



## **Module Specification**

# **Evidencing Work Based Learning 5: Extended Learning Portfolio**

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## Part 1: Information

**Module title:** Evidencing Work Based Learning 5: Extended Learning Portfolio

**Module code:** UMCDLT-30-3

**Level:** Level 6

**For implementation from:** 2023-24

**UWE credit rating:** 30

**ECTS credit rating:** 15

**Faculty:** Faculty of Business & Law

**Department:** FBL Dept of Business & Management

**Partner institutions:** None

**Delivery locations:** Not in use for Modules

**Field:** Business and Management Cross-Disciplinary

**Module type:** Module

**Pre-requisites:** None

**Excluded combinations:** None

**Co-requisites:** None

**Continuing professional development:** No

**Professional, statutory or regulatory body requirements:** None

## Part 2: Description

**Overview:** Not applicable

**Features:** Not applicable

**Educational aims:** See learning outcomes.

**Outline syllabus:** Students are required to complete a Learning Portfolio documenting and critically reflecting on their learning journey throughout the duration

of their programme of study. This document will include a range of materials developed over the period of the students' study which provides evidence of the students' ability to demonstrate leadership and management concepts. The portfolio will evidence of applications of knowledge/ skills/ competencies and professional behaviours which may be presented in the form of reports, minutes, reflection, demonstrations, presentations, feedback from managers and peers. Although the portfolio development largely involves self-directed private study supported, there will be support sessions as appropriate, which may cover topics such as: Development of learning portfolios Critical thinking and writing Reflection and reflexivity Evidencing work based learning Supervisory sessions will support students in the development of their learning portfolio.

There will be online support from both library and technologist Students will be required to use software which supports the development of electronic portfolio's (such as Pebblepad).

### **Part 3: Teaching and learning methods**

**Teaching and learning methods:** Students are required to develop an extended Learning portfolio which evidences critical reflection of the students learning journey to date, and evidence capturing and demonstrating students ability to apply theory to experience/ experience to theory, and their professional development, including progress reviews and notes of quarterly meetings between tutor, manager and student.

Students will be allocated a supervisor to provide one-to one support throughout the development of the learning portfolio. Action learning sets may also be used to provide points of group supervision enabling peer-to-peer learning.

Scheduled learning includes lectures, seminars, tutorials, project supervision, demonstration, practical classes and workshops; fieldwork; external visits; work based learning; supervised time in studio/workshop.

Independent learning includes hours engaged with essential reading, case study preparation, assignment preparation and completion etc. These sessions constitute an average time per level as indicated in the table below. Scheduled sessions may vary slightly depending on the module choices you make.

This is a project module with focus on private, independent study. There will be significant online support enabling the successful completion of projects.

On selection and agreement of topic, students will be allocated a supervisor to provide one-to-one support throughout the project.

Action learning sets may also be used to provide points of group supervision enabling peer-to-peer learning.

There is a focus on flipped delivery supported by technology, here the delivery of core theoretical concepts moves from the classroom into the online space and face to face sessions focus on collaborative learning, sense making and sharing of experiences. Post session (face to face) online activities help the student to apply their learning to the context of their organisation and personal and professional development.

**Module Learning outcomes:** On successful completion of this module students will achieve the following learning outcomes.

**MO1** Critically reflect on their learning throughout the completion of their degree programme, drawing on evidence from their studies as appropriate

**MO2** Evidence reflective capacity in accepting accountability for determining and achieving group and/ or personal outcomes

**MO3** Demonstrate a systematic understanding of their ability to transfer and apply critical diagnostic and creative skills

**MO4** Demonstrate the ability to exercise significant critically reflective judgement in a range of situations

**MO5** Demonstrate behaviours developed and skills acquired through continuous professional development in the workplace

**MO6** Demonstrate the planning and implementation of a synoptic work based project

**Hours to be allocated:** 300

**Contact hours:**

Independent study/self-guided study = 260 hours

Face-to-face learning = 40 hours

Total = 300

**Reading list:** The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/index.html) via the following link <https://uwe.rl.talis.com/index.html>

## **Part 4: Assessment**

**Assessment strategy:** Strategy:

Learning portfolio: arrange of materials and documents generated over the period of the programme which provide evidence of the student's ability to apply management concepts, and professional behaviours. This is a holistic reflection of the students learning journey to date, and evidence capturing and demonstrating students ability to apply theory to experience/ experience to theory, and their professional development, including progress reviews and notes of quarterly meetings between tutor, manager and student.

Panel interview: discussion regarding specific aspects of the portfolio work.

Summative assessment is as described above. Formative feedback is built into the module design and provides opportunities for peer and tutor feedback with regards to developing thinking and approaches to assessment and working with the assessment criteria.

**Assessment components:**

**Presentation (First Sit)**

Description: Panel interview (30 mins inc q&a's)

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

**Portfolio (First Sit)**

Description: Extended learning portfolio (7000 words)

Weighting: 80 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

**Presentation (Resit)**

Description: Panel interview (30 mins inc q&a's)

Weighting: 20 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

**Portfolio (Resit)**

Description: Extended learning portfolio including amendment review (7000 words)

Weighting: 80 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6

**Part 5: Contributes towards**

This module contributes towards the following programmes of study:

Leadership and Management Practice {Apprenticeship-UWE}

[Sep][FT][Frenchay][4yrs] BA (Hons) 2020-21