

BUST06029
Work Experience for Small and Medium Sized Enterprises (SMEs)

Full Title	Work Experience for Small and Medium Sized Enterprises (SMEs)		
Status	Uploaded to Banner	Start Term	2019
NFQ Level	06	ECTS Credits	05
Module Code	BUST06029	Duration	Semester - (13 Weeks)
Grading Mode	Numeric	Department	Business, Humanities and Tech
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Module Description

The purpose of the module is to provide students with an opportunity to gain accreditation for learning through approved work experience that is deemed relevant to the achievement of the Programme Intended Learning Outcomes. The student learning through work experience can take place in a variety of organisational settings and roles, including through volunteering.

In the event of a work placement not being available to a student, the student will be required to undertake a project. The project will provide the learner the opportunity to gain experience at working on a project similar to one encountered in SMEs. The project will be on a topic selected from a list, or alternatively one proposed by the student subject to availability.

The project must deal with a digital task or problem in an SME. In addition, the project should include related ideas/solutions to overcome the task or problem in this SME.

The project must also be agreed by an academic supervisor.

Learning Outcomes

On completion of this module the learner will/should be able to:

1. Demonstrate a knowledge and understanding of functional areas of organisation, the organisational environment and functioning, and the application of relevant disciplinary concepts to practice;
2. Demonstrate an ability to select and apply a range of technical and inter-personal skills including communications and team-working skills;
3. Demonstrate competence in the workplace at sub-professional level.

Indicative Syllabus

Process Outline

Drafting a proposed 'Student Learning Agreement'

A member of the Programme Board (PB) or work placement co-ordinator will be assigned responsibility for the module. Students will be informed to this effect.

A student may approach the responsible lecturer or work placement co-ordinator with a proposal to gain accreditation for potential learning through appropriate work experience that they have sourced and organised for themselves. The work experience will take place during the first semester.

The responsible lecturer or work placement co-ordinator will work with the student in drafting a formal proposal for a *Student Learning Agreement* (SLA) related to the proposed work experience. The proposed SLA will document the nature of the proposed work experience, its relevance to the programme, the tasks to be completed and the specific intended learning outcomes to be achieved.

The proposed work experience and the specific tasks to be completed must amount to a minimum of 125 hours, with each element specified in terms of time input required.

The proposed SLA must be formally agreed by the prospective employer. The responsible lecturer or work placement co-ordinator will liaise with the prospective employer in this regard. It is expected that the responsible lecturer will visit the prospective employers' site prior to agreeing the SLA.

Approval of Proposed SLA by the Programme Board (PB)

The responsible lecturer or work placement co-ordinator will bring the proposed SLA to the PB for approval.

The PB will decide whether the proposed work experience and the related intended learning outcomes as specified in the proposed SLA are in accordance with the generic intended learning outcomes for the module, are appropriate to the programme and are at a Level 6 (SPA) award standard. In the event that the PB is satisfied that this is indeed the case, they can approve the proposal. Final authorisation for the student to proceed then rests with the Head of Department.

There can be no approval relating to work experience gained prior to the formal approval of a SLA.

Teaching and Learning Strategy

This module involves no teaching as traditionally understood. The learning for the student will arise primarily through the experience gained in the work-place. In addition, it should also arise through the process of formulating the Student Learning Agreement (SLA), and through documenting and reflecting on the relevance and value of the work-experience gained.

Assessment Strategy

This module might be delivered in blended learning and mixed delivery mode.

The student will maintain a log documenting the various elements of their agreed work experience as specified in the SLA. The completion of each element of activity must be certified and the log signed-off by the employer.

Upon completion of the agreed work experience as per the SLA, the student will submit the log together with a report to the PB on the relevance and value of their work experience with particular reference to the achievement of the specified intended learning outcomes.

A student will achieve a 'Pass' in the module (at 40%) by completing this process to the satisfaction of the responsible lecturer and subject to review by the external examiner.

The employer will submit an assessment of the student's performance relative to the intended learning outcomes as specified in the SLA.

The student will be interviewed by three members of the PB about their work experience and the achievement of the intended learning outcomes.

The final grade will be decided based on the quality of the students' log and their report, the employers' assessment and the assessment of the interviewers. The final grade awarded will be subject to review by the external examiner.

Repeat Assessment Strategies

In line with GMIT's Academic Code of Practice , Number 3, students will be provided with the opportunity to repeat their continuous assessment

Decisions on the nature of assessment will be linked to deficiencies in reaching particular learning outcomes.

The repeat continuous assessment may take the form of a written assessment, project or other relevant assessment.

Indicative Coursework and Continuous Assessment:		100 %		
Form	Title	Percent	Week (Indicative)	Learning Outcomes
Performance Evaluation	Activity log, final report and Interview	100 %	Week 13	1,2,3

Blended Delivery Mode Average Weekly Workload:			0.20 Hours		
Type	Description	Location	Hours	Frequency	Weekly Avg
Supervision	Supervision	Not Specified	0.2	Weekly	0.20

Recommended Reading Book List

White, M., (2018). *Career Skills: From Work Experience to Employment*. Gill & Macmillan Ltd.
ISBN 071716179X ISBN-13 9780717161799

Brisk, H., (2012). *Creating your CV as a self marketing tool*. bookboon.com.

Douglas, A., (2010). *The Essential Work Experience Handbook*. Gill & Macmillan Ltd.
ISBN 0717147592 ISBN-13 9780717147595

Redelman, F., (2012). *Interview Secrets Exposed*. bookboon.com.

Sweetman, J., (2013). *How to Excel at Interviews*. bookboon.com.

Online Resources

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Programme Membership

GA_BSMEC_S06 201900 Certificate in Digitalisation for SMEs (Digital Media and Marketing)
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