

Module Code:	BUS593
---------------------	--------

Module Title:	Work Placement
----------------------	----------------

Level:	5	Credit Value:	40
---------------	---	----------------------	----

Cost Centre(s):	GAMG	JACS3 code:	N211
		HECos code:	100810

Faculty:	Social & Life Sciences	Module Leader:	Emma Taylor
-----------------	------------------------	-----------------------	-------------

Scheduled learning and teaching hours	20
Guided independent study	180
Placement	200
Module duration (total hours)	400

Programme(s) in which to be offered (not including exit awards)	Core	Option
BA (Hons) Business	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA (Hons) Accounting & Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA (Hons) Hospitality, Tourism & Event Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA (Hons) Human Resource Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BA (Hons) Marketing	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BSc (Hons) Financial Technology Management	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pre-requisites
N/A

Office use only

Initial approval: 09.05.19

Version no: 1

With effect from: 24/09/2019

Date and details of revision:

Version no:

Module Aims

This placement aims to enable students to demonstrate the application of knowledge and skills gained during the undergraduate programme of study and will extend, enhance and underpin learning, in addition to developing business competences. The placement aims to provide practical and specific workplace experience to enhance the future employability prospects of students in chosen fields.

An integral aim of this placement module is to enable the students to gain real world experience in the workplace, to develop and demonstrate professional conduct in the workplace and to be able to apply their learning and transferable skills to the workplace for the benefit of their future employer. Students will also gain an understanding of the benefits of reflective practice within the workplace for professional and career development.

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

At the end of this module, students will be able to		Key Skills	
1	Demonstrate professional business behaviour and effective communication skills, critically evaluating own performance and engaging in appropriate workplace feedback mechanisms and processes.	KS1 KS2 KS8	
2	Analyse and assess the current job and labour market, and identify key employment skills industries will require both now and in the future.	KS1 KS3 KS4	KS5 KS6 KS8
3	Identify, evaluate and effectively communicate own key skills to a public audience, demonstrating how and where these skills will transfer to the current and future job and labour market.	KS1 KS4 KS6 KS9	KS3 KS5 KS8 KS10
4	Applying business theory, critically reflect on the placement setting in relation to own learning and development, analyse own contribution to the workplace during this experience, and identify key areas for future development.	KS1 KS8	KS4 KS5

Transferable skills and other attributes

1. Written, oral and media communication skills
2. Leadership, team working and networking skills
3. Opportunity, creativity and problem solving skills
4. Information technology skills and digital literacy
5. Information management skills
6. Research skills
7. Intercultural and sustainability skills
8. Career management skills
9. Learning to learn (managing personal and professional development, self-management)
10. Numeracy

Derogations

None

Assessment:

Indicative Assessment Tasks:

Indicative Assessment 1:

Group presentation

Students must work together to present to a panel of industry and business professionals on their understanding of the job market and the key skills employers are looking for both now and in the future. They should identify the key skills required in a sector or employer of interest and give examples of how their University studies has enabled them to demonstrate these skills.

Indicative Assessment 2:

Assessment Centre

Students will actively participate in an assessment centre and interview process with a range of employers and placement providers. Each student will be expected to attend the Business Placement Marketplace and undertake a mini interview with a range of employers/providers. Students will be assessed by employers/providers, and academics from the Business School will be observing these interviews.

Indicative Assessment 3:

Reflective Portfolio

Students will complete a reflective portfolio on their experience in their placement, identifying challenges and barriers, and their next steps for learning and development, linking Academic Business Theory with practice in the workplace.

The portfolio will include:

- A copy of group presentation (not included in the word count)
- Feedback from the Assessment Centre (not included in the word count)
- Evidence of work projects or other business activities undertaken on the placement (subject to GDPR) that demonstrate where transferrable skills have been harnessed. (not included in the word count)

- Evidence of learning and development opportunities presented and undertaken during the work placement (not included in the word count)
- A CPD (continuous, professional development) plan for self-development in line with future business and career needs/opportunities (not included in word count)
- Work placement timesheet (not included in the word count)
- A written reflection on all of the above (3,000 words)

Completed work placement timesheets must be submitted.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	2	Group Presentation	20	10 minutes	1,000
2	1 and 3	Assessment Centre	20	15 minutes (3 x 5 minute interviews)	N/A
3	4	Reflective Portfolio	60	N/A	3,000

Learning and Teaching Strategies:

This module covers two semesters. Tutorial sessions will be undertaken during semester 1 and semester 2.

In semester 1 tutorials will be provided to students to prepare the students for the placement, prepare for the group presentation and assessment centre with the aim of supporting students to secure their own placement opportunities and developing communication skills needed within the workplace as well as developing an understanding of professional conduct within the workplace.

During semester 2, the tutorial sessions will focus on reflective practice and how this can enable the students to continue their development within their placement setting.

The module is embedded within the values and practices espoused in the Wrexham 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.

Syllabus outline:

1. Understanding UK and International job and labour markets
2. Work placement responsibilities, behaviours, expectations and contributions
3. Employability and understanding transferable skills
4. Understanding Assessment Centres
5. Effective communication and other business skills
6. Understanding how businesses operate
7. Experiential Learning
8. Kolb's learning cycle
9. Double and triple loop learning
10. Understanding business theory and how it relates in practice
11. Identifying learning and development opportunities for future employment
12. Gibb's Reflective Cycle
13. Reflective practice of self and the work placement

Indicative Bibliography:

Essential reading

Helyer, R. (2015) *The Work-Based Learning Student Handbook*. Palgrave Macmillan, Basingstoke

Websites/Reports:

PwC, (2018), Workforce of the Future: the competing forces shaping 2030, <https://www.pwc.com/gx/en/services/people-organisation/publications/workforce-of-the-future.html> (electronically accessed 14.03.2019)

Strategy+Business, (2017), 10 Principles for Leading the Next Industrial Revolution, <https://www.strategy-business.com/article/10-Principles-for-Leading-the-Next-Industrial-Revolution?gko=f73d3> (electronically accessed 14.03.2019)

TEDTalk, (2013), Andrew McAfee - what will future jobs look like? https://youtu.be/cXQrbxD9_Nq (electronically accessed 14.03.2019)

Chartered Management Institute: <https://www.managers.org.uk/>

Journals:

Career Development International
Development and Learning in Organizations
Higher Education, Skills and Work-based Learning
Journal of Workplace Learning

Other indicative reading

Holmes, K. (2017) *What Employers Want* (2nd edn), Bath, Trotman Education