

Module Code:	BUS466
---------------------	--------

Module Title:	Improving your Employability with Placements
----------------------	--

Level:	4	Credit Value:	20
---------------	---	----------------------	----

Cost Centre(s):	GDZB	JACS3 code:	X220
		HECoS code:	101278

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

Scheduled learning and teaching hours	18 hrs
Guided independent study	82 hrs
Placement	100 hrs
Module duration (total hours)	200 hrs

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

Pre-requisites
Students must currently be enrolled on an undergraduate or postgraduate programme within the University.

Office use only

Initial approval: 30/04/2019

Version no: 1

With effect from: [Click or tap to enter a date.](#)

Date and details of revision:

Version no:

Module Aims

This module provides students who are on non-placement courses to undertake placement activity either over the summer period or during the year building on their work experience and employability

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	Undertake a minimum of 100 of placement or work-based activity	KS2	KS3
		KS9	
2	Reflect on the work experience undertaken and the learning journey	KS1	KS8
		KS9	
3	Identify students' key strengths and weaknesses in the workplace	KS4	KS5
		KS8	KS9

Transferable skills and other attributes

Time management
 Personal Development
 Subject specific skills
 Communication skills
 Presentation skills
 Understanding the workplace
 Employability skills

Derogations

None

Assessment:

Indicative Assessment Tasks:

Assessment 1 – Students should provide evidence of the completion of a minimum of 100 hours of work related activity. This should be logged on the placement handbook timesheet and signed off by the provider

Assessment 2 – Students will keep a portfolio of tasks undertaken, reflections on their placement opportunity and identify their key skills in the workplace.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration or Word count (or equivalent if appropriate)
1	1	Attendance	PASS/FAIL	100 hours
2	2 & 3	Portfolio	100	N/A

Learning and Teaching Strategies:

Students are supported in their learning and development through online sessions and individual guidance and feedback. Students complete a series of online introductory sessions explaining the requirements of the module, the skills focus, and the assessment. Individual support is available on request throughout the academic year. The responsibility for finding suitable work related activity lies with the student, but support is available to find and apply for opportunities by the Work-related learning team and careers.

Syllabus outline:

Guidance for securing work related learning activity
Recording and reflecting on activity
Professionalism in the work place
Introduction to employability and transferable skills

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

Higher Education careers information www.prospects.ac.uk