ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data						
Module Title	Work Integrated Learning					
Module Code	UMCDKM-15-3		Level	3	Version	1
UWE Credit Rating	15	ECTS Credit Rating	7.5	WBL module?	No	
Owning Faculty	FBL		Field	Business Management Cross Disciplinary		
Department	BBS: Business and Management		Module Type	Standard		
Contributes towards	BA (Hons) Business Management and Leadership BA (Hons) Business and Management; BA (Hons) Business and HRM; BA (Hons) Business Management with Marketing; BA (Hons) Marketing; BA (Hons) Marketing Communications; BA (Hons) Business and Events Management; BA (Hons) Business Management with Accounting and Finance; BA (Hons) Business Management with Economics. BA (Hons) Accounting and Finance; BA (Hons) Banking and Finance; BA (Hons) Economics; BSc (Hons) Economics; BA (Hons) Business and Law/ BA(Hons) Business Management with Law/ LLB(Hons) Law with Business; LLB (Hons) Law.					
Pre-requisites			Co- requisites	*None*		
Excluded Combinations	UMCD9X-15-3 Learning Enquiry and Development on Placement; UMCDDA-15-3 Learning and Development on Placement; UMCD9Y-15-3 Learning and Development on Study Year Abroad.		Module Entry requirements	A minimum of 210 credits, including at least 90 at level 2 In discussion with the module leader, it must be established that students meet the work experience requirements of the module.		
First CAP Approval Date	14 July 2016		Valid from	September 2016		
Revision CAP Approval Date			Revised with effect from			

Part 2: Learning and Teaching	
Learning Outcomes	On successful completion of this module students will be able to: - accurately self-assess their skills, knowledge and experience in relation to effectiveness in a work role (A) - demonstrate how skills and knowledge gained on their academic programme can be applied to, and enhanced through their experiences of work (A, B) - set and achieve work based personal development goals (A) - reflect on the experience of working and to be able to express the experience in such a way as to enhance their employability and future career prospects (A) - demonstrate reflective practice as applied to their own personal and professional development and to synthesise this as continuing professional development (A) - demonstrate a critical understanding of an aspect of their work organisation (B) - work critically with theory in practice through the demonstration of a detailed knowledge and critical understanding of how a subject specialism may be applied in, and in turn be influenced by, real world organisations (B)
Syllabus Outline	The module allows students to gain a critical understanding of the world of work - and their current and future role within it - through experiences of work concurrent with their studies. The required work experience may be a period in employment e.g. an internship or vacation work, part-time work completed during the academic year or a formal volunteer role. The module aims to provide students with the opportunity: - to combine practical work experience with academic reflection and critical analysis. - for continuing personal and professional development as relates to current work role and to longer term employability. Guidelines on the volume, nature and location of the work experience that will be acceptable must be agreed with the Module Leader. Such guidance will be made available to students well in advance of the start of the module so that the nature and relevance of the work context for the module can be agreed, this will include an appropriate process to ensure the safety of students at work and guidance on arrangements to comply and achieve, in accordance with UWE Health and Safety Guidance Note (SGN024) on Student Placements. As the work experience of each student will be different, content will be flexible and largely determined by students' needs and organisational context. Whilst syllabus content cannot fully be predicted in advance, the core academic content will involve: - Work based learning - Sense making, critical reflection and reflective practice - Personal development and employability - Working with theory in practice - Subject field specific sessions
Contact Hours	Completion of the module is largely an independent learning experience, supported by some taught sessions and one to one mentoring sessions with a named academic contact. | Activity	Hours
Scheduled contact	15
Self-directed study	135
Total study time	**150**	
Teaching and Learning Methods	Students are required to seek, plan, and manage their own work experience using the resources provided by UWE Careers http://www1.uwe.ac.uk/students/careersandemployability/vacanciesandworkexperience.aspx , UWE Volunteering http://www1.uwe.ac.uk/students/careersandemployability/volunteering.aspx and other

