

Module title	PLA501 Professional Placement	Level	5
Module Author		Credit value	20
		ECTS* Credits	10
Module type	Elective	Notional learning hours	200

1. Module aims

The **Professional Placement** module will give you the opportunity to experience what it is like to work in your chosen industry, while developing your employability and increasing your graduate career prospects. It will provide you with a deeper understanding of your subject and allow you to acquire greater knowledge of the industry. It will enable you to explore and experience its practices, develop your intellectual and practical knowledge and skills directly in relation to the industry, apply some of what you have learned on your programme and reflect upon your career aspirations.

IMPORTANT NOTES:

The Professional Placement module requires you to engage in preparation work in the term before your Placement. Your commitment to this is essential. For degree-seeking students, if you have not found a suitable placement by the end of term 1, you will be required to take an alternative module in term 2. The Placement module requires you to complete a **minimum** of 20 days in industry while also having weekly contact with a Module Tutor.

Workload and Attendance

Please be aware that, while the Professional Placement module is an excellent opportunity to gain industry experience, it is also a challenging option, which demands commitment in terms of time, workload and sustained effort. If you wish to take the Professional Placement module, it is essential that you engage in preparatory work with during the term before, that you start the Placement on time, that you have weekly contact with your Module Tutor, that you work on assessments throughout and submit these on time, and that your attendance is extremely good throughout both terms.

Students with a disability are strongly advised to speak with the University's Disability Officer at the beginning of the term prior to the Placement in order to discuss the disability in relation to the Professional Practice module.

2. Pre-requisite modules or specified entry requirements

As appropriate to programme.

3. Intended level learning outcomes

a) Knowledge and understanding

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On successful completion of the module you will be able to:

- A1 Demonstrate a comprehensive and detailed knowledge of your research subject in relation to your industry.
- A2 Evidence a confident knowledge of the theories/practices relevant to your research and how they relate to your chosen area of the industry.
- A3 Show that you have acquired a sound knowledge of industry practices relevant to the context of your placement.

b) Cognitive skills

On successful completion of the module you will be able to:

- B2 Identify and define an appropriate area for research.
- B3 Reflect upon, analyse and formulate independent judgements and articulate reasoned arguments about your industry, both autonomously and in response to others.
- B3 Apply critically reflective thinking skills to your own learning on the placement.

c) Practical and professional skills

On successful completion of the module you will be able to:

- C1 Source, gather, assimilate and select appropriate information with a good degree of autonomy while responding to the critique of others.
- C2 Employ the theories, methodologies, materials, technologies and tools of your subject with tutorial guidance.
- C3 Select and apply appropriate media and technologies with a good degree of autonomy to present your research, analysis and recommendations in an appropriate and professional manner.

d) Key transferable skills

On successful completion of the module you will be able to:

- D2 Work and study with a good degree of autonomy, utilising independent judgements and self-reflection to inform the learning process.
- D3 Demonstrate self-awareness, ethical values, openness and sensitivity to diversity in terms of people, cultures, and business issues.
- D4 Demonstrate the ability to communicate effectively in visual, oral and written forms.

4. Indicative content

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PRE-PLACEMENT

If you choose to study on the Professional Placement module you will be required to participate in a pre-placement programme. This will include work and one to one consultations to support you to secure a suitable placement. Topics covered include:

- Job search strategies
- CV and cover letter writing
- Applications
- Interview preparation

PLACEMENT

During the placement you will engage with Industry and form professional relationships in addition to developing networks. You will adhere to organisational policies and procedures.

You will be allocated a Tutor within your School who will provide academic guidance and support. Your Tutor will meet with you at the end of the preceding term so that you can learn about the academic approach you will be required to take towards your Placement and you will agree a research project with your Tutor. You will be expected to begin research towards the end of the first term so that you have sourced a substantial body of research before the beginning of your Placement.

Indicative content for the module is as follows:

- Primary and secondary research and analysis
- Analysis within the workplace
- Professional practice and professional conduct
- The dynamics of the workplace
- Self-reflection
- Observation
- Documenting your thinking
- Presentation of work

5. Learning and teaching strategy

The learning and teaching strategy for this module is designed to ensure that you can demonstrate having achieved the learning outcomes set out above.

