



## **Module Specification**

### Careers and Enterprise in Practice

Version: 2021-22, v3.0, 07 Jun 2021

#### **Contents**

<b>Module Specification .....</b>	<b>1</b>
<b>Part 1: Information .....</b>	<b>2</b>
<b>Part 2: Description .....</b>	<b>2</b>
<b>Part 3: Teaching and learning methods .....</b>	<b>3</b>
<b>Part 4: Assessment.....</b>	<b>4</b>
<b>Part 5: Contributes towards .....</b>	<b>7</b>

## Part 1: Information

**Module title:** Careers and Enterprise in Practice

**Module code:** UTLGVQ-30-M

**Level:** Level 7

**For implementation from:** 2021-22

**UWE credit rating:** 30

**ECTS credit rating:** 15

**Faculty:** Faculty of Arts Creative Industries & Education

**Department:** ACE Dept of Education and Childhood

**Partner institutions:** None

**Delivery locations:** Frenchay Campus

**Field:**

**Module type:** Standard

**Pre-requisites:** None

**Excluded combinations:** None

**Co-requisites:** None

**Continuing professional development:** No

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

## Part 2: Description

**Overview:** This module forms the second part of the Postgraduate Certificate in Career Development and will enable participants to consider effective ways of working with clients in a variety of settings and using different methods.

**Features:** Not applicable

**Educational aims:** The module enables participants to critically review labour and career-related information and understand how this can be used in interactions with clients. Appropriate theory is considered when assessing how to help clients interpret and use information to make informed choices. The module draws on relevant theory and current practice when designing materials for client groups and in turn allows participants to develop necessary professional and research skills.

**Outline syllabus:** Participants are expected to work through a set of study units, such as:

Identifying, evaluating and using labour and career-related information

Researching work place environments

Identifying education, training and employment options

Professional skills for providing information and advice

Assessing career development needs of clients

Using appropriate theories to support career development needs of clients

Designing career-related activities

Delivering career-related activities

Using digital career-related tools

Reflective practice

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

**Teaching and learning methods:** The module will be delivered online using appropriate online learning platforms. Each of the study units will comprise a set of online teaching materials, such as recorded lectures, videos, webinars and case studies, that allow participants to understand, apply and reinforce their learning of the concepts covered. Using the readings and self-directed activities to build a strong theoretical background, participants will be encouraged to consider how theory informs practice. Participants will also be encouraged, via a series of activities, to share their professional and personal experiences of career development for mutual benefit and learning. Participants will also develop skills in self-directed learning which will facilitate their studies.

**Module Learning outcomes:**

**MO1** Critically engage with ethical issues to undertake career-related research. (Component A)

**MO2** Critically review, organise and use labour and career-related information in order to best support the needs of clients appropriate to context. (Component B)

**MO3** Apply appropriate theory to help clients to access, interpret and utilise information relating to employment, education and training options. (Component B)

**MO4** Draw on appropriate theory and principles relevant to career development and pedagogy to design and deliver career-related learning activities for small and large groups. (Component B)

**MO5** Demonstrate the skills required to refer and signpost to further sources of careers information to support clients. (Component B)

**Hours to be allocated:** 300

**Contact hours:**

Independent study/self-guided study = 240 hours

Face-to-face learning = 60 hours

Total = 300

**Reading list:** The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://rl.talis.com/3/uwe/lists/6F7A80EE-6ED8-85FA-475C-3C12628F15E9.html?draft=1&lang=en-GB&login=1) via the following link <https://rl.talis.com/3/uwe/lists/6F7A80EE-6ED8-85FA-475C-3C12628F15E9.html?draft=1&lang=en-GB&login=1>

## **Part 4: Assessment**

**Assessment strategy:** The assessment strategy has been developed to encourage participants to reflect deeply and critically on their learning and experience, and to make connections between theory, ideas and concepts and their application in practice. The assessment requires participants to draw together their learning from individual study units and tutorials, analyse relevant labour and career-related information and consider the influences for contemporary career decision-making. Assessment involves carrying out a visit to an organisation, in order to gain a

personal insight into a sector and demonstrate effective communication of the key messages to clients. Ethics will need be considered prior to the visit, so that participants understand the importance of gathering and storing data.

Sectors of work can change, and it is important for practitioners to engage with employers so that information on entry requirements, skills and trends is up to date and can be passed on appropriately. Additionally, recognising where to find quality labour market information is essential when referring clients. Participants will showcase the particular features of the sector that have discovered and communicate these in a creative and engaging way.

The module assessment will comprise of two components: A1: A 1000 word written assignment based on the contents of the UWE ethics application form where participants will be asked to explore ethical considerations in relation to practice; and B1: Visual representation and 2,000 word commentary to demonstrate a deeper understanding of the sector.

Opportunities for formative feedback from teaching staff will be provided throughout the module.

Given the individual choice of the visit to an organisation and the subsequent design of a visual representation and commentary, it is extremely unlikely that participants would plagiarise others' work.

Participants are expected to make adequate reference to appropriate literature and will be provided with individual feedback based on a department marking template.

### **Assessment components:**

#### **Report - Component A (First Sit)**

Description: Based on the contents of the UWE ethics application form, complete a 1000 word written assignment to:

- Examine reasons why ethical considerations are important
- Explore how ethical considerations relate to practice

- Identify and explain at least two issues relating to ethics that may arise during meetings with employers

Weighting: 25 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1

### **Poster - Component B (First Sit)**

Description: Following a visit to an organisation, participants will create a visual representation of a sector to convey key labour market information for clients. The commentary will also include a 2000 word commentary on this chosen sector.

(Module learning outcomes 2, 3, 4, 5)

Weighting: 75 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO2, MO3, MO4, MO5

### **Report - Component A (Resit)**

Description: Based on the contents of the UWE ethics application form, complete a 1000 word written assignment to:

- Examine reasons why ethical considerations are important
- Explore how ethical considerations relate to practice
- Identify and explain at least two issues relating to ethics that may arise during meetings with employers

Weighting: 25 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1

### **Poster - Component B (Resit)**

Description: A visual representation of a sector and 2000 word commentary.

Weighting: 75 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO2, MO3, MO4, MO5

## **Part 5: Contributes towards**

This module contributes towards the following programmes of study:

Career Development [Sep][DL][DL][1.5yrs] PGDip 2021-22

Career Development [Sep][DL][DL][2yrs] MA 2021-22