



MODULE SPECIFICATION

Part 1: Information			
Module Title	Evidencing Work Based Learning 3		
Module Code	UMCDPB-60-2	Level	2
For implementation from	September 2018		
UWE Credit Rating	60	ECTS Credit Rating	30
Faculty	Business and Law	Field	Business and Management Cross Disciplinary
Department	BBS, Business and Management		
Contributes towards	BA (Hons) Leadership and Management Practice (Top-Up)		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	NA		

Part 2: Description
<p>This module forms part of the BA (Hons) Leadership and Management Practice (Top-up) programme. It is one of three Evidencing Work-based learning modules that enables students joining the BA (Hons) Leadership and Management Practice (Top-up) programme to demonstrate knowledge and skills commensurate with the knowledge, skills and behavioural requirements associated with specific aspects of the Operations/Departmental Manager Standard (https://www.gov.uk/government/publications/apprenticeship-standard-operationsdepartmental-manager-approved-for-delivery). For this module, students are expected to develop an extended portfolio of evidence as part of their independent study that enables a deepening of their workplace knowledge and experience through the lens of academic theory in the areas of:</p> <ul style="list-style-type: none"> - Operations Management - Finance - HRM - Communication - Leadership <p>The aim of this module is therefore to support students in their application of operational work experience to theory/theory to operational work experience. This is to support students' ability to reflect deeply on their learning journey and deepen their work-based knowledge and experience through the lens of relevant academic theory. The module specifically enables students to deepen their understanding of:</p> <ul style="list-style-type: none"> • Risk management approaches

- Organisational Culture
- Ethics in managerial decision-making
- Procurement and contracting approaches
- Time management techniques
- Building effective working relationships
- Diversity and well-being management
- Effective leadership of change

Part 3: Assessment

There is one component to the assessment for this module:

Portfolio of Evidence = reflection of the student's learning journey to date, and evidence capturing and demonstrating students ability to apply theory to experience/ experience to theory, and their professional development

Identify final timetabled piece of assessment
(component and element)

Component A

% weighting between components A and B (Standard modules only)

A:	B:
100%	0%

First Sit

Component A (controlled conditions)
Description of each element

Element weighting
(as % of component)

1. Portfolio of Learning

100%

Component B
Description of each element

Element weighting
(as % of component)

Resit (further attendance at taught classes is not required)

Component A (controlled conditions)
Description of each element

Element weighting
(as % of component)

1. Portfolio of Learning

100%

Component B
Description of each element

Element weighting
(as % of component)

Part 4: Teaching and Learning Methods

Learning Outcomes

On successful completion of this module students will be able to:

1. Understand and apply different approaches to risk management, including the safe use of technology in the workplace and secure management of data (Component A)
2. Understand the role of organisational culture and ethics in decision-making processes (Component A)
3. Understand and apply different approaches to procurement and contracting (Components A)
4. Understand and evaluate time management techniques (Component A)
5. Understand and build effective working relationships (Component A)
6. Understand different approaches to the management of diversity and well-being (Component A)
7. Understand and evaluate effective leadership of change (Component A)

Key Information Sets Information (KIS)	<table border="1"> <thead> <tr> <th colspan="5">Key Information Set - Module data</th> </tr> </thead> <tbody> <tr> <td colspan="4">Number of credits for this module</td> <td>60</td> </tr> <tr> <th>Hours to be allocated</th> <th>Scheduled learning and teaching study hours</th> <th>Independent study hours</th> <th>Placement study hours</th> <th>Allocated Hours</th> </tr> <tr> <td>600</td> <td>0</td> <td>600</td> <td>0</td> <td>600</td> </tr> </tbody> </table>	Key Information Set - Module data					Number of credits for this module				60	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	600	0	600	0	600
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Contact Hours	<p>The table below indicates as a percentage the total assessment of the module which constitutes a;</p> <p>Written Exam: Unseen or open book written exam Coursework: Written assignment or essay, report, dissertation, portfolio, project or in class test Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam (i.e. an exam determining mastery of a technique)</p>																				
Total Assessment	<table border="1"> <thead> <tr> <th colspan="2">Total assessment of the module:</th> </tr> </thead> <tbody> <tr> <td>Written exam assessment percentage</td> <td>0%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td>100%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td>0%</td> </tr> <tr> <td></td> <td>100%</td> </tr> </tbody> </table>	Total assessment of the module:		Written exam assessment percentage	0%	Coursework assessment percentage	100%	Practical exam assessment percentage	0%		100%										
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Reading List	<p>Students will be expected to undertake substantial independent reading on this module to enable them to apply theory to their work experience. All students will be encouraged to make full use of the electronic resources available to them through membership of the University. These include a range of electronic journals and a wide variety of resources available through web sites and information gateways. The University Library's web pages provide access to subject relevant resources and services, and to the library catalogue. Many resources can be accessed remotely. Students will be presented with opportunities within the curriculum to develop their information retrieval and evaluation skills in order to identify such resources effectively.</p> <p>An electronic indicative reading list can be found at:</p>																				

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First CAP Approval Date	UVP May 2018 link to Apprenticeship Proposal			
Revision CAP Approval Date <i>Update this row each time a change goes to CAP</i>		Version	2	Link to RIA