

Module Code:	YCW417
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Module Title:	Preparing for your Placement
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Level:	4	Credit Value:	10
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Cost Centre(s):	GDZB	JACS3 code:	N211
		HECoS code:	100810

School:	Social & Life Sciences	Module Leader:	Hayley Douglas
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Scheduled learning and teaching hours	12 hrs
Guided independent study	88 hrs
Placement	0 hrs
Module duration (total hours)	100 hrs

Guidance - normally, the university would expect to see the following amounts of contact time and independent learning time for taught modules as part of its Modular Curriculum Framework;

<i>Level</i>	<i>Credit volume</i>	<i>Overall learning hours</i>	<i>Contact learning hours</i>	<i>Independent learning hours</i>
<i>Level 3</i>	<i>20 credits</i>	<i>200 hrs</i>	<i>40</i>	<i>160</i>
<i>Level 4</i>	<i>20 credits</i>	<i>200 hrs</i>	<i>36</i>	<i>164</i>
<i>Level 5</i>	<i>20 credits</i>	<i>200 hrs</i>	<i>30</i>	<i>170</i>
<i>Level 6</i>	<i>20 credits</i>	<i>200 hrs</i>	<i>24</i>	<i>176</i>
<i>Level 7</i>	<i>20 credits</i>	<i>200 hrs</i>	<i>21</i>	<i>179</i>

Programme(s) in which to be offered (not including exit awards)	Core	Option
Standalone module aligned to BA (Hons) Youth and Community Work for QA and assessment purposes	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pre-requisites
None

Office use only

Initial approval: 04/04/2019
 With effect from: 01/05/2019
 Date and details of revision:

Version no:1

Version no:

Module Aims

This module aims to give students an understanding of the professional behaviours, conduct and attitudes required within the workplace in preparation for their placement. It will cover the placement processes required by the University, introduce basic health and safety, risk assessments and focus on the professional behaviours expected across a range of placement settings.

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	Identify three professional behaviours which are required within a placement setting	KS1	
		KS5	
		KS2	
2	Define the role of a placement opportunity from both the student perspective and the provider perspective	KS6	KS10
		KS8	
		KS9	
3	Demonstrate your understanding of the role of Health and Safety within a placement setting	KS3	
		KS4	
		KS7	

Transferable skills and other attributes

Communication skills
Collaboration through group work and informal learning
Presentation skills
Interpret, analyse and evaluate behaviour, approaches and methods
Apply principles and values of team work
Reflection and professional practice
Research and evaluation skills in an organisational context

Derogations

N/A

Assessment:

Indicative Assessment Tasks:

Students will complete a portfolio which will include the following tasks:

- 1) Identify three key behaviours you should demonstrate in a professional placement setting
- 2) Undertake a short online MCQ about Health and Safety
- 3) Describe the purpose of a placement from a student perspective including the advantages
- 4) Describe the purpose of a placement from a provider perspective

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1, 2, 3	Portfolio	100	N/A	2000

Learning and Teaching Strategies:

Students will experience a wider range of teaching strategies including (but not limited to) online materials and videos, workshops, lectures, desk based research, interviews and role play

Syllabus outline:

Syllabus will include:

Professional conduct in the workplace – what's expected?
Professional behaviour – do's and don'ts
Why do a placement – the advantages
Why do placement providers work with the University
Health and Safety essentials
Top tips for finding your placement
How to get the most out of your placement

Indicative Bibliography:**Essential reading**

Durrant, A. Rhodes, G. Young, D. (2011) Getting started with university-level work based learning. 2nd edition. Libri Publishing.

Other indicative reading

- Cottrell, S. (2015) Skills for success; personal development and employability. 3rd edition. Palgrave Macmillan.
- Fanthome, C. (2004) Work placements: a survival guide for students. Palgrave Macmillan.
- Heyler, R. (2015) The work-based learning student handbook. 2nd edition. Palgrave Macmillan
- Kirton, B. (2012) Brilliant workplace skills for students and graduates. Prentice Hall
- Moon, J. (2004) A Handbook of reflective and experiential learning: theory and practice. Routledge Falmer.
- Rook, S. (2015) Work Experience, Placements and Internships. 2nd Ed. Palgrave Macmillan
- Williams K, Woolliams M, Spiro J (2012) Reflective writing (pocket study skills) Palgrave Macmillan, Basingstoke