**Work Based Learning (Placement) Module Specification template (AQD007)**

The University’s Work Based Learning module specification template must be used for all new modules, or modules going through periodic review that include a work placement or work based learning experience (in-situ or remote working).

***Please complete the form using the drop-down menus and the guidance notes provided. Also, remember that these documents are external facing and should be written in language that is accessible to a variety of audiences.***

***NB: Any guidance text in blue should be removed before submission.***

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| **Section A: Version Control** | | | |
| Initial Validation | *To be completed by Academic team by selecting the date below:*  Click or tap to enter a date. | | |
| Module Leader | *To be completed by Academic team* | | |
| External Examiner | *To be completed by Academic team* | WBL Officer/Practitioner | *To be completed by Academic team* |
| Last Revised on **(automated)** | 08/2023 | Last Revised by **(automated)** | Costel Rusu |

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| **Section B: Module Specifications** | | | | |
| **1a** | Module title | *Please include the module title (this should include words such as ‘placement’, ‘professional experience’, ‘work based project’’ or similar to clearly indicate this is a work based learning module).* | | |
| **1b** | Subject Standards Board | *Please include the title of the subject area. For collaborative provision please confirm this with the appointed Academic Liaison Tutor.* | | |
| **1c** | Location(s) module is offered | *Please include the location of study, this should include modules that are completed at collaborative partners.* | | |
| **1d** | Courses the module is available on | *Include the name of courses the module is available on and its status* ***(either core or optional for each course)*** | | |
| **1e** | Additional information (Collaborative provision only) | *Language of instruction:* | |  |
| *Type of arrangement (e.g. franchise or validated):* | |  |
| **2** | Module code | *Note: the code must include a W to denote work based learning e.g. MN5W55 new module codes to be agreed between Course Leader or the Academic Liaison Tutor and the Systems Office.* | | |
| **3** | Module level and credit rating | *[click to select level]* | *Please enter the credit rating* | |
| **4** | School | *Please include the name of the academic school.* | | |
| **5** | Teaching period | *[click to select teaching period]* | | |
| **6** | Mode of attendance | *[click to select mode]* | | |
| **7** | Module pre-requisites and co-requisites | *Please include details of any pre- or co- requisites for the module. Please note WBL modules are not available to SA students* | | |

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| **Section C: Module Description** | | | |
| **8** | Module description | | |
| *In this section you should provide a brief (250 word) overarching summary of the module’s contents, and its contribution to the award it services, the pathways it sustains etc..*  *You should also include the aims of the module: what key skills and knowledge will it enable students to develop? As a guide you should have been 4-6 aims per module.*  *The text should be phrased in the manner of “you will,,,”.*  *Work based learning aims suggestion:*  *You will:*  *● Effectively express and understand their current skills and abilities in relation to their career values and goals.*  *● Practically apply the knowledge gained through their course programme to a work environment.*  *● Gain an in-depth insight of a work environment*  *● Make a positive contribution to the employing organisation and demonstrate inclusive workplace practice.*  *● Recognise their personal and professional development learning and apply to their future goals.*  *This section must include the following bullet point section:*  *Please note:*  *● Students will be contacted prior to the semester to provide support in securing a work based placement in good time.*  *● Students are responsible for applying for opportunities and to engage with the Module Team/Work Based Learning teams to assist them.*  *● The suitability of any opportunities will be assessed by the Module Team/Work Based Learning Team and all placements must meet Health and Safety requirements for Higher Education Work Placements.*  *● Those studying on a Student Visa will only be able to complete a work placement if it meets UKVI monitoring requirements including: approval of the placement dates and hours by the Placement Officer prior to starting the placement, submission of weekly timesheets for the hours undertaken, signed by their line manager/supervisor and continued engagement with the Placement Officer as well as the International Student Support and Compliance Team.* | | |
| **9** | Module learning outcomes | | |
| *In this section please detail the module learning outcomes. These are statements of what a student is expected****to understand****or****to be able to do****after completing the process of learning. Detail both the knowledge and the skills that the student should have developed by the end of the module. The learning outcomes should reflect the level of the module.*  *Work based learning modules should include learning outcomes which ask students to:*  *● reflect on their professional abilities with evidence scenarios of how they have*  *utilised/further developed their abilities*  *● evaluate the work environment/project/organisation they are involved with*  *● consider how they have problem solved*  *● consider how they have implemented inclusive approaches*  *● reflect on how the experience is relevant to their future career goals*  *As a guide you should have between 4-6 learning outcomes per module. Consider carefully the number of learning outcomes to the number of credits for this module.*  *You can also reference the FHEQ, Bloom’s Taxonomy, and HEA guidance:* <https://www.heacademy.ac.uk/knowledge-hub/writing-learning-outcomes>  *Support can also be obtained from CPED and AQD.* | | |
| **10** | Indicative syllabus – *for full details see section C in module booklet* | | |
| *Please provide a brief outline of the indicative syllabus in narrative form identifying key subject areas to be addressed in discrete elements of the module. Indicate LO addressed in brackets after the relevant text.*  *Suggestions for a work based learning syllabus include:*  *● Consideration of suitable work based learning activities, including guidance on job application and selection processes and appropriate articulation of their abilities (via pre-semester workshops/appointments).*  *● Demonstration of confident self-presentation and self-assessment techniques for personal and professional development and resilience.*  *● Professionalism, ethics and inclusive work based practice, being a critical employee, being an inclusive team worker or leader, Health and Safety in the workplace, setting personal goals.*  *● Critical self-reflection on personal and professional development, application of academic knowledge and personal skills development to the work based learning environment.*  *● Problem solving in the work based environment; investigation and analysis of the immediate environment; personal contribution to the work situation and analysis of the wider goals, aims and functions of the project/organisation.*  *● Future career action planning following the work based experience, reflecting and preparing for the next steps of their development to achieve career goals through study and additional experience.* | | |
| **11** | Indicative bibliography and key on-line resources | | |
| *Identify core and additional reading lists on the online reading system, please include a link to the non-validated list here. DO NOT list reading materials here. Please consider carefully the number of core items set according to purpose, level and credit rating of the module. Please liaise with Library Services for additional support and to confirm availability of online licenses in each academic year.*  *Include texts available in the library on work placements and graduate career guides and the University Careers and Employability Team and Careers Portal* [*https://student.londonmet.ac.uk/jobs-and-employment/career-and-employability-advice/*](https://student.londonmet.ac.uk/jobs-and-employment/career-and-employability-advice/)*.* | | |
| **12** | What is the balance of independent study and scheduled teaching activity within the module? | | |
| *Please provide a brief description of learning and teaching activities , including opportunities for reflective learning. Describe the approach to blended learning and the opportunities for reflective learning/PDP*. *This should be 200-300 words long.*  *Student visa holders will not be able to exceed the number of hours on placement stated on the spec. Please ensure the stated hours covers the requirements and please ensure any Student visa holders are not approved for placements which exceed this allowance.* | | |
| *NOTE: 1 credit = 10 hours’ learning (i.e. 30 credits should total 300 hours)* | | |
| *Method* | *Description* | *Learning hours* |
| Scheduled Learning & Teaching |  |  |
| Guided independent study |  |  |
| Assessment preparation/delivery |  |  |
| Placement |  |  |
| **TOTAL LEARNING HOURS FOR THE MODULE** | |  |

