Module Code:	BUS458

Module Title:	Work Place Project 1

Level:	4	Credit Value:	40

Cost Centre(s):	GAMG	JACS3 code:	N211

School:	Social & Life Sciences	Module Leader:	Dr Sarah Evans

Scheduled learning and teaching hours			36
Guided independent study			364
Module duration (total hours)			400
Programme(s) in which to be offered (not including exit awards)		Core	Option
FdA Business Part-Time		✓	☐
Pre-requisites			
N/A			

Module Aims

The aim of this module is for students to begin to demonstrate the application of knowledge and skills gained during the programme through the medium of a work based project. It will enhance and underpin learning, in addition to developing business competencies. The work based project aims to provide practical and specific workplace experience to enhance the future employability prospects of students within their chosen field. An integral aim is for the student to complete an investigate report and an in-depth reflective record of their experiences, drawing on basic theoretical content to illustrate self-motivation, enquiry and problem-solving abilities.

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	Engage in professional business behaviour throughout the duration of the placement and practice performance management techniques to meet the module objectives set in conjunction with the University and the employer.	KS8	
2	Investigate and analyse a business issue or problem and provide suitable recommendations to the employing organisation; make basic links to relevant business and management academic theory.	KS1	KS2
		KS3	KS4
		KS5	KS6
		KS9	KS10
3	Complete a portfolio of activities and tasks which draws on the key learning experiences from the place of work.	KS1	KS3
		KS4	KS5
		KS6	KS8
		KS9	

Transferable skills and other attributes

Transferable/Key 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

N/A

Assessment:

Indicative Assessment Tasks:

Indicative Assessment 1:-

This will be a report relating to a work based issue/problem. The report must incorporate an overview of the issue/problem being investigated, a basic review of relevant academic theory, the research undertaken and an outline the options available to resolve the issue/problem.

Indicative Assessment 2:-

Complete a portfolio of activities and tasks which draws on the key learning experiences from the placement. This shall include:-

- A structured log to record activities and achievements during the placement and demonstrate effective reflective practice to provide the foundation for the report.

- A skills or competency analysis, resulting in a review of developmental needs, highlighting the steps for future career planning.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1 and 2	Report	70		4,000
2	1 and 3	Portfolio	30		1,500

Learning and Teaching Strategies:

This module covers two trimesters.

Lectures in the first part of trimester one will be provided to students digitally, a minimum of three working days before the classroom tutorials. The classroom tutorials will facilitate interactive discussion and feedback on the lecture material which forms a basis for group work through practical exercises.

In addition students will attend individual supervision sessions prior to submission of the proposal, followed by the work placement where the strategies will be employer led, largely of a practical nature, in addition to writing a log.   In trimester 2 the student will undertake independent study and reflective practice to write up the outcomes of the placement project. During trimester 2 there will be periodic individual supervision sessions and group tutorial sessions to provide in-depth support, monitor progression, providing guidance and feedback to effectively meet student needs.

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.   Project introduction and assessment
2.   Project ideas and agreement with Employer
3.   The project proposal, structure and practical issues
4.   Experiential Learning
5.   Kolb's learning cycle
6.   Structure of placement report
7.   Writing a structured learning log
8.   Gibb's Reflective Cycle and reflective practices
9.   Organization the portfolio
10.   Drawing conclusions and making recommendation

Indicative Bibliography:

Essential reading

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

Other indicative reading

Bassot, B. (2016) '*The Reflective Journal',* Palgrave Macmillan, Basingstoke

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

Fanthome, C. (2004) *'Work Placements: A Survival Guide for Students'*. 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

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

Websites
www.managers.org.uk – Chartered Management Institution