

PLCE B8005: Placement Preparation*

Module Details	
Module Code:	PLCE B8005
Full Title:	Placement Preparation* APPROVED
Valid From::	Semester 1 - 2013/14 (September 2013)
Language of Instruction:	
Duration:	1 Semester
Credits::	5
Module Owner::	Catherine Staunton
Departments:	Unknown
Module Description:	To prepare students for their work placement, through a guided process of personal and professional awareness and planning, culminating in the production of Work Placement Development Portfolio.

Module Learning Outcome	
On successful completion of this module the learner will be able to:	
#	Module Learning Outcome Description
MLO1	Express an understanding of the value of work placement for future employability
MLO2	Identify and comply with the process through which the work placement is organised, approved and assessed
MLO3	Express personal strengths and weaknesses and be able to communicate them in relation to their specific professional field
MLO4	Recognise the professional requirements for their specific professional field, and competently express them in a written and oral context
MLO5	Develop a personal set of work placement learning objectives
MLO6	Recognise and apply appropriate professional responses to work based challenges
Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is strongly recommended before enrolment in this module. You may enrol in this module if you have not acquired the recommended learning but you will have considerable difficulty in passing (i.e. achieving the learning outcomes of) the module. While the prior learning is expressed as named DkIT module(s) it also allows for learning (in another module or modules) which is equivalent to the learning specified in the named module(s).</i>	
No recommendations listed	

Module Indicative Content
General Module Overview This module will comprise 6 separately themed Workshop sessions to prepare students to successfully secure and complete their compulsory work placement. The Workshops will be facilitated by the Placement Officer dedicated to the programme, and will involve input from the Academic Programme Director and industry/ practice. Support Materials and Information for each session will be shared via Moodle
Work Placement Overview Session Overview Session: this will cover the Placement Terms & Conditions, Placement Structure, and background on industry specific information regarding placement. Delivered through: Class Presentation, Interactive Small Groups sessions, Q&A Feedback from previous years placement students
Personal & Professional Profiling Workshop Overview of the professional environment for the particular field of study, and the exploration of qualities and skills required of a professional in this type of industry. Students will have to research and prepare a Placement Profile indicating their Placement preferences. This Profile will be used to secure their Work Placement. Delivered through: Class Presentation, Interactive Small Group exercises Guided Reflective activities, guest speakers
CV Preparation Workshop Detailed sessions on preparation of a CV which is relevant and impactful • The Do's and Don'ts of CVs. Students will have to prepare a Professional CV which will be used to secure their Work Placement. Delivered through: Class Presentation, Interactive Small Groups sessions, CV Labs, 1-to-1 sessions for CV support .
Interview Skills Workshop Interview preparation sessions to focus on the following areas • Interview Preparation Guidelines, • Body language • Appearance • Relevant Research
Professional Etiquette & Personal Effectiveness Workshop Exploring the Code of Conduct specifically focusing on the themes of Professionalism, Responsibilities & Respect, Confidentiality
Placement Assessment & Record Keeping Information Workshop detailing: • Assessment requirements, overview of Placement Portfolio (online Mahara/ Moodle where relevant), submission deadlines etc • Documentation requirements: Pre-Placement Reflections, Learning Contracts, Induction Checklist, Student Progress Reports, Work Supervisors Evaluations, Reflective Learning Portfolios

Module Assessment	
Assessment Breakdown	%
Course Work	100.00%
Module Special Regulation	

Assessments

Full Time On Campus			
Course Work			
Assessment Type	Other	% of Total Mark	30
Marks Out Of	0	Pass Mark	0
Timing	n/a	Learning Outcome	1,2,3,4
Duration in minutes	0		
Assessment Description CV - completion of a relevant and up-to-date CV. This CV will be used to secure their Work Placement			
Assessment Type	Written Report	% of Total Mark	40
Marks Out Of	0	Pass Mark	0
Timing	n/a	Learning Outcome	1,2,3,4,5
Duration in minutes	0		
Assessment Description Placement Profile - Students must prepare this Profile, indicating Relevant Personal Information; Placement Preferences, Rationale for Choice, Key Personal Strengths. This Profile will be used to secure their Work Placement			
Assessment Type	Practical/Skills Evaluation	% of Total Mark	15
Marks Out Of	0	Pass Mark	0
Timing	n/a	Learning Outcome	1,2,3,4,6
Duration in minutes	0		
Assessment Description Professional Interview - students will be assessed on the quality of the interview preparation, technique, presentation and delivery via simulated Interview scenarios (Role Play / Online Platforms)			
Assessment Type	Practical/Skills Evaluation	% of Total Mark	15
Marks Out Of	0	Pass Mark	0
Timing	n/a	Learning Outcome	1,2,3,4,6
Duration in minutes	0		
Assessment Description Professional Code of Conduct - students will be assessed on their professional responses to work based scenarios via simulated work based scenarios (Group work/ Role Play/ Online Platforms)			

No Project

No Practical

No Final Examination

Reassessment Requirement
No repeat examination <i>Reassessment of this module will be offered solely on the basis of coursework and a repeat examination will not be offered.</i>
Reassessment Description Students must complete a full Placement Portfolio comprising a CV, Profile, Written Report on Professionalism - compiled by Programme Team and administered through the Placement Office

Module Workload

Workload: Full Time On Campus

Workload Type	Contact Type	Workload Description	Frequency	Average Weekly Learner Workload	Hours
Tutorial	Contact	Overview Session	Once per semester	0.20	3
Tutorial	Contact	Personal & Professional Profiling	Once per semester	0.20	3
Tutorial	Contact	CV Preparation Workshop	Once per semester	0.20	3
Practical	Contact	CV Lab	Once per semester	0.20	3
Tutorial	Contact	Interview Skills Workshop	Twice per semester	0.40	3
Practical	Contact	Interview Practice	Twice per semester	0.40	3
Tutorial	Contact	Professional Etiquette & Personal Effectiveness Workshop	Once per semester	0.20	3
Tutorial	Contact	Placement Assessment & Record Keeping Workshop	Once per semester	0.20	3
Independent Study	Non Contact	Student to carryout research on workshop content	Every Week	1.00	1
Total Weekly Learner Workload					3.00
Total Weekly Contact Hours					2.00

This module has no Part Time On Campus workload.

Module Resources
<i>Recommended Book Resources</i>
<p>Hawkins, Peter. (1999), The Art of Building Windmills: Career Tactics for the 21st Century, Graduate Into Employment Unit, University of Liverpool, Liverpool, [ISBN: 09535980 04].</p> <p>Jackson, Tom. (1997), The Perfect CV, 2nd Revised. Piatkus, [ISBN: 0749916931].</p>
<i>Supplementary Book Resources</i>
<p>Jay, R. (2007), Brilliant Interview: What Employers Want to Hear and How to Say It, Prentice Hall; 2 edition (14 Nov 2007), [ISBN: 9780273714903].</p>
<i>This module does not have any article/paper resources</i>
<i>This module does not have any other resources</i>