

Module Title:	Employability and Placement Skills
Language of Instruction:	English
Credits:	10
NFQ Level:	7
Module Delivered In	No Programmes
Teaching & Learning Strategies:	A variety of teaching and learning strategies will be used such as lectures, workshops and tutorials. Learning is further supported by experts from industry who conduct guest lectures and workshops in the relevant areas.
Module Aim:	The Employability and Placement Skills module has been designed to allow students of the Institute to acquire professional experience in the Tourism and Event Management industry early in their careers. This module aims to equip the learner with the knowledge, skills and competencies to source and secure suitable employment or further education/training and to succeed in the workplace environment.
Learning Outcomes	
<i>On successful completion of this module the learner should be able to:</i>	
LO1	Actively participate in recruitment and interview practices.
LO2	Articulate the basic principles underpinning career preparation and planning and reflect on and plan for their own personal and professional development
LO3	Demonstrate an understanding of work place communications and present themselves professionally in person, on paper and electronically
LO4	Explore appropriate work opportunities and/or further education and training opportunities and research information relevant to advertised job and construct effective job application documentation that addresses selection criteria
LO5	Develop a business report on the host company and a designated topic relating to the host company's activities.
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>	
No requirements listed	

Module Content & Assessment

Indicative Content

Module Content & Assessment

The duration of the placement will be a minimum of 400 hours. Students may then extend the placement beyond this time. Students and organisations are selected and evaluated on the basis of their respective needs and capabilities. Organisations and students are matched and a detailed job/project specification is developed with the assistance of Wexford Campus personnel. The programme will have a lecturer in charge of the placement and supervision of students on the programme. Students will research the jobs market place and prepare applications for positions including CV development, personal statement and letter of application. They will also consider possible selection criteria and will develop their interview skills. Professional behaviour, skills and communications in the work place will also be explored. While on placement the students will receive a visit from their academic supervisor who will be a member of the course board. These visits are designed to facilitate meetings with the employer as well as the student. Because the programme will be the responsibility of one designated person students and employers will know whom to contact in the event of a problem arising or if additional support is required. Full details of the operational elements of the module are outlined in the Professional Placement Manual. The students will have the option of finding their own placement or being placed by the Institute. However the placement must offer a position that is relevant to programme. The potential employer will be asked to submit a job description for approval and the visits will ensure that the students in undertaking mainly those tasks outlined in the job description. Should it be discovered that the student is not being given responsibilities in accordance with the agreed job description the Institute supervisor will either resolve the situation with the employer or else find an alternative placement for the student. Likewise if an employer deems a student unsuitable for the position alternative arrangements will be made for the student. The following areas will be focused on throughout the year in the preparation of students for work placement: CV preparation, interview skills/mock interviews, personal development and career planning. Marks for the module are awarded on a PASS/FAIL basis based on students successfully completing the placement and submitting the required documents.

Operational Features of the Programme

Students are required to satisfactorily undertake the placement element of the module. In circumstances where a student is unable to undertake the Professional Placement, appropriate alternative arrangements will be put in place in consultation with the Course Board. All such arrangements will be outlined in the Professional Placement Manual in a clear and transparent manner. Each student is assigned to a particular faculty member during placement. The faculty member monitors the student during the placement, discusses the work assignment and maintains contact with the employer representative. When on the Professional Placement Programme, students are regarded as employees, integrated into the employer organisation and subject to typical employment conditions. During placement the student will complete an assignment to be agreed between the student and their supervisor. On returning to the Institute, the student will submit a full report on the job assignment for the award of credits. In circumstances where placement restrictions apply owing to personal limitations, or when unfavourable economic conditions exist, alternative educational and practical programmes will be arranged for the benefit of students. This would be seen as a most exceptional situation and every effort will be made to ensure that students avail of the Professional Placement Programme.

Assessment Breakdown	%
Continuous Assessment	100.00%

Continuous Assessment

Assessment Type	Assessment Description	Outcome addressed	% of total	Assessment Date
Written Report	Students are required to undertake a project consisting of 4 elements; Reflection - which outlines their expectations of the placement (prior to starting) and the learning that took place (upon completion). Diary entries - students are given a template and are required to complete 4-7 diary entries over the duration of their placement. Employer feedback - which allows the employer to comment on the overall performance of the students. Placement focused element - which details information on the organisation, the industry in which it operates and detail of a particular project that the student was engaged with.	1,2,3,4,5	100.00	n/a

No Project

No Practical

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>
Contact Hours	Every Week	0.25
Independent Learning	Every Week	2.00
Total Hours		2.25

Workload: Part Time		
<i>Workload Type</i>	<i>Frequency</i>	<i>Average Weekly Learner Workload</i>
Lecturer-Supervised Learning (Contact)	Every Week	0.12
Total Hours		0.12

