

MODULE SPECIFICATION PROFORMA

<b>Module Title:</b>	Work Placement	<b>Level:</b>	5	<b>Credit Value:</b>	20
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<b>Module code:</b>	SOC541	<b>Is this a new module?</b>	Yes	<b>Code of module being replaced:</b>	
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<b>Cost Centre:</b>	GAPL	<b>JACS3 code:</b>	X220	<b>HECoS code:</b>	101090
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<b>Faculty:</b>	Social and Life Sciences	<b>Module Leader:</b>	Emma Taylor
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Scheduled learning and teaching hours	10 hrs
Guided independent study	118hrs
Placement	72hrs
<b>Module duration (total hours)</b>	200hrs

<b>Programme(s) in which to be offered</b>	Core	Option
BA (Hons) Public Service Leadership	✓	

<b>Pre-requisites</b>
None

**Office use only**

Initial approval: 26/07/2018

Version no: 1

With effect from: 01/01/2019

Date and details of revision:

Version no:

**Module Aims**

To give students an insight and direct experience of professional practice and undertaking leadership tasks in a Public Service Context.

**Intended Learning Outcomes**

Key skills for employability

- KS1 Written, oral and media communication skills
- KS2 Leadership, team working and networking skills
- KS3 Opportunity, creativity and problem solving skills
- KS4 Information technology skills and digital literacy
- KS5 Information management skills
- KS6 Research skills
- KS7 Intercultural and sustainability skills
- KS8 Career management skills
- KS9 Learning to learn (managing personal and professional development, self-management)
- KS10 Numeracy

At the end of this module, students will be able to		Key Skills	
1	Establish contacts and engage with relevant organisations and practitioners in the fields of Public Service	KS1	KS2
		KS6	KS9
2	Develop transferrable skills and the ability to reflect on self in an organisational context	KS5	KS9
		KS6	KS10
		KS9	KS1
		KS8	KS2
3	Demonstrate the ability to gather knowledge that is specific to their chosen Public Service Area and apply this into an evaluation of their placement experience and the practice they observe or undertake therein	KS1	KS2
		KS6	KS9
4	Provide feedback to managers in a service context about organisational culture and leadership within the Public Service context	KS1	KS2

### Transferable/key skills and other attributes

- IT
- Problem solving.
- Organising.
- Working to deadlines.
- Making decisions.
- Research skills.

### Derogations

None

### Assessment:

1. A written work-based reflective journal exploring the application of theory/law to practice-submitted at the end of the placement but to be discussed with tutor at mid-way meeting

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration	Word count (or equivalent)
1	1-5	Learning log	100%		6x 500 word logs

### Learning and Teaching Strategies:

The module is embedded within the values and practices espoused in the Glyndŵr University's Teaching and Learning and Assessment strategy whereby students are encouraged to take responsibility for their own learning and staff facilitate the learning process, with the aim of encouraging high levels of student autonomy in learning and the capacity to apply it within the wider environment.

There will be a requirement for some face to face lectures. In addition, students will attend regular individual supervision sessions to provide in-depth support, monitor progression, and provide guidance and feedback prior to the final submission of the Learning log.

### Syllabus outline:

Syllabus outline:

Work Placement opportunity will be agreed in a one to one tutorial session between tutor and student. In the tutorial the tutor and student must come to an agreement on the specific topic or placement location and overall experience that the student wants to achieve. A learning agreement

will be completed specifying how learning outcomes from the module will be achieved.

**Bibliography:****Essential reading**

Fanthome, C. (2004) *Work placements: a survival guide for students*, Basingstoke, Palgrave Macmillan,

Heyler, R. (2011) *The work based learning student handbook*, Basingstoke, Palgrave Macmillan.

Raelin, J. A. (2008) *Work based learning: Bridging knowledge and action in the workplace*, San-Francisco, Jossey-Bass.

**Other indicative reading**

Ashworth, P.D. (1992) *Managing Work Experience*, Routledge, New York

Bassot, B. (2013) *The Reflective Journal*, Palgrave Macmillan, Basingstoke

Bolton, G. (2010) *Reflective practice: writing and professional development*, Sage Publications, London

Collis, J. and Hussey, R. (2013) *Business Research: A Practical Guide for Undergraduate and Postgraduate Students*, Sage Publications, London

Gardner, F. (2014) *Being Critically Reflective*, Palgrave Macmillan, Basingstoke

Jasper, M. (2006) *Professional development, reflection and decision-making*, Blackwell, Oxford

Moon, J. (2006) *Learning journals: a handbook for reflective practice and professional development*, Routledge

Rearden, D. (2006) *Doing your undergraduate project*, Sage Publications, Thousand Oaks.

Ridley, D. (2012) *The Literature Review: A step-by-step Guide for Students*, 2nd Edn., Sage Publications, London

Tarrant, P. (2013) *Reflective practice and professional development*, Sage Publications, London

Wilson, J. (2014) *Essentials of Business Research: A Guide to Doing Your Research Project*, 2nd Edn., Sage Publications, Lond

Work based learning handbook

Pre-placement workshop and seminars

*Books and journals in the work context of the placement*