

Module Code:	BUS647
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Module Title:	Work Place Project 2
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Level:	6	Credit Value:	40
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Cost Centre(s):	GAMG	JACS3 code:	N211
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School:	Social & Life Sciences	Module Leader:	Dr Sarah Evans
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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
BA (Hons) Business Part-Time (Top Up)	✓	<input type="checkbox"/>

Pre-requisites
N/A

Office use only

Initial approval: 29/06/2018

Version no:1

With effect from: 20/09/2020

Date and details of revision:

Version no:

Module Aims

The aim of this module is for students to demonstrate the application of knowledge and skills gained during the undergraduate programme of study through the medium of work based learning; as this module is set at level 6 it will require the student to analyse issues relating to the strategic focus/direction of their employing organisation. This approach will extend, enhance and underpin learning, in addition to developing business competences.

An integral aim of this module is the completion of an investigative report relating to the strategic focus/direction of the Company, using content to illustrate practitioner value in an independent, self-motivated and problem-solving manner. The report must clearly encompass a relevant theoretical framework demonstrate critical analysis techniques of strategic business issues.

Through the application of reflective practices the final element of the report 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

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 critically analyse a strategic business issue or problem and provide suitable recommendations to the employing organisation; making clear links to relevant business and management academic theory.	KS1	KS2
		KS3	KS4
		KS5	KS6
		KS9	KS10
3	Critically reflect on the application of business and management theory in practice, using reflective writing skills.	KS1	KS3
		KS4	KS5
		KS6	KS8

		KS9	
4	Provide a presentation of a strategic report at a business Board level.	KS1	KS5
		KS3	
		KS4	

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:

There will be 3 assessments within this module:-

Indicative Assessment 1:

A proposal of the work based issue/problem to be investigated by the student. The topic area must be agreed by the student, the employer and the University. The proposal should include a description of the organisation in which the placement is being undertaken. An overview of the strategic issue/problem to be investigated. A detailed analysis of how the issue/problem is to be investigated and the likely timescales.

Indicative Assessment 2:

A report, detailing the strategic project undertaken. The report should include an overview of the placement provider, details of the issue/problem under investigation, clear links to business and management theory and/or professional practice, how the strategic problem/issue was investigated, critical analysis and evaluation of the results, supported by relevant recommendations of how the issue/problem could be resolved. Justification of how the preferred approach links to the future strategic direction of the organisation. The final section of the report will require the students to reflect on personal and professional development whilst undertaking the project.

Indicative Assessment 3:

A presentation of the report to a Board level scenario. The presentation should include; an introduction to the employing organisation, an overview of the strategic issue and how it was investigated. However the main focus of the presentation will be on the recommendations of the report and how they interrelate to the future direction of the organisation.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1		Research Proposal	20		1, 500
2		Project	60		4, 000
3		Presentation	20		N/a

Learning and Teaching Strategies:

This module covers two semesters.

Tutorials in the first part of semester 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 assist student in selected a relevant topic area for their project. It is likely however, that there will be discussion between the employer, student and module leader in deciding on a suitable research subject area.

In addition students will attend individual supervision sessions prior to submission of the proposal.

In semester 2 the student will undertake independent study and reflective practice to write up the outcomes of the project. During semester 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. Tutorial sessions will also focus on presentation skills.

The module is embedded within the values and practices espoused in 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, structure, management and assessment
2. work based learning – expectations and contributions
3. The project proposal and structure
4. Strategic business issues
5. Work based learning – practical issues
6. Effective communication
7. Experiential Learning
8. Kolb's learning cycle
9. Double and triple loop learning
10. Writing the learning log
11. Managing performance feedback
12. Structure of the report
13. Gibb's Reflective Cycle
14. Organization of work placement material
15. Drawing conclusions and making recommendation
16. Presentation of the report
17. Reflective practices.
18. Presentation skills

Indicative Bibliography:**Essential reading**

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

Other indicative reading

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

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

Gardner, F. (2014) *'Being Critically Reflective'*, Palgrave Macmillan, Basingstoke

Tarrant, P. (2013) *'Reflective Practice and Professional Development'*, Sage Publications, London

Bolton, G. (2010) *'Reflective Practice: Writing and Professional Development'*, Sage Publications, London

Jasper, M. (2006) *'Professional Development, Reflection and Decision-Making'*, Blackwell, Oxford

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

Collis, J. and Hussey, R. (2013) *'Business Research: A Practical Guide for Undergraduate and Postgraduate Students'*, Sage Publications, London

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

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
www.managers.org.uk – Chartered Management Institution

