



## MODULE SPECIFICATION

Part 1: Information			
Module Title	Careers and Enterprise in Practice		
Module Code	UTLGVQ-30-M	Level	Level 7
For implementation from	2020-21		
UWE Credit Rating	30	ECTS Credit Rating	15
Faculty	Faculty of Arts Creative Industries & Education	Field	
Department	ACE Dept of Education and Childhood		
Contributes towards	Career Development [Sep][DL][Frenchay][1yr] PGCert 2020-21		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
<p><b>Overview:</b> 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.</p> <p><b>Educational Aims:</b> 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.</p> <p><b>Outline Syllabus:</b> Participants are expected to work through a set of study units, such as: Identifying, evaluating and using labour and career-related information</p>

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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

**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.

### Part 3: Assessment

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 completed ethics application form where participants will be asked to identify key considerations prior to visiting an organisation; 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.

First Sit Components	Final Assessment	Element weighting	Description
Report - Component A		25 %	Completion of a UWE research ethics application form, where participants will be asked to identify key considerations prior to visiting an organisation. (Module outcome 1)
Poster - Component B	✓	75 %	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

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			commentary on this chosen sector. (Module learning outcomes 2, 3, 4, 5)
Resit Components	<b>Final Assessment</b>	<b>Element weighting</b>	<b>Description</b>
Report - Component A		25 %	A completed ethics application form
Poster - Component B	✓	75 %	A visual representation of a sector and 2000 word commentary.

<b>Part 4: Teaching and Learning Methods</b>													
Learning Outcomes	On successful completion of this module students will be able to:												
	<table border="1"> <thead> <tr> <th colspan="2"><b>Module Learning Outcomes</b></th> </tr> </thead> <tbody> <tr> <td>MO1</td> <td>Critically engage with ethical issues to undertake career-related research. (Component A)</td> </tr> <tr> <td>MO2</td> <td>Critically review, organise and use labour and career-related information in order to best support the needs of clients appropriate to context. (Component B)</td> </tr> <tr> <td>MO3</td> <td>Apply appropriate theory to help clients to access, interpret and utilise information relating to employment, education and training options. (Component B)</td> </tr> <tr> <td>MO4</td> <td>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)</td> </tr> <tr> <td>MO5</td> <td>Demonstrate the skills required to refer and signpost to further sources of careers information to support clients. (Component B)</td> </tr> </tbody> </table>	<b>Module Learning Outcomes</b>		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)
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Contact Hours	<b>Contact Hours</b>												
	<b>Independent Study Hours:</b>												
	Independent study/self-guided study	240											
	<b>Total Independent Study Hours:</b>	240											
	<b>Scheduled Learning and Teaching Hours:</b>												
	Face-to-face learning	60											
	<b>Total Scheduled Learning and Teaching Hours:</b>	60											
	<b>Hours to be allocated</b>	300											

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	<b>Allocated Hours</b>	300
Reading List	<i>The reading list for this module can be accessed via the following link:</i> <a href="https://rl.talis.com/3/uwe/lists/6F7A80EE-6ED8-85FA-475C-3C12628F15E9.html?draft=1&amp;lang=en-GB&amp;login=1">https://rl.talis.com/3/uwe/lists/6F7A80EE-6ED8-85FA-475C-3C12628F15E9.html?draft=1&amp;lang=en-GB&amp;login=1</a>	