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| **Section D: Assessments** | | | | | | |
| **13a** | Description of assessment items. | | | | | |
| *Describe the assessment instruments and provide a rationale for them in terms of the learning outcomes that they assess. All work based learning module assessments should include self-reflection on skills and knowledge gained from the work based experience, the relevance of this to their future career goals and analysis of the organisation/work based project they are involved with. This should be 200-300 words long.*  ***Qualifying mark and sets instructions:***  *Qualifying marks and conditions*  *State whether the module is pass on aggregate or whether there are any conditions attaching to the assessment component in relation to completion or passing of the module.*  *E.g.*  *Must the component be passed? Does a minimum mark apply to the component? Must the assessment be attempted to pass the module? Are there any sets of co-requisite components that must be passed? Or any other condition?*  *More information can be found* [*here*](https://londonmet.app.box.com/file/1046293692051)*.*  *Qualifying sets*  *Prescribed combinations of components required to be passed to pass the module overall (if applicable).*  *More information can be found* [*here*](https://londonmet.box.com/s/u5rauyj2u1gjpkf54yugvcsyvbk9hh4f)*.* | | | | | |
| **13b** | *Description of assessment component* | *Assessment weighting* | *Qualifying marks and conditions* | *Qualifying sets* | *Week due* | Learning outcome/s |
| Assessment 1 | | | | | |
| *Choose an assessment method.* | *State the assessment component weighting.*  *E.g.*  *25%* |  |  | To help identify which weeks, use the [System Weeks document](https://londonmet.box.com/s/dttxgplfmxu8qltn9zehpx8bob0yjkqq)  *E.g.*  *12* | E.g.  1,2,3 |
| *Assessment description:*  *Provide here a short description of the assessment, including word count.*  *Additional detail must go in the table above.*  *Note: consider a range of assessment types and ensure each assessment is linked to a learning outcome.*  *Multiple assessments of a specific learning outcome is not necessary.* |
| Assessment 2 | | | | | |
| *Choose an assessment method.* | *State the assessment component weighting.*  *E.g.*  *25%* |  |  | To help identify which weeks, use the [System Weeks document](https://londonmet.box.com/s/dttxgplfmxu8qltn9zehpx8bob0yjkqq)  *E.g.*  *12* | E.g.  1,2,3 |
| *Assessment description:*  *Provide here a short description of the assessment, including word count.*  *Additional detail must go in the table above.*  *Note: consider a range of assessment types and ensure each assessment is linked to a learning outcome.*  *Multiple assessments of a specific learning outcome is not necessary.* |
| Assessment 3 | | | | | |
| *Choose an assessment method.* | *State the assessment component weighting.*  *E.g.*  *25%* |  |  | To help identify which weeks, use the [System Weeks document](https://londonmet.box.com/s/dttxgplfmxu8qltn9zehpx8bob0yjkqq)  *E.g.*  *12* | E.g.  1,2,3 |
| *Assessment description:*  *Provide here a short description of the assessment, including word count.*  *Additional detail must go in the table above.*  *Note: consider a range of assessment types and ensure each assessment is linked to a learning outcome.*  *Multiple assessments of a specific learning outcome is not necessary.* |