H7WRKPL: Work Placement

Module Code:	H7WRKPL
Long Title	Work Placement APPROVED
Title	Work Placement
Module Level:	LEVEL 7
EQF Level:	6
EHEA Level:	First Cycle
Credits:	30
Module Coordinator:	CRISTINA HAVA MUNTEAN
Module Author:	CRISTINA HAVA MUNTEAN
Departments:	School of Computing
Specifications of the qualifications and experience required of staff	

Learning Outcomes	
On successful completion of this module the learner will be able to:	
#	**Learning Outcome Description**
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

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

C.V Preparation
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 beginning of October (semester 1). The student's CV will need to be tailored later on by the student for each individual job application.

Interview Preparation Workshop
The work placement advisor will provide an interview preparation workshop for the third year students in preparation for the work placement early in Semester 1. It is compulsory for every student to attend the workshop.

The process to secure a work placement
• Students submit final CVs to the work placement advisor by beginning of October (Semester 1). • Students attend the interview preparation workshop. • Employers advertise placement opportunities with the work placement advisor • The work placement advisor posts placement opportunities on the NCI student portal • Students are expected to check the NCI student portal o 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 • 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 • The 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.

Commencement of the Work Placement
Work placement is six full months in duration, working fulltime and commences in January / February during Semester 2. An academic supervisor will be assigned to each student at the beginning of the work placement and will perform the performance assessment of the student through a site visit, within the first 3 months of the Work Placement period and complete a report .Depending on the start date students should finish in middle July /August 2015 of the same year. Students must be available for this entire period.

Monthly Learning Report
The Monthly Learning Report needs to be kept throughout the placement to assist in writing the final work placement report. The report is a monthly summary of what the student has learned during the work placement. 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 latest Monthly Learning Reports must be made available to the Academic Supervisor on assessment visits. A template of the Monthly Learning Report will be provided to the students.

Final Work Placement Report
Work placement 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. While this will necessitate some description of the host company and the working environment, the focus of the report should be on issues relating to student's personal development. Students must submit a satisfactory report on their work experience before being allowed progress into the final year of the undergraduate programme. The deadline for the submission of the report is beginning/ middle of August.

What happens to students who do not secure a work placement?
All students are encouraged to engage in the Work Placement process from the beginning of Semester 1. If a student has been unsuccessful at obtaining a placement by the end of January, despite making every effort, the student must do the Academic Internship starting with the second semester. The Academic internship involves attending the classes schedule for three taught modules (Business Communication Skills, Application Lifecycle and Business Application development) and passing all the assessments associated with these modules.

Assessment Breakdown	%
Coursework	100.00%

Assessments

Full Time

Coursework

Assessment Type:	Work Placement	% of total:	30
Assessment Date:	n/a	Outcome addressed:	2,5
Non-Marked:	No		

Assessment Description:
Monthly Learning Report: The report should provide summary of the activities performed by the student and what he/she has learned during that month. The Monthly Learning Report must be signed off by the Industry supervisory and uploaded on Moodle on monthly basis.

Assessment Type:	Evaluation	% of total:	20
Assessment Date:	n/a	Outcome addressed:	5,6
Non-Marked:	No		

Assessment Description:
Performance Assessment (by Academic and Industry Supervisor). Academic Supervisors are members of the faculty to whom students on placements are allocated. Academic Supervisors visit the students at their workplace within the first 3 months of the Work Placement period and complete a performance assessment report that also considers the Industry Supervisor feedback. Performance assessment is done in terms of employability skills, completion of duties, work commitment, technical knowledge and communication skills.

Assessment Type:	Written Report	% of total:	50
Assessment Date:	n/a	Outcome addressed:	1,2,3,4,5
Non-Marked:	No		

Assessment Description:
Final Work Placement Report. This report underlines the objectives of the work placement within a given company and the experience the student has gained throughout the placemen

No End of Module Assessment
No Workplace Assessment

Reassessment Requirement

Repeat examination
Reassessment of this module will consist of a repeat examination. It is possible that there will also be a requirement to be reassessed in a coursework element.

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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 hours per week)	29	Every Week	29.00
			Total Weekly Contact Hours	0.00

Workload: Part Time

Workload Type	Workload Description	Hours	Frequency	Average Weekly Learner Workload
Placement	No Description	750	Every Week	750.00
			Total Weekly Contact Hours	0.00

Module Resources
This module does not have any book resources
This module does not have any article/paper resources
This module does not have any other resources
Discussion Note:	