



MODULE SPECIFICATION

Part 1: Information			
Module Title	Work Based Experience Project		
Module Code	UFCFWM-15-2	Level	Level 5
For implementation from	2018-19		
UWE Credit Rating	15	ECTS Credit Rating	7.5
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>Educational Aims: See Learning Outcomes.</p> <p>Outline Syllabus: The syllabus includes:</p> <p>Portfolio Development 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</p> <p>Teaching and Learning Methods: Prepare for and undertake a minimum of 96 hours of a work based project within the organisation(s). Essential and directed reading will be circulated as appropriate.</p>

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Introductory lectures will include:

The employee's rights and responsibilities in the work place including the relevant UK laws and regulations.

The pros and cons of teamwork, effective team dynamics in order to achieve 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 organisation.

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.

Introductory lectures are supported by seminars, case studies, visits and practical workshops. In addition this module will be supported by interactive forums and learning tools.

150 hours study time of which 36 hours will represent scheduled learning. Scheduled learning includes lectures, seminars, tutorials, demonstration, practical classes and workshops; external visits; supervised time in studio/workshops.

Independent learning includes hours engaged with essential reading, case study preparation, assignment preparation and completion. Apprentice study time will be organised each week with a series of both essential and further readings and preparation for practical workshops. It is suggested that preparation for lectures, practical workshops, session delivery and seminars will take 7 hours per week.

Contact Hours:

36 hours scheduled learning

114 hours research, independent study and preparation for assessment work

Scheduled learning will typically include lectures, seminars, supervision, external visits and an interactive forum.

All apprentices are expected to attend a series of tutorials.

Part 3: Assessment

This module is assessed by a combination of techniques: a presentation (30 minutes) and a portfolio.

Component A

Critical Presentation: Apprentices 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.

Component B

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

The employer feedback template completed and signed by the employer acknowledging the project work undertaken.

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 CPD 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 apprentices will engage with personalised tutorials setting SMART targets as part of the programme design.

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Total Assessment:

Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam

Coursework: Written assignment or essay, report, presentation, dissertation, portfolio, project

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:

Coursework assessment percentage: 75%

Practical exam assessment percentage: 25%

Total: 100%

First Sit Components	Final Assessment	Element weighting	Description
Portfolio - Component B	✓	75 %	Portfolio detailing a range of work-based experience. Final assessment.
Presentation - Component A		25 %	Presentation of critical reflection (30 mins) (in the workplace)
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Portfolio - Component B	✓	75 %	Portfolio detailing a range of work-based experience. Final assessment.
Presentation - Component A		25 %	Presentation of critical reflection (30 mins) [in the workplace]

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Part 4: Teaching and Learning Methods																			
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2" style="text-align: center;">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								
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Reading List	<p><i>The reading list for this module can be accessed via the following link:</i></p> <p>https://uwe.rl.talis.com/index.html</p>																		