

Module Title:	Work Placement
Language of Instruction:	English
Credits:	20
NFQ Level:	7
Module Delivered In	1 programme(s)
Teaching & Learning Strategies:	Placement Monitoring: Members of the programme board will operate as placement co-ordinator. Students will source the work placement with the assistance of the placement co-ordinator. The placement co-ordinator will monitor the student's progress by maintaining close contact with the student and the host company supervisor. Students will be visited during the placement by the placement co-ordinator.
Module Aim:	The aim of the Work Placement module is to introduce the learner to structured employment in a relevant work sector and to develop in the learner an understanding of the organisation, its procedures and technology. The module has been designed to enable students of the Institute acquire professional business experience early in their careers. The Work Placement module will be for a minimum of 300 hours.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Undertake relevant and appropriate role, responsibilities and organisation activities as directed by the host company and behave ethically in the work environment.
LO2	Apply the knowledge, skills and competencies acquired during the programme of study to the work environment.
LO3	Reflect on and analyse the learning experience and competencies developed resulting from the work placement.
LO4	Describe the business functions in the host company in which they were placed and his/her role within it.
LO5	Discuss the work placement experience and host company activities by means of an oral presentation.
Pre-requisite learning	
Module Recommendations <i>This is prior learning (or a practical skill) that is recommended before enrolment in this module.</i>	
No recommendations listed	
Incompatible Modules <i>These are modules which have learning outcomes that are too similar to the learning outcomes of this module.</i>	
No incompatible modules listed	
Co-requisite Modules	
No Co-requisite modules listed	
Requirements <i>This is prior learning (or a practical skill) that is mandatory before enrolment in this module is allowed.</i>	
Document Design and Presentation, IT for Administration 1, IT for Administration 2 and Communications and Customers	

Module Content & Assessment

Indicative Content

Work Placement Programme

To prepare the students for work placement there will be a weekly workshops leading up to the placement. The work placement programme will be of approx 24 weeks duration (minimum 300 hours) and will provide the opportunity for the student to develop transferable skills such as team work, leadership and IT skills. A detailed job description is developed by the employer with the assistance of the Work Placement Co-ordinator.

Assessment Breakdown	%
Project	50.00%
Practical	50.00%

No Continuous Assessment

Project

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Project	Written Report	3,4	35.00	Sem 2 End
Project	Oral presentation based on contents of Written Report	3,4,5	15.00	Sem 2 End

Practical

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Practical/Skills Evaluation	Weekly blackboard log and report from employer on student performance on placement.	1,2,3,5	50.00	Every Week

No End of Module Formal Examination

SETU Carlow Campus reserves the right to alter the nature and timings of assessment

Module Workload

Workload: Full Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Tutorial	Per Semester	12.00
Total Hours		300.00

Module Delivered In

Programme Code	Programme	Semester	Delivery
CW_BBADM_D	Bachelor of Business in Business Administration	3	Mandatory