

Module 17

6.17.1 Work-based Learning

Module title						Work-based Learning				
Module NFQ level (only if an NFQ level can be demonstrated)						7				
Module number/reference						BS17				
Parent programme(s)						Bachelor of Arts (Honours) in Business Studies				
Stage of parent programme						Stage three				
Semester (semester1/semester2 if applicable)						Semester 1				
Module credit units						ECTS				
Module credit number of units						10				
Duration of the module						One Academic Semester (including 8 weeks of classroom teaching and 4 weeks of directed/blended learning running concurrently with work placements).				
Average (over the duration of the module) of the contact hours per week (see * below)						3 hours.				
Analysis of required learning effort										
Effort while in contact with staff										
Classroom and demonstrations		Mentoring and small-group tutoring		Other (specify)		Directed e-learning (hours)	Independent learning (hours)	Other hours (specify)	Work-based learning hours of learning effort	Total effort (hours)
Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner	Hours	Minimum ratio teacher/learner					
16	1:40	8	1:20			12	164			200
Allocation of marks (within the module)										
						Continuous assessment	Supervised project	Proctored practical examination	Proctored written examination	Total
Percentage contribution						100%				100%

Minimum intended module learning outcomes

On the successful completion of this module, students should be able to:

- MLO 17.1** Explain and critically appraise competing theories on work-based learning, knowledge and skills development, and reflective, self-directed learning.
- MLO 17.2** Articulate and make critical judgements about their own skills, competencies, and learning requirements.
- MLO 17.3** Identify core competencies required in the contemporary labour market and reflect on their use in specific work-based problem-solving scenarios.
- MLO 17.4** Describe the college's core policies and procedures relating to work placement.

Module content, organisation and structure

Indicative syllabus:

- Understanding experiential learning: learning & development, types of knowledge (tacit, explicit, embedded), lifelong learning.
- Introducing work-based learning: on-the-job learning, self-managed learning, mentoring & appraisal, work-based assessment, team-work & action learning.
- 'Core skills' for work development 1: intrapersonal & cognitive skills - self-management, goal-setting, problem-solving & decision-making, critical thinking, workload prioritisation, self-awareness.
- 'Core skills' for work development 2: transversal or 'soft' skills and competencies - interpersonal skills, team-working and communication, negotiation, ethical decision-making, giving & receiving feedback.
- Reflective learning: self-appraisal, setting learning objectives, performance review and personal development plans.
- Communications, ethics, and conflict-resolution in the workplace.
- Undertaking a personal skills and competencies audit.
- Curriculum Vitae workshop

- Work placement briefing: practical guidance on getting the most out of the placement, engaging with work-based and academic supervisors, using the learning journal and e-portfolio, and completing work-based assessments.

Reading lists and other information resources

Recommended Reading:

Helyer, Ruth, 2015. *The Work-Based Learning Student Handbook* (2nd ed.) London: Palgrave Macmillan.

Fanthome, Christine, 2005. *Work Placements - A Survival Guide for Students* (Palgrave Study Skills), London: Palgrave Macmillan.

Mills, Corinne., 2009. *You're Hired! CV: How to Write a Brilliant CV*, Bath: Trotman.

Secondary Reading:

Allessandra, T. & Hunsaker, P, 1993. *Communicating at Work*, London: Simon & Schuster/Fireside Books*.

Gallo, A. 2017. *The Harvard Business Review Guide to Dealing with Conflict*. Boston, MA: Harvard Business Review Press*.

Goodheart-Willcox Publishing. 2018. *Soft Skills for the Workplace*. Tinley Park, IL*.

Gowing, R., McGregor, H. & Taylor, E., 1997. *Making Your Placement Effective: A Student Guide to Enriching Workplace Learning*, Melbourne: RMIT Publishing.

Mumford, John. & Roodhouse, Simon, 2016. *Understanding Work-Based Learning*, London: Gower/Taylor & Francis.

* Excerpts from these books will be provided by the lecturer as part of the 'workplace scenarios' assignment. Learners will also have access to a companion website for the publication 'Soft Skills for the Workplace'.