interview process; (A1)</li> </ul>	
Reading List	<p><b>The primary source for this module will be trade directories, theatre / recorded media industry individual websites and trade publications.</b></p> <p><b>To include:</b> The Performing Arts Year Book Rheingold PUBLISHING (Annual publication)</p> <p>Contacts The Spotlight, London (Annual publication) Tavidival, M (Ed)</p> <p>The British Theatre Directory Richmond House Publishing Co. (Annual publication)</p>	

	<p>The Knowledge Hollis Publishing Ltd (Annual publication)</p> <p>Websites for key employment information sources – including: <a href="http://www.skillset.org">www.skillset.org</a> <a href="http://www.skillscape.com">www.skillscape.com</a> <a href="http://www.thestage.co.uk">www.thestage.co.uk</a></p> <p>And individual websites for Professional Theatres, Television/Film Production Companies, and specialist costume departments and suppliers</p> <p>Additional digital materials are made available through Blackboard.</p> <p><i>Further information and guidance on reading lists and digitisation are available at <a href="https://intranet.uwe.ac.uk/tasks-guides/Collection/using-readinglists">https://intranet.uwe.ac.uk/tasks-guides/Collection/using-readinglists</a></i></p>
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First CAP Approval Date	1 <sup>st</sup> June 2012			
Revision CAP Approval Date		Version	3	<a href="#">Link to MIA</a>