

## H7WP: Work Placement

<b>Module Code:</b>	H7WP
<b>Long Title</b>	Work Placement <b>APPROVED</b>
<b>Title</b>	Work Placement
<b>Module Level:</b>	LEVEL 7
<b>EQF Level:</b>	6
<b>EHEA Level:</b>	First Cycle
<b>Credits:</b>	30
<b>Module Coordinator:</b>	CRISTINA HAVA MUNTEAN
<b>Module Author:</b>	CRISTINA HAVA MUNTEAN
<b>Departments:</b>	School of Computing
<b>Specifications of the qualifications and experience required of staff</b>	/
<b>Learning Outcomes</b>	
<i>On successful completion of this module the learner will be able to:</i>	
<b>#</b>	<b>Learning Outcome Description</b>
LO1	Describe the quality assurance procedures, within the host enterprise.
LO2	Analyse and describe the organisation of host company, different roles and their relationships in the host company and his/her role within it
LO3	Describe the operational practices within the host enterprise
LO4	Document a specific area of host company activity
LO5	Apply knowledge, skills and competencies acquired during the programme of study to the analysis and solution of workplace problems
LO6	Demonstrate initiative whilst working alone and/or part of a team and develop appropriate communication and interpersonal skills
LO7	Use the internal protocols and technologies of the industrial settings
LO8	Reflect on, analyse and document the learning experience resulting from work placement
<b>Dependencies</b>	
<b>Module Recommendations</b>	
No recommendations listed	
<b>Co-requisite Modules</b>	
No Co-requisite modules listed	
<b>Entry requirements</b>	Learners should have attained the knowledge, skills and competence gained from stage 2 of the BSc (Hons) in Data Science

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Module Content & Assessment			
<b>Indicative Content</b>			
<b>C.V Preparation Workshop</b> Students must follow the guidelines provided by the work placement advisor when completing an up-to-date C.V. The work placement advisor will approve a general CV by October (semester 1). The student's CV will need to be tailored later on by the student for each individual job application			
<b>Interview Preparation Workshop</b> The work placement advisor runs an interview preparation workshop for the students in preparation for the work placement early in Semester 1. It is compulsory for every student to attend the workshop.			
<b>Advertise Placement Opportunities</b> Employers advertise placement opportunities with the work placement advisor during Semester 1 The work placement advisor posts placement opportunities on the NCI student portal Students are expected to check the NCI student portal on a regular basis and to apply to the opportunities advertised by emailing a tailored CV to the work placement advisor. The work placement advisor will forward CVs to the employer			
<b>Job Interviews</b> The employer will select the students they wish to interview The work placement advisor will contact the students that have been selected for interview and co-ordinate these interviews The student will contact the work placement advisor with interview feedback immediately after the interview he work placement advisor will liaise with the employer post interview, collate feedback and deliver offers to successful students Students are required to attend all interviews arranged for them by the work placement advisor. Failure to attend for interview may result in the student being eliminated from the placement process and subjected to disciplinary proceedings within NCI.			
<b>Commencement of the Work Placement</b> Work placement is six full months in duration, working fulltime and commences in January / February during Semester 2. Depending on the start date students should finish in July /August. Students must be available for this entire period.			
<b>Monthly Learning Report</b> The Monthly Learning Report needs to be kept throughout the placement to assist in writing the final work placement report. The Monthly Learning Report must be completed every month by the students, signed off by the Company Supervisor and submitted on a monthly basis. The monthly learning report must be uploaded to Moodle every month.			
<b>Academic Site Visit and Performance Assessment</b> Students will be assigned an academic supervisor at the beginning of the Workplace. The academic supervisor will visit the student in the workplace after 3 months of work placement.			
<b>Work Placement final report</b> Students are required to complete a "Final Work Placement Report" which will assist students in developing report writing skills and allows academic staff to assess the students' level of achievement of the work placement learning outcomes.			
<b>Assessment Breakdown</b>			<b>%</b>
Coursework			100.00%
<b>Assessments</b>			
<b>Full Time</b>			
<b>Coursework</b>			
<b>Assessment Type:</b>	Learner Journal	<b>% of total:</b>	30
<b>Assessment Date:</b>	n/a	<b>Outcome addressed:</b>	2,5,8
<b>Non-Marked:</b>	No		
<b>Assessment Description:</b> The Monthly Learning Report summarises student's activity, must be completed every month by the students, signed off by the Company Supervisor.. The monthly learning report must be uploaded to Moodle every month.6 reports are required to be submitted			
<b>Assessment Type:</b>	Continuous Assessment	<b>% of total:</b>	20
<b>Assessment Date:</b>	n/a	<b>Outcome addressed:</b>	5,6,7
<b>Non-Marked:</b>	No		
<b>Assessment Description:</b> Students will be assigned an academic supervisor at the beginning of the Workplace. The academic supervisor will visit the student in the workplace after 3 months of work placement. Both Academic supervisor and Company supervisor will do the assessment. Performance assessment is done in terms of employability skills, completion of duties, work commitment, technical knowledge and communication skills.			
<b>Assessment Type:</b>	Written Report	<b>% of total:</b>	50
<b>Assessment Date:</b>	n/a	<b>Outcome addressed:</b>	1,2,3,4,6,8
<b>Non-Marked:</b>	No		
<b>Assessment Description:</b> The report assists students in developing report writing skills and allows academic staff to assess the students' level of achievement of the work placement learning outcomes.			
No End of Module Assessment			
No Workplace Assessment			
<b>Reassessment Requirement</b>			
<b>Repeat the module</b> <i>The assessment of this module is inextricably linked to the delivery. The student must reattend the module in its entirety in order to be reassessed.</i>			
<b>Reassessment Description</b> Learners who fail this module will be required to repeat the entire module in the next academic year.			

## H7WP: Work Placement

Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Full Time				
Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Placement	Work placement runs for a 6 month period (750 hours / 26 weeks = 28.85 hrs per week)	29	Every Week	29.00
Total Weekly Contact Hours				0.00

Module Resources	
<i>Recommended Book Resources</i>	
Muntean, C.H. & Mockler, S.. (2018), NCI Work Placement Student Handbook, Work Placement Moodle page.	
<i>Supplementary Book Resources</i>	
<p>Richard Nelson, R. B.. (2017), What Colour is your Parachute, : Ten Speed Press, Random House USA Inc.</p> <p>Maun, R.. (2012), Job Hunting 3, Marshall Cavendish International (Asia) Pte Ltd, 0 – Secrets and Skills to sell yourself effectively in the modern age.</p> <p>Manahan, R.. (2004), Where's My Oasis? Random House.</p> <p>Manahan, R.. (2010), Ultimate CV -Trade secrets from a recruitment insider, Random House.</p> <p>Black, J.. (2017), Where am I going and can I have a map? - How to take control of your career plan – and make it happen, Robinson Publisher.</p>	
<i>This module does not have any article/paper resources</i>	
<i>Other Resources</i>	
<p>[Website], <a href="http://www.ncirl.ie/careers">http://www.ncirl.ie/careers</a></p> <p>[Website], <a href="http://www.facebook.com/ncicareersandopportunities">http://www.facebook.com/ncicareersandopportunities</a></p> <p>[Website], <a href="https://gradireland.com/careers-advice">https://gradireland.com/careers-advice</a></p> <p>[Website], <a href="https://www.prospects.ac.uk/">https://www.prospects.ac.uk/</a></p> <p>[Website], <a href="http://www.careersportal.ie">http://www.careersportal.ie</a></p>	
Discussion Note:	