University of the West of England
BRISTOL

CORPORATE AND ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data						
Module Title	Preparing for Employment					
Module Code	UAMAL7-30-2		Level	2	Version	1
Owning Faculty	ACE		Field	Stage Management		
Contributes towards	FdA Professional Stage Management					
UWE Credit Rating	30	ECTS Credit Rating	15	Module Type	Project	
Pre-requisites	None		Co- requisites	All other modules required at this level under this award		
Excluded Combinations	None		Module Entry requirements	n/a		
Valid From	September 2012		Valid to	September 2018		

CAP Approval Date	1st June 2012

Part 2: Learning and Teaching	
Learning Outcomes	On successful completion of this module students will be able to: • Knowledge and Understanding • Participate in and contribute towards the working of a professional production department in a working environment other than the School; (A1) • Relate the learning on the Stage Management Award to a professional context; (A1) • Understand the implications and practicalities of working freelance (A1) • Intellectual Skills • Undertake potential employer research (A1) • Make informed decisions in seeking work, which relate to their current training; (A1) • Evaluate their own skills in relation to the employment opportunities identified; (A1) • Subject / Practical Skills • Match their employable skills to a professional job description; (A1) • Establish their own professional contacts with potential employers; (A1) • Demonstrate confidence and familiarity with the interview process; (A1)

	• Provide a CV for self-promotion to potential employers. (A1) • <u>Transferable Skills</u> • Communicate effectively with potential employers; (A1) • Demonstrate a good standard of self-organisation; (A1) • Work to deadlines. (A1) • Adapt to new situations (A1)
Syllabus Outline	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. 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. Self-promotion: classes / lectures in understanding self-employment, managing work as a freelance, tax, CV writing, etc. A series of interviews with potential employers are held during the last term and the students will be given feedback from these.
Contact Hours/Scheduled Hours	Work Placement: student to be on placement normally for three weeks, working professional theatre hours, so an expected 120 hours. Self Promotion: Teaching sessions, tutorials, interviews with employers – an average of 12 hours plus student's own preparation and research on employing organisations, cv writing etc. Anticipated minimum 25 hours in all.
Teaching and Learning Methods	**Teaching and learning methods:** Teaching of this module will be through group class work and one to one tutorials. 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.
Reading Strategy	**Reading Strategy** 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.
Indicative Reading List	**Indicative sources:** **The primary source for this module will be trade directories, theatre / recorded media industry individual websites and trade publications.** **To include:** The Performing Arts Year Book Rheingold PUBLISHING (Annual publication) Contacts The Spotlight, London (Annual publication) Tavidival, M (Ed)

	The British Theatre Directory Richmond House Publishing Co.
	(Annual publication)
	The Knowledge Hollis Publishing Ltd (Annual publication)
	Websites for key employment information sources – including:
	www.skillset.org
	www.skillscene.com
	www.thestage.co.uk
	and individual websites for Professional Theatres, Television/Film Production Companies, and specialist costume departments and suppliers.

Part 3: Assessment

Assessment Strategy	**This is a Project module with one component of assessment. The component has one element.** Assessment of this Project module comprises: Portfolio: to include – Placement and Interview details: - preparing for, placement itself, self-reflection, employers' assessment. Furthermore the preparing for is broken down into; CV and application letter, interview technique and evaluation of interview(s). 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 assessment component and element	A1	
% weighting between components A and B (Standard modules only)	**A:** **100%**	**B:**

First Sit	
Component A **Description of each element**	**Element weighting** **(as % of component)**
1.Portfolio	100%
Component B **Description of each element**	**Element weighting** **(as % of component)**
N/A	

Resit (further attendance at taught classes may be required)	
Component A **Description of each element**	**Element weighting** **(as % of component)**
1.Portfolio	100%
Component B **Description of each element**	**Element weighting** **(as % of component)**
N/A	

If a student is permitted an **EXCEPTIONAL RETAKE** of the module the assessment will be that indicated by the Module Description at the time that retake commences.