

A6AREF: Apprentice Reflection

Module Code:	A6AREF
Long Title	Apprentice Reflection APPROVED
Title	Apprentice Reflection
Module Level:	LEVEL 6
EQF Level:	5
EHEA Level:	Short Cycle
Credits:	5
Module Coordinator:	JONATHAN BRITTAIN
Module Author:	JONATHAN BRITTAIN
Departments:	School of Business
Specifications of the qualifications and experience required of staff	
Learning Outcomes	
<i>On successful completion of this module the learner will be able to:</i>	
#	Learning Outcome Description
LO1	Deliver an effective presentation in an unfamiliar environment and to an audience that is also unfamiliar, that will inform, educate and facilitate a transfer of knowledge to others in the professional practice community
LO2	Express an internalised personal world view of their experiences on the Apprenticeship programme with others.
LO3	Evaluate their own performance and development on the Apprenticeship programme, demonstrating responsibility for their own learning, and the improvement of work and learning activities
LO4	Reflect on experience, evaluate the Apprenticeship programme and contribute to the development of the programme, justifying proposals that will assist others in identifying learning and developmental needs.
Dependencies	
Module Recommendations	
No recommendations listed	
Co-requisite Modules	
No Co-requisite modules listed	
Entry requirements	

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Module Content & Assessment			
Indicative Content			
Module Overview The Occupational Profile for an IFS Associate recognises that employees in this field of work should be proactive in their own development, and show a commitment to the job and industry. This reflective practice module, delivered and assessed at the end of the programme, gives the opportunity for Apprentices to reflect on their work and study experiences over the two years. For the Apprentice Programme Team and the Workplace Mentor / Line Manager, it provides the opportunity to build on the strengths of the programme and consider areas for development. This also presents an opportunity for completing Apprentices to share their experience with the professional practice community, and for new Apprentices to learn from them. The module also demonstrates an engagement with current thinking in education. The discussion forum held on 31st March 2017 (Work-Based Assessment: Supporting Students to self-assess and self-monitor their learning) held by the National Forum for the enhancement of teaching and learning in higher education actively promoted greater use and opportunity for learners to review and reflect on their own learning; "Learners need to develop awareness and responsiveness so they can detect anomalies or problems for themselves. They need to know when something matters in and of itself, and when exactly the same thing matters in one context but not at all in another".			
Topics What is Reflection? Why Reflect on being an Apprentice? What issues should be the focus of Reflection?			
The art of being fair and constructive in critique • How to reflect on my performance • How to deliver feedback to my boss / employer • Improvements, development, opportunities – not weaknesses or failures • Positive feedback • Supporting and justifying your points			
Delivering the Presentation on Reflection: • Presentation Structure • Presentation Delivery • Using presentation aids / Visual aids			
Assessment Breakdown			%
Workplace Assessment			100.00%
Assessments			
Full Time			
No Coursework			
No End of Module Assessment			
Workplace Assessment			
Assessment Type:	Portfolio	% of total:	100
Assessment Date:	n/a	Outcome addressed:	1,2,3,4
Non-Marked:	No		
Assessment Description: The assessment for this module is a presentation to a panel which will consist of members of the programme team, together with IFS industry members. A copy of the presentation be included in the Apprentice's Work-Based Portfolio.			
Reassessment Requirement			
Coursework Only <i>This module is reassessed solely on the basis of re-submitted coursework. There is no repeat written examination.</i>			

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Module Workload				
Module Target Workload Hours 0 Hours				
Workload: Part Time				
Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Seminars	A Work-Based Portfolio tutorial will be delivered each week of their attendance at college in the two academic years, for one hour. The aim of this tutorial is to guide, support, and monitor the progress of learners toward the achievement of their work-based modules. The tutorial is delivered by the learner's assigned Academic Supervisor. In addition, the Academic Supervisor will monitor the progress of the learner in the generation of evidence and completion of the module	26	Every Week	26.00
Workbased learning	the Workplace Mentor will formally monitor progress once a month, at a minimum. 10 hours one-to-one supervision	40	Every Week	40.00
Independent Learning	No Description	57	Every Week	57.00
Lecturer-Supervised Learning (Contact)	Academic Supervisor visits	2	Every Week	2.00
Total Weekly Contact Hours				68.00

Module Resources

Recommended Book Resources

The IFS employing organisation will be the main source of supporting resources. Commonly IFS organisations have e-learning resources that can be accessed to support learning, as well as other learning supports.. na.

This module does not have any article/paper resources

This module does not have any other resources

Discussion Note: