

Module Code:	BUS659
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Module Title:	Industrial Placement
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Level:	6	Credit Value:	32
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Cost Centre(s):	GABP	JACS3 code:	N100
		HECOS code:	100079

Faculty:	FSLS	Module Leader:	Dr. Shamuni Kunjiapu
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Scheduled learning and teaching hours	0 hrs
Guided independent study	hrs
Industrial Placement Duration	16 weeks
Module duration (total hours)	N/A

Programme(s) in which to be offered (not including exit awards)	Core	Option
BA (Hons) Business Administration (Level 6 Top Up)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Pre-requisites
N/A

Office use only

Initial approval: 23/08/2018

Version no: 1

With effect from: 01/05/2019

Date and details of revision: 15.7.2020 assessment change

Version no: 2

Module Aims

MA 1: To enable students to experience real working life

MA 2: To communicate and present ideas coherently.

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	Participate in work related tasks/ projects	KS2	
		KS1	
		KS3	
2	Use relevant tools/ theories to solve work related problems	KS3	
		KS1	
3	Apply latest systems and technologies at workplace	KS4	
		KS1	
		KS3	
4	Communicate and present their ideas coherently	KS1	
		KS4	

Transferable skills and other attributes

Type of Skill	Skills Development	Method of Assessment
Communication	Interaction: work place and classroom	Practical at work place, Individual Coursework: Presentation
Writing	Document preparation	Learning logs and report
Problem solving	Work related problem	Practical in industrial setting

Derogations

At the discretion of the Assessment Board, students who have been unsuccessful in the Industrial Placement module may be permitted only one further attempt to pass the module.

Assessment:

Indicative Assessment Tasks: Learning logs and Individual Coursework: Presentation, to include the following:

Students have to fill in their weekly log report to prove their work/activities that have been completed for the day and obtain employer's/industry supervisor's signature as verification. The students have to submit their log reports on weekly basis.

The students will have to deliver an oral presentation upon completion of their industrial placement.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1-3	Learning logs	70%	Weekly Submission	3000 words or equivalent
2	4	Individual Coursework: Presentation	30%	1 hour	-

Learning and Teaching Strategies:

Hands on practice

Syllabus outline:

Students will undergo an Industrial placement for a minimum of 16 weeks at an approved private/government / semi-government organization. The list of participating organizations is available from NEUC's website. Students may choose from the list or propose a new organization to the committee.

Each student will be assigned an Academic supervisor and the organization assigns them with a workplace supervisor.

Student reports directly to the workplace supervisor, completes the assigned tasks, prepares a report at the end of each week, obtains work supervisor's verification and submits to the academic supervisor. The academic supervisor is required to do an on-site visit at least once during this training period.

Indicative Bibliography:

Essential reading

Clippinger, Dorinda (2019) Producing written and oral business reports: formatting, illustrating, and presenting, BEP Press

Other indicative reading

Verderber, Sellnow & Verderber (2017) Speak 4, Cengage Learning