

<b>Module Title:</b>	Work-Based Learning
<b>Module Code:</b>	06I
<b>Level:</b>	5
<b>Credits:</b>	30
<b>Pre-Requisites:</b>	none

**Module Description:**

This module examines the nature of learning through work based experience by means of reflection and the development of documentary evidence to support it. The module aims to enable students to analyse their readiness for the workplace and to work towards improving their employability. They will also be expected to reflect on their work practice, critically appraise their own performance and report on the experience of learning at work. This will also give an opportunity for students to learn about both the IT systems used and the professional context of the IT workplace.

The module is intended for both learners in full-time employment and for learners on short work placements. The work placement should be relevant to the student's programme of study and should enable the student to make use of some of the material they have learned on the course.

As part of this module, students are expected to select and follow an industry-recognised unit of work that will enhance their employability. They will be required to justify their choice of unit and will be required to plan their work and evaluate their progress. The choice of the unit of work will be agreed with the module leader in order to ensure it is of a suitable standard.

**Indicative Content:**

- CVs, covering letters, online applications
- Online profiles, video profiles
- Interview/interviewing skills
- Business meeting-related skills
- Career development planning
- Professional bodies
- The work environment (e.g. physical, social, hierarchical)
- Information systems
- Communication in the workplace between workers, clients and stakeholders
- Work-based learning theories
- Reflective writing
- Professional report writing

## Module Specifications: Schools of Business & Management & Information Technology

### Learning and Teaching Methods:

The module will be delivered through a combination of lectures, workshops, role play and individual tutorials. Supported workshops will be provided to assist students in following a self-study programme to gain an industry-standard certification.

### Specific Learning Resources:

None

### Bibliography

#### Highly Recommended

Cottrell, S. (2010) Skills for Success: personal development and employability skills

(2nd Edition). Basingstoke: Palgrave Macmillan

Laudon K. and Laudon J. P. (2014) Management Information Systems: managing the digital firm (13th Edition). Harlow: Pearson Education Ltd.

Raelin, J. (2008) Work Based Learning: bridging knowledge and action in the workplace. USA: John Wiley and Sons Ltd.

#### Recommended

British Computer Society website: [www.bcs.org](http://www.bcs.org)

Cottrell, S. (2011) Critical thinking Skills: developing effective analysis and argument

(2nd Edition). Basingstoke: Palgrave Macmillan.

Fanthome, C. (2004) Work placements – a survival guide for students.

Basingstoke: Palgrave Macmillan.

Malloch, M., Cairns, L., Evans, K. and O'Connor, B. N. (eds) (2011) The Sage Handbook of Workplace Learning. London: Sage Publications Ltd.

## Module Learning Outcomes

### Subject Specific Learning Outcomes

*On successful completion of this module you will be able to:*

<b>LO 1</b>	Analyse their own readiness for employment as an IT professional, produce a development plan and provide evidence of executing the plan and evaluating progress.
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<b>LO 2</b>	Demonstrate an understanding of tools and resources which can help them promote themselves towards employment and engage in professional development.
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**Module Specifications:** *Schools of Business & Management & Information Technology*

**LO 3** | Obtain and carry out a work placement that is relevant to the programme and critically reflect on the work environment and the experience of learning in the workplace.

**LO 4** | Plan and complete a relevant self-study programme.

<b>Assessment Title or element</b>	<b>Weighting (%)</b>
Portfolio: career development plan and evidence of working towards employability, showing activities undertaken, feedback obtained and 500 word evaluation [mid year]	30%
Assignment: reflective log (20%) of placement activity; report (1500 words, 20%) on an aspect of IT use in an organisation [end of year]	40%
Report on self-study element with evaluation (1000 words) [end of year]	30%