



## MODULE SPECIFICATION

Part 1: Information			
Module Title	Work Based Experience		
Module Code	UFCFSE-30-2	Level	Level 5
For implementation from	2018-19		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	Faculty of Environment & Technology	Field	Computer Science and Creative Technologies
Department	FET Dept of Computer Sci & Creative Tech		
Contributes towards			
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
<p><b>Educational Aims:</b> See Learning Outcomes.</p> <p><b>Outline Syllabus:</b> Portfolio Development:</p> <p>Personal development plan with specified targets and objectives.            Self-appraisal/audit.            Progress files and portfolios: career and personal development plan.            Development and evidencing interpersonal and transferable skills: communication, interpersonal skills, organisation, time management, prioritising, team working, cooperation, flexibility.            Evaluation of progress.            Production of a Curriculum Vitae</p> <p>Introductory lectures will include:</p> <p>The employee's rights and responsibilities in the work place including the relevant UK laws and regulations.</p>

## STUDENT AND ACADEMIC SERVICES

The pros and cons of teamwork, effective team dynamics in order to achieve a successful problem solving at the workplace.  
Effective communication skills, types of communication and barriers to communication within the workplace.  
Personal SWOT analysis and actions plans to address the specific needs identified.  
The different opportunities and constraints at the workplace, e.g. training, budget, shadowing, organisational structure, general policies and procedures.  
The continued professional development (CPD) needs of an employee in order to progress within an organization.  
Analysing own role and responsibilities within the chosen workplace and being able to reflect on the positive and negative aspects of the employment with a view to making a positive contribution to own career development.

**Teaching and Learning Methods:** Introductory lectures are supported by tutorials, visits and mentor-led sessions. In addition this module will be supported by interactive forums (built through the VLE) and learning tools.

300 hours study time of which 20 hours will represent scheduled learning. Introductory lectures will focus on ensuring that student, employer, mentor and tutor are aware of their responsibilities and expectations. All material will be available electronically to ensure remote access.

Independent learning includes hours engaged with essential reading, assignment preparation and completion. Student study time will be organised each week with a series of both essential and further readings as appropriate for the individual settings.

Students must prepare for and undertake a minimum of 96 hours of placement in a relevant computing discipline within an organisation(s) by the deadline. Placement study hours will include 126 hours used in placement learning, external speakers teaching, tutorials, residentials, visits and mentor sessions.

This module will be taught across both semester 1 and 2 beginning with introductory lectures before students begin a formal work placement.

### Part 3: Assessment

A range of assessment techniques will be employed to ensure that learners can meet the breadth of learning outcomes presented in this module alongside the ability to demonstrate transferable skills e.g. communication skills.

**Critical Presentation:** Students will be expected to present an analysis of the job role undertaken and to reflect upon the value of the experience gained and the effects on personal career development.

**Portfolio:** Building a digital portfolio of evidence to include the following:

The employer feedback template completed and signed by the employer acknowledging a minimum of 96 days work placement hours or employment relevant to the subject discipline.

A diary of activities undertaken alongside an estimation of the time spent on each activity.

The personal SWOT analysis and the action plan produced for personal development.

Samples of the workplace policies and procedures with relevant sections highlighted, e.g. Health and Safety, staff induction.

A PDP record indicating at least 2 entries that have been achieved as part of the employment and another 2 future planned activities.

Opportunities for formative assessment exist for the assessment strategy used. Verbal feedback is given and all students will engage with personalised tutorials setting SMART targets as part of the programme design.

## STUDENT AND ACADEMIC SERVICES

First Sit Components	Final Assessment	Element weighting	Description
Portfolio - Component B	✓	75 %	Portfolio detailing a range of work-based experience
Presentation - Component A		25 %	Presentation of critical reflection (15minutes) In class
Resit Components	Final Assessment	Element weighting	Description
Portfolio - Component B	✓	75 %	Portfolio detailing a range of work-based experience
Presentation - Component A		25 %	Presentatoin of critical reflection (15 mins) in-class

Part 4: Teaching and Learning Methods											
Learning Outcomes	On successful completion of this module students will be able to:										
	<table border="1"> <thead> <tr> <th colspan="2">Module Learning Outcomes</th> </tr> </thead> <tbody> <tr> <td>MO1</td> <td>Produce primary evidence of a range of work based activities from both work experience and/or a residential in a portfolio</td> </tr> <tr> <td>MO2</td> <td>Demonstrate the practice of reflection with documents that show a deepening awareness of personal strengths and the ability to critically analyse self performance</td> </tr> <tr> <td>MO3</td> <td>Evidence personal development with an increasing range of skills</td> </tr> <tr> <td>MO4</td> <td>Perform practical and analytical skills and link academic theory with professional practice</td> </tr> </tbody> </table>	Module Learning Outcomes		MO1	Produce primary evidence of a range of work based activities from both work experience and/or a residential in a portfolio	MO2	Demonstrate the practice of reflection with documents that show a deepening awareness of personal strengths and the ability to critically analyse self performance	MO3	Evidence personal development with an increasing range of skills	MO4	Perform practical and analytical skills and link academic theory with professional practice
	Module Learning Outcomes										
	MO1	Produce primary evidence of a range of work based activities from both work experience and/or a residential in a portfolio									
	MO2	Demonstrate the practice of reflection with documents that show a deepening awareness of personal strengths and the ability to critically analyse self performance									
	MO3	Evidence personal development with an increasing range of skills									
MO4	Perform practical and analytical skills and link academic theory with professional practice										
<b>Contact Hours</b>											
<b>Independent Study Hours:</b>											
Independent study/self-guided study	154										
<b>Total Independent Study Hours:</b>	154										
<b>Placement Study Hours:</b>											
Placement	126										
<b>Total Placement Study Hours:</b>	126										
<b>Scheduled Learning and Teaching Hours:</b>											

## STUDENT AND ACADEMIC SERVICES

	Face-to-face learning	20
	<b>Total Scheduled Learning and Teaching Hours:</b>	20
	<b>Hours to be allocated</b>	300
	<b>Allocated Hours</b>	300
Reading List	<p><i>The reading list for this module can be accessed via the following link:</i></p> <p><a href="https://uwe.rl.talis.com/index.html">https://uwe.rl.talis.com/index.html</a></p>	