Module Details

Module Code:	PLCE C8003
Full Title:	Work Portfolio APPROVED
Valid From::	Semester 1 - 2019/20 (June 2019)
Language of Instruction:	English
Duration:	1 Semester
Credits::	10
Module Owner::	Tony McCarron
Departments:	Unknown
Module Description:	Learners demonstrate their work experience through a portfolio or by completing an industry relevant project. The work experience will be gathered through employment, work placement, consultancy work or self employment with an industry relevant project. The portfolio itself should be useful for later applications. The work experience or project will be 6 weeks full-time. This module is evaluated on a Pass/Fail basis.

Module Learning Outcome	
On successful completion of this module the learner will be able to:	
#	**Module Learning Outcome Description**
MLO1	Learn and work productively in the host organisation - social, technical and teamwork.
MLO2	Assess and implement the host organisation's structures, goals, policies and of the systems methodologies practised.
MLO3	Complete an industry relevant project which functions as a vehicle to integrate skills learned in modules and offers the opportunity for new learning, self-management and reflection.
MLO4	Discuss the skill sets acquired and how they were employed and improved.

Pre-requisite learning
Module Recommendations
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).
No recommendations listed

Module Indicative Content

Host Organisation Availability
Early in the first semester the Placement Office will contact all qualified organisations to introduce the work placement process for the following semester, to clarify the conditions and to establish which of them are willing to take students on this occasion and in what numbers.

Student Preparation
Early in the first semester the students will be briefed on the Work Placement process. They will be asked to submit written CVs, which will be reviewed with suggestions for improvement where appropriate.

Pay and Conditions
Large well-established organisations are expected to pay the minimum industrial wage to students. Smaller less profitable organisations are expected to offer about half of that. However this may be waived in exceptional circumstances, e.g. a start-up company offering valuable experience.

Matching student with host organision
Students will be briefed on the available organisations and requested to express preferences, if any. CVs will then be forwarded to the relevant organisations. Organisations may then follow some appropriate selection process, e.g. shortlist for interview. The module coordinator will facilitate the selection process as far as possible, e.g. schedule interviews.

Finalisation of Placement
Students are expected to accept the first placement they are offered during the selection process. An exception is made when a student is awaiting a response from another organisation within a week. The intention is to reward organisations for responding quickly, while giving the students some element of choice, but without unduly delaying the overall process of placing all students.

Monitoring Placement Activites
The student will maintain a weekly log of work and learning activity. This log will be signed off each week by the host organisation supervisor and will be incorporated as an appendix into the final student report. The host organisation supervisor will provide day-to-day direction to the student. The assigned academic supervisor (normally the module coordinator) will be available to either the student or the host organisation to deal with any issues that may arise. In addition the academic supervisor will visit during the placement and will separately interview the student and the host organisation supervisor to assess how well the placement is proceeding.

Alternative to host organisation
When a student has secured employment a portfolio covering the initial work experience is considered equivalent. Where a student is not on placement or in employment, a portfolio based on a suitably agreed project with the academic supervisor will be developed. This 'work porfolio' or agreed document is developed and signed off by the supervisor/manager or customer.

Industry Relevant project
The student will source an industry relevant project. The project will be validated by a designated supervisor. The project will be in a relevant area and allow them to extend their skills, research new technologies and apply them in an appropriate context. They will will produce a final report similar to that of the work experience element reflecting elements of the process such as research, design, implementation, testing and conclusion.

Module Assessment

Assessment Breakdown	%
Course Work	100.00%

Module Special Regulation

Assessments

Full Time On Campus

Course Work

Assessment Type	Portfolio	% of Total Mark	100
Marks Out Of	0	Pass Mark	0
Timing	n/a	Learning Outcome	1,2,3,4
Duration in minutes	0		

Assessment Description
The student must write a 'Work Portfolio' at the end of the placement of about 15 to 20 pages.
This is expected to cover the following: (a) The host organisation's structures, activities, goals and policies. (b) The software and/or media design technical environment encountered. (c) The placement activities in some detail. (d) The learning outcomes, between creative, technical and social. The student should maintain a weekly log and learning activity, which can be included in the portfolio appendix. This portfolio or an agreed document consistent with the portfolio should be signed off by the supervisor/manager/customer.

No Project

No Practical

No Final Examination

Reassessment Requirement

Reattendance
The assessment of this module is inextricably linked to the delivery. Therefore reassessment on this module will require the student to reattend (i.e. retake) the module in its entirety.

Module Workload

This module has no Full Time On Campus workload.

This module has no Part Time On Campus workload.

Module Resources

This module does not have any book resources

This module does not have any article/paper resources

This module does not have any other resources