	university opportunities e.g. Student Ambassadors http://www1.uwe.ac.uk/students/careersandemployability/studentambassadors..
	UWE Careers offers a range of support services is to students seeking work, including briefing materials and advice on internships, employability, job-seeking, interview skills, etc. Advice and information on the criteria for suitability of prospective work experience episodes will be provided. Whilst the emphasis is on active, self managed learning, with the student taking responsibility for initiating, planning and executing the work, it is recognised that some structured framework of staff support is required and this is provided to two forms. 1. Taught sessions based on 3 hours of scheduled learning and teaching activities per teaching week during the initial 5 week taught unit. This will consist of: - A weekly one hour lecture for the delivery of core syllabus concepts - A two hour facilitated workshop 2. Mentoring sessions: In addition students are allocated a mentor to provide one-to one on going advice and support. In addition, extensive use will be made of Blackboard, and students will also be directed towards the University's Study Skills resources for the development of skills appropriate to the level and style of the module.
Key Information Sets Information	Key Information Sets (KIS) are produced at programme level for all programmes that this module contributes to, which is a requirement set by HESA/HEFCE. KIS are comparable sets of standardised information about undergraduate courses allowing prospective students to compare and contrast between programmes they are interested in applying for.

Key Information Set - Module data

Number of credits for this module			15	

Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours
150	15	135	0	150

The table below indicates as a percentage the total assessment of the module which constitutes a -

Written Exam: Unseen written exam, open book written exam, In-class test
Coursework: Written assignment or essay, report, dissertation, portfolio, project
Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam

Please note that this is the total of various types of assessment and will not necessarily reflect the component and module weightings in the Assessment section of this module description:

Total assessment of the module:	
Written exam assessment percentage	0%
Coursework assessment percentage	100%
Practical exam assessment percentage	0%
	100%

Reading	A Module Handbook is issued in advance. Guidance includes reading guidelines, as

| Strategy | well as advice on workplace evidence gathering and other learning activities to be undertaken by students.

No set text is applicable to this module but specific reading guidance will be made available for each module run. Reading matter is tailored to the student's programme or discipline area, workplace characteristics or individual needs where possible.

Students are encouraged to make full use of the resources available through membership of the University during and after their work experience. These include electronic journals and a wide variety of e-support resources available through web sites and information gateways. They are also expected to use non-University sources such as professional literature available in or through their workplace and/or relevant professional bodies. |
|---|---|
| Indicative Reading List | - Boud, D., & Solomon, N. (2001). *Work-Based Learning: A New Higher Education?* Taylor & Francis
Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook.* (2nd ed.) Palgrave Study Skills
- Cunningham, I.; Dawes, G. & Bennett, B. (2004) *The Handbook of Work Based Learning.* Gower Publishing Company
- Evans, K. (2006) *Improving Workplace Learning.* London: Routledge.
- Fanthome, C. (2004) *Work Placements - A Survival Guide for Students.* Palgrave Study Skills.
- Heyler, R. (2010) *The Work-Based Learning Student Handbook* . Palgrave Study Skills.
- Neugebauer, J. & Evans-Brain, J. (2009) *Making the most of your Placement.* Sage Study Skills Series.
- Schön, D.A. (1995). *The Reflective Practitioner: how professionals think in action*, Basic Books
- Trought, F (2012). *Brilliant Employability Skills: how to stand out from the crowd in the graduate job market*, Prentice-Hall
- Whatmore, W. & Midwinter, D. (2011) *Positive Placements: Making the Most of Your Educational Placement.* Continuum International Publishing Group. |

Part 3: Assessment

Assessment Strategy	**Component A** The Portfolio will enable the Faculty to monitor and assess students' personal development from the experience of work. The Portfolio combines a range of activities that are designed to encourage the student to set themselves clear and stretching objectives, to gain feedback on their work performance, to reflect on their learning and to plan for their future. **Component B** Organisational report (2,000 words) of how an aspect of the skills and knowledge gained from their academic programme may be applied in, and in turn be influenced by, the world of work.

Identify final assessment component and element	Component B	
	A:	**B**:
% weighting between components A and B (Standard modules only)	**50%**	**50%**

First Sit		

Component A (controlled conditions) **Description of each element**	**Element weighting**
1. Portfolio	100%
Component B **Description of each element**	**Element weighting**

2. Project report (2000 words)	100%

Resit (further attendance at taught classes is not required)	
Component A (controlled conditions) **Description of each element**	**Element weighting**
1. Portfolio	100%
Component B **Description of each element**	**Element weighting**
1. Resubmission of project report	100%

If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.