Wrexham Glyndŵr UNIVERSITY

MODULE SPECIFICATION PROFORMA

Module Title:	Work Placement	**Level**:	6	**Credit Value**:	40

Module code:	BUS636 (BA) BUSI636 (MBus/MAccFin)	**Is this a new module?**	No	**Code of module being replaced**:	N/A

Cost Centre(s):	GAMG	**JACS3 code**:	N200	

With effect from:	September 17

School:	Business	**Module Leader:**	Sarah Evans

Scheduled learning and teaching hours	60 hrs
Guided independent study	190 hrs
Placement	150 hrs
Module duration (total hours)	400 hrs

Programme(s) in which to be offered (option not available to International students)	Core	Option
MBus Business	☐	✓
MAccFin Accounting and Finance	☐	✓
BA (Hons) Business	☐	✓
BA (Hons) Hospitality Tourism and Event Management	☐	✓
BA (Hons) Global Business	☐	✓
BA (Hons) Accounting and Finance	☐	✓
BA (Hons) Retail Management	☐	✓
BA (Hons) Business Development Management	☐	✓
BA (Hons) Performance and People Management	☐	✓
BSc (Hons) Financial Technology Management	☐	✓
BSc (Hons) Business Decision Making	☐	✓

Pre-requisites
N/A

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Module Aims
The placement aim is for students to demonstrate the application of knowledge and skills gained during the undergraduate programme of study through the medium of a work placement which is relevant to the selected programme route 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 is the student completion of an in-depth reflective record of experiences drawing on theoretical content to illustrate practitioner value in an independent, self-motivated, enquiring and problem-solving manner. Through the application of reflective practices the final element of the module aims to complement the practitioner experience with the academic skills of evaluative analysis, derived from the tacit knowledge which is embedded in practice,   to substantiate the learned practices and result in the acquisition of meaningful professional 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	
1	Plan and write an evaluative proposal which analyses the context of a work placement in order to provide a rationale in support of a work placement application	KS1	KS2
		KS3	KS4
		KS5	KS6
		KS8	KS9
2	Engage in professional business behaviour throughout the duration of the placement and practice performance management techniques to meet the placement objectives set in conjunction with the University and the employer	KS8	
3	Write a structured log to record activities and achievements during the placement and demonstrate effective reflective practice to provide the foundation for the report	KS1	KS5
		KS8	

4	Complete an extended report which draws on the key learning experiences from the placement and incorporates academic and theoretical content of relevance to the placement activities to demonstrate the ability to select and apply critical components to the key placement issues and subsequent outcomes	KS1 KS4 KS6 KS9	KS3 KS5 KS8 KS10

Transferable skills and other attributes

Derogations

Students enrolled on the BUSI636 module, i.e. those enrolled on MBus or MAccFin are asked to note that Integrated Masters regulations only permit two attempts at this assessment.

Assessment:

1. A formal proposal designed to provide prospective employers with a personal profile to support a specific work placement opportunity that will include personal background, skills, attributes and ambitions. The document could include a personal swot analysis and other recognised professional profiling analysis and assessment techniques. Submitted early in trimester 1.
2. Final placement report incorporating the log and drawing on the key learning experiences from the placement, skill learning and development, indicating problems and how they were solved. Use and application of reflective practice. Submitted at the end of trimester 2.

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Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1,2	Proposal	20		1500
2	3,4	Report	80		7500

Learning and Teaching Strategies:

This module covers two trimesters.
Lectures in 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.

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

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 to provide in-depth support, monitor progression, provide guidance and feedback to effectively meet student needs.

Syllabus outline:

1. Project introduction, structure, management and assessment
2. The work placement – expectations and contributions
3. The project proposal and structure
4. Work experience – practical issues
5. Effective communication
6. Experiential Learning
7. Kolb's learning cycle
8. Double and triple loop learning
9. Writing the learning log
10. Managing performance feedback
11. Structure of placement report
12. Gibb's Reflective Cycle
13. Organization of work placement material
14. Drawing conclusions and making recommendation
15. Presentation of the report
16. Reflective practices.

Bibliography:
Essential reading
Fanthome, C. (2004) Work placements: a survival guide for students. Palgrave Macmillan, Basingstoke
Helyer, R. (2010) The work-based learning student handbook. Palgrave Macmillan, Basingstoke
Other indicative reading
Ashworth, PD. (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, London.

Wisker, G. (2009) The Undergraduate Research Handbook, Palgrave Macmillan, Basingstoke.

Journals
Career Development International
Development and Learning in Organizations
Higher Education, Skills and Work-based Learning
Journal of Workplace Learning
Websites
The Institute for Employment Studies www.employment-studies.co.uk