PRE-PLACEMENT

Before you start the Placement, you will build your career management skills so that you can effectively explore the job market, create a CV and portfolio, make applications and attend interviews. You will also have the opportunity to meet with a Sector Career Coach.

PLACEMENT

Once your placement has started, you will have weekly contact with your Module

5. Learning and teaching strategy

Tutor and they will post attendance to confirm that you have made contact and that you are studying. The term will start with one or more lectures and you will then be taught, through individual and/or group tutorials, while you work in your chosen area of industry. You will agree an appropriate research question with your Tutor at the start of the module.

The module is an opportunity for you to consider theory and practice as you observe how what you have learned on your degree happens in industry. Your research question might be more theoretically based or it might be more practice orientated. Your Tutor will guide you through the academic process of researching, observing, and analysing the area of the industry that you are working in.

You will keep a Reflective Log during the term and you will write a Report for submission at the end of the term. In tutorials, your Tutor will give you feedback and formative assessment based on your research and material in your Reflective Log. They will also give you feedback and formative assessment as you engage in research, observation and analysis for your Report. At the end of the module you will receive summative feedback as well as feed-forward.

6. Assessment strategy, assessment methods and their relative weightings

Assessment is designed to support the process of researching, observing and reflecting upon the area of industry that you will be working in. It will also to enable you to present your research and a well-justified analysis.

1. Reflective Log 50%

You will keep a Reflective Log in which you will document your observations and your learning in relation to the Placement. This should be a process of regular and sustained research, observation and analysis. You will be able to do this in whatever format is appropriate for your chosen industry, including for instance: writing, sketches, photographs, film, drawings, sound, or objects. The Log should be a very individual piece of work and it can be creative or business-orientated; this is for you to discuss with your Tutor. You will discuss and agree the format of your log at the beginning of the term. It is important that you use the Log to document both your observations and also your self-reflection.

A1 A2 B1 B2 B3 C1 D1 D2 D3

Competencies – tick box.

2. Report 50%

You will create a Placement Report, which will be the result of research into the industry. You will agree a research question with your Tutor and the purpose of the Report will be to present your research and analysis. This will be presented in a format that is relevant to both your chosen industry and to the nature of your research question. The report will be a minimum of 2,000 words or equivalent.

A1 A2 A3 B2 C2 C3 D1 D2 D3

6. Assessment strategy, assessment methods and their relative weightings

7. Mapping of assessment tasks to learning outcomes

Assessment tasks	Learning outcomes											
	A1	A2	A3	B1	B2	B3	C1	C2	C3	D1	D2	D3
Reflective Log	X	X		X	X	X	X			X	X	X
Report	X	X	X		X			X	X	X	X	X

8. Teaching staff associated with the module

Tutor's name and contact details	Contact hours
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As appropriate to programme

TBC

9. Key reading list

- Baird, B.N. (2010) *The Internship, Practicum and Field Placement Handbook*. Pearson Education Limited
- Cottrell, S. (2008), *The Study Skills Handbook*, 3rd edn. Palgrave Macmillan
- Fanthome, C. (2004) *Work Placements: A survival guide for students*. Palgrave Macmillan
- Helyer, R. (2010) *The Work-Based Learning Student Handbook*. Palgrave Macmillan
- Irwin, B. (2008) *Managing Politics and Conflicts in Projects*. Managing Concepts
- Lees, J. (2009-10) *How to Get a Job You'll Love*. The McGraw Hill Companies
- Longson, S. (1999) *Making Work Experience Count*. How to Books
- Kirton, B. (2011) *Brilliant Workplace Skills for Students and Graduates*. Pearson Education Limited
- Stanton, N. (2009) *Mastering Communication*. Capstone
- Trought, F. (2011) *Brilliant Employability Skills: How to Stand Out from the Crowd in the Graduate Job Market*. Pearson Education Limited Books

10. Other indicative resources (e.g. websites)

Each Tutor and student will discuss resources appropriate for the student's placement.