

# **MODULE DOCUMENTATION**

## **Industry Work Placement**

### **WORK07008**

Mandatory


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<b>Full Title</b>	Industry Work Placement		
<b>Status</b>	Uploaded to Banner	<b>Start Term</b>	2015
<b>NFQ Level</b>	07	<b>ECTS Credits</b>	30
<b>Module Code</b>	WORK07008	<b>Duration</b>	Semester - (13 Weeks)
<b>Grading Mode</b>		<b>Department</b>	Culinary Arts
<b>Module Author</b>	Diarmuid OConghaile		

### Module Description

Industry specific work placement is a key element of this programme. It's focus is the gaining of knowledge, skills and competence through structured, supervised and assessed work exposure in a professional environment. In addition to developing life and employment skills, this module recognises that real and effective learning occurs during quality assured placements, and the learning outcomes and assessment methodologies are designed to enable the student to demonstrate this learning.

<b>Learning Outcomes</b>	
	<b><i>On completion of this module the learner will/should be able to:</i></b>
1.	Illustrate the organisational structure of the business enterprise;
2.	Report on the history of the enterprise or destination and summarise its strategic intent;
3.	Analyse the physical and geographical location of the business enterprise;
4.	Describe the range of products and services or outputs of the enterprise and state the pricing policy that is applied to these;
5.	Participate as an employee in a business enterprise;
6.	Describe the process of recruitment, selection and training/development of staff that occurred during your placement;
7.	Describe the stock taking process and operational control functions including the security of cash and the prevention of fraud;
8.	Identify the formal and informal channels of communication;
9.	Identify the work processes and flows within the enterprise;
10.	Explain the markets served by the enterprise or destination and critically consider the needs of these markets;
11.	List the technologies employed by the enterprise and identify how other technologies could be employed and understand the impact these could have;
12.	Identify the fluctuations in demand experienced by the enterprise and suggest action that could be taken to smooth demand over time;
13.	Explain how the enterprise does or can adjust its operating costs in relation to different patterns of demand;
14.	State the key service standards that the business enterprise has adopted and evaluate their implementation and their relevance to the markets served;
15.	Maintain an employment diary which records the nature of tasks undertaken and that captures any incidents. Critically analyse the management of these incidents;
16.	Critically consider incidents and be able to describe their cause and effective management;
17.	Describe the different styles of leadership that you have observed being used within the business enterprise;
18.	Evaluate the marketing activities of the enterprise;

19.	Reflect on self-performance at work and respond appropriately to employment appraisals.
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### Indicative Syllabus

Refer to Briefing Document

### Teaching and Learning Strategy

Refer to Briefing Document

### Assessment Strategy

#### Method of Assessment

The assessment of this placement employs several methodologies to facilitate the capturing of different types of learning.

#### 1. Business Report

One business style report must be completed addressing each of the following learning outcomes 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18.

Each report should be under 5,000 words and maximum use should be made of illustrations and charts. The report must be submitted directly to the School Office who will e-mail a receipt back to the student. It is the responsibility of the student to ensure that the report arrives at college for assessment.

#### 2. Employment Diary

This diary should clearly state the jobs and activities undertaken at work and in separate clearly identified sections it should address learning outcome 15.

#### 3. Reflections on Appraisals

This formal reflective report addresses learning outcomes 5 and 19. Two performance appraisals of your work experience must take place, the first at approximately twelve weeks and the second prior to completion of placement. Both appraisals should be completed and signed with your immediate supervisor and be included in the appendices of the placement report. The report should be approximately 2,000 words in length and must:

- Critically contrast your two appraisals;
- Identify your areas of strength and weakness supporting these comments with examples taken from your Employment Diary;
- Demonstrate how you worked to improve performance during the placement period;
- Identify your personal future developmental needs;
- Reflect on your relationship with senior managers and with your mentor during the placement;
- Suggest how you would prepare other students for the experiences in placement that you encountered.

#### 4. Oral Examination

Upon return to college, the student's class tutor and one other Academic member of Staff will conduct an oral examination with the student. The purpose of this is to discuss the learning that has occurred during the placement and to probe the student's comments and reflections in the business reports and in the reflection on the two appraisals.

### Repeat Assessment Strategies

In the event that a student should fail to complete the work placement for an unauthorised reason, and/or fail on the written report of the work placement; they will be required to recomplete the 30 week work placement and submit the corresponding written report with respect to the recompleted work placement.

### Indicative Coursework and Continuous Assessment:

100 %

<i>Form</i>	<i>Title</i>	<i>Percent</i>	<i>Week (Indicative)</i>	<i>Learning Outcomes</i>
Written Report	Employment Diary	20 %	OnGoing	15
Performance Evaluation	Reflections on Appraisals	20 %	End of Semester	5,19

Written Report	Business Report	50 %	End of Semester	1,2,3,4,6,7,8,9,10,11,12,13,14,16,17,18
Oral Exam	Oral Examination	10 %	End of Semester	1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19

### Literary Resources

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### Programme Membership

GA\_OHCAG\_B07 201800 Bachelor of Business in Hotel & Catering Management  
GA\_OIHMG\_H08 202000 Bachelor of Arts (Honours) in International Hotel Management  
GA\_OCGSG\_B07 202000 Bachelor of Arts in Culinary and Gastronomic Sciences  
GA\_OCGSG\_H08 202000 Bachelor of Arts (Honours) in Culinary and Gastronomic Sciences