

MODULE CODE: DSAW4077
TITLE: Preparing for Work-based Learning
DATED: 31/08/2017

LEVEL: 4
CREDITS: 30

JACS CODE: N215

AIM(S)

- To engage learners in the initial phase of work-based learning enabling them to create an individual learning plan.
- To support learners in developing academic skills for higher level study.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- demonstrate knowledge and review of current competences and present, evaluate and interpret learning objectives to inform personal development plan;
- reflect and justify learning demonstrating relevant theoretical knowledge;
- using different communication skills, present the results of own study accurately and reliably with structured and cohesive arguments, adhering to academic conventions;
- evaluate and interpret knowledge and academic learning through a range of researched sources and present own work;

INDICATIVE CONTENT

- personal planning for learning and development; learners will be given guidance and advice on how to analyse their own competences to develop a programme of learning specific to the workplace.
- accessing the learning resource centre and online resources in order to source appropriate and relevant theoretical work to support academic writing.
- the requirements of a CV, job description, training needs analysis and personal development plan will be explored. Opportunities will be presented to develop evaluation skills on different topics, for example learning styles. The traditions of academic writing will be discussed and subjects such as plagiarism and referencing clarified. Various reflective models will be analysed which will support the justification of learning.
- verbal and presentation skills; opportunities will be provided for these to be individually developed through researched topics.

LEARNING AND TEACHING STRATEGY

Teaching sessions will introduce the learners to the relevant concepts, principles and practices. Tutorials will introduce practical examples which will be used to support application, discussion, and evaluation.

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	30	10%
Independent learning	60	20%
Placement learning –work-based	210	70%
TOTAL	300	100%

ASSESSMENT

At this level, the learner would be expected to demonstrate the learning outcomes specified above and to evidence an awareness of the relevant underlying concepts and principles associated with their area of work. The learner would be expected to show an ability to evaluate and interpret these concepts and principles within the context of their area of work.

Assessment Component 1

(Tick one)

☐ Written exam

☒ Coursework

☐ Practical

Mode of assessment	Volume	Weighting
Portfolio	Course Work (Equivalent 4,500 words) 100% The learner will need to produce a portfolio consisting of three elements of assessment. Exemplar: The learner will prepare a portfolio of work that evaluates and plans their learning within the context of their own workplace.	100%

Assessment Summary

Activity type	Percentage
Written exam	0
Coursework	100%
Practical	0
TOTAL	100%

READING LIST

Module Code	DSAW4077	
Module Title	Preparing for Work-based Learning	
Classification	Reading List entry	Electronic*
Essential	As appropriate to the subject specialism	☐
Essential	Boud, D., Docherty, P. and Cressey, P. (eds) (2006) <i>Productive Reflection at Work</i> . London: Routledge.	☒
Further	Boud, D., Solomon, N. (2001) <i>Work-based Learning a new Higher Education?</i> Buckingham	☒
Further	Cottrell, S. (2013) <i>The Study Skills Handbook</i> Basingstoke: Palgrave Macmillan.	☐
Further	Gray, D. et al. (2004) <i>Learning Through the Workplace: A guide to work-based learning</i> . Cheltenham: Nelson Thornes.	☐
Further	Dawson, D. (2014) <i>The Mature Learner's Study Guide Essential Skills for Those Returning to Education or Distance Learning</i> . New York: Constable and Robinson.	☒
Further	Harrison, R. (2005) <i>Learning and Development</i> London: CIPD.	☐
Further	Raelin, J.A. (2008) <i>Work-based learning bridging knowledge and action in the workplace</i> . San Francisco: Jossey-Bass.	☒
	Williams, G. (2005) <i>Handbook for Distance Learning in Tourism</i> . Abingdon: Taylor and Francis Ltd.	☒

You will also find some work-based learning books on the subject guide page on the library's website: <https://www.uwtsd.ac.uk/library/subject-guides/work-based-learning/>