MODULE SPECIFICATION FORM

Module Title:	Workplace Learning and Volunteering in Sport	Level: 5	Credit Value: 20

Module code: BUS556	Cost Centre: GAMG	JACS2 code: N200

Trimester(s) in which to be offered:	Trimester 1 (F/T 2 year) Trimester 2 (F/T 3 year)	With effect from: September 2014

Office use only: To be completed by AQSU:	Date approved: September 2014 Date revised: - Version no: 1

Existing/New: New	Title of module being replaced (if any):

Originating Academic Department	Business and Management	Module leader: Dr Jan Green

Module duration (total hours):	200	Status: core/option/elective (identify programme where appropriate):	Option
Scheduled learning & teaching hours	30		
Independent study hours	155		
Placement hours	15		

Programme(s) in which to be offered:	Pre-requisites per programme (between levels):
BSc (Hons) Sports Management	None

Module Aims:
The workplace / volunteering module aim is for students to demonstrate the application of knowledge and skills gained during the Sports management programme through the medium of a work placement. Its aim is to 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 the Sports field. 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.

Expected Learning Outcomes:

At the end of this module, students should be able to:

Knowledge and understanding

1. 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)
2. 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)
3. Complete a 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, KS3, KS4, KS5, KS6, KS8, KS9, KS10)

Key skills for employability

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

Assessments:
1. A 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 the trimester.

Assessment	Learning Outcomes to be met	Type of assessment	Weighting	Duration (if exam)	Word count or equivalent if appropriate
1	LOs: 1, 2, 3	Report	100%		4,000 - 5,000

Learning and Teaching Strategies:

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. Work experience – practical issues
4. Effective communication
5. Experiential Learning
6. Writing the learning log
7. Managing performance feedback
8. Structure of placement report
9. Organization of work placement material
10. Drawing conclusions and making recommendation
11. Presentation of the report
12. 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