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| <b>Module Code:</b> | ECS308 |
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| <b>Module Title:</b> | Introduction to Skills for the Workplace |
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| <b>Level:</b> | 3 | <b>Credit Value:</b> | 20 |
|---------------|---|----------------------|----|

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| <b>Cost Centre(s):</b> | GAEC | <b>JACS3 code:</b> | N620 |
|------------------------|------|--------------------|------|

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| <b>Faculty:</b> | Faculty of Social and Life Sciences | <b>Module Leader:</b> | Sue Horder |
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| Scheduled learning and teaching hours | 40 hrs  |
| Guided independent study              | 160 hrs |
| Placement                             | 0 hrs   |
| <b>Module duration (total hours)</b>  | 200 hrs |

| <b>Programme(s) in which to be offered (not including exit awards)</b>  | Core | Option                   |
|---|------|--------------------------|
| BA (Hons) Families and Childhood Studies (with Foundation Year)<br>SUBJECT TO VALIDATION                                  | ✓    | <input type="checkbox"/> |
| BA (Hons) Education (with Foundation Year)<br>SUBJECT TO VALIDATION   | ✓    | <input type="checkbox"/> |
| BA (Hons) Education (Additional Learning Needs/Special Educational Needs) (with Foundation Year)<br>SUBJECT TO VALIDATION | ✓    | <input type="checkbox"/> |
| BA (Hons) Education and Childhood Studies (with Foundation Year)<br>SUBJECT TO VALIDATION                                 | ✓    | <input type="checkbox"/> |
| Diploma of Higher Education in Counselling (with Foundation Year)   | ✓    | <input type="checkbox"/> |

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| <b>Pre-requisites</b> |
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**Office use only**

Initial approval: 12/12/2018

Version no:1

With effect from: 01/09/2019

Date and details of revision:

Version no:

**Module Aims**

This module aims to develop students underpinning of the skills, behaviours and attributes required for the workplace in a variety of education/family settings. The module aims to prepare students for their work placement while studying on their degree.

**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

|   |   | Key Skills |     |
|---|---|------------|-----|
| 1 | Identify the skills, behaviours and personal attributes appropriate to working in a families and/or education setting | KS1        | KS2 |
|   |   | KS3        | KS4 |
|   |   | KS5        | KS6 |
|   |   | KS7        |     |
| 2 | Recognise own strengths and areas for development in relation to skills for the workplace                             | KS4        | KS5 |
|   |   | KS8        | KS9 |
| 3 | Plan personal learning goals required to prepare for work placement   | KS8        | KS9 |

**Transferable skills and other attributes**

- Reflective practice
- Planning own continuous professional development (CPD)
- Target setting
- Skills for work
- Independent work
- Self-management
- Independent thinking
- Reflective thinking
- Time management
- Problem solving
- Communication Skills

**Derogations**

None

**Assessment:**

Indicative Assessment Tasks:

**Assessment One: Group Project.** Students will produce a group presentation designed to outline the skills, behaviours and personal attributes appropriate to working in a families and/or education setting. Students will present their findings to the rest of the group in a 10 minute presentation.

**Assessment Two: Portfolio.** Students will produce a portfolio consisting of;

- A review of their own strengths and areas for development in relation to being prepared for placement.
- Notes from placement visit
- Action plan outlining development targets
- Up to date Curriculum Vitae (CV)

| Assessment number | Learning Outcomes to be met | Type of assessment | Weighting (%) | Duration (if exam) | Word count (or equivalent if appropriate) |
|-------------------|-----------------------------|--------------------|---------------|--------------------|---|
| 1                 | 1                           | Group Project      | 50%           | n/a                | 1,250                                     |
| 2                 | 2 & 3                       | Portfolio          | 50%           | n/a                | 1,250                                     |

**Learning and Teaching Strategies:**

The module will be delivered through a combination of lectures, seminars and tutorials. It is also anticipated that a visit to a placement setting will enable students to gain a better understanding of the skills, attributes and behaviours required for the workplace. Group work and collaborative learning will be a significant feature of this module and use of the Moodle VLE, video clips and relevant sources of reference will support learning.

**Syllabus outline:**

- How educational/family settings are organised and function;
- Roles, responsibilities and expectations within those settings;
- Individual and professional attributes;
- Communication skills within the workplace;
- Supporting and inclusive environment;
- Safeguarding;
- Preparing for and reflecting on workplace/placement (personally and professionally) visit and setting goals for future development.

**Indicative Bibliography:**

**Essential reading**

Bassott, B. (2016). *The reflective Practice Guide. An interdisciplinary approach to critical reflection*. Abingdon: Routledge. (Available on-line through Dawson Books – WGU Resource Finder)

Raelin, J. A. (2008). *Work-Based Learning: Bridging Knowledge and Action in the Workplace*. San Francisco: Jossey-Bass. (Available on-line through Dawson Books – WGU Resource Finder)

**Other indicative reading**

Doel, M., Sawdon, C. and Morrison, D. (2002). *Learning, Practice and Assessment. Signposting the Portfolio*. London: Jessica Kingsley Publishers Ltd. (Available on-line through Dawson Books – WGU Resource Finder)

Hordern, J. and Simon, C.A. (2017). *Placements and Work-based Learning in Education Studies: An introduction for students (Foundations of Education Studies)*. Abingdon: Routledge.