

You in the Workplace

Module Code:	HRM6006-B
Academic Year:	2018-19
Credit Rating:	20
School:	School of Management
Subject Area:	Human Resource Management
FHEQ Level:	FHEQ Level 6
Module Leader:	Dr Jyoti Mishra

Additional Tutors:

Pre-requisites:	Employability and Enterprise Skills 2016-17
Co-requisites:	

Contact Hours

Type	Hours
Tutorials	6
Directed Study	194

Availability Periods

Occurrence	Location/Period
BDA	University of Bradford / Semester 1 (Sep - Jan)

Module Aims

This module is designed to provide you with a thorough understanding of your own role, and the contribution you are making to your host organisation, sector and/or profession. The module should enhance your personal skills regarding autonomous, self-directed learning, the ability to reflect on your own performance in a job role, your work experiences and help you to recognise how this experience and learning will impact on your career development planning.

Outline Syllabus

Exploring the nature of professional practice in the workplace and understanding the work environment, including health and safety.
Reflective writing and continuous professional development.
Developing key employability skills including team work, communication, time management and organisational skills.
Setting and reviewing goals and creating a career development plan.
Report writing.
Presentation skills.

Module Learning Outcomes

On successful completion of this module, students will be able to...

- 1
 - a) apply and synthesise knowledge, understanding and skills acquired through your academic and personal experiences to date;
 - b) analyse your own role and assess its contribution to the organisation;
 - c) analyse the industry and sector within which you work, as well as the organisational structure, strategy, key stakeholders, and performance of your host organisation;
 - d) reflect on your own learning and its impact on your career development planning.

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 - a) demonstrate and self-evaluate employability attributes and capabilities relevant to the workplace;
 - b) complete a reflective learning account;
 - c) create a graduate-level CV, and demonstrate a strategic approach to your graduate career planning;
 - d) deliver a short presentation using techniques appropriate to the audience;
 - e) write in a business report style, developing clear lines of evaluation and analysis.

- 3
 - a) reflect on your work based experiences and evaluate their impact on your personal and career development planning;
 - b) set appropriate career goals, and create objectives and actions related to the achievement of these goals.

Learning, Teaching and Assessment Strategy

The module will be taken by students who undertake a placement year. As a result the majority of the learning will take place through the practical work tasks and responsibilities provided by the host organisation and the job specification. There will be input and feedback from your line manager / supervisor and there will be on-going input and support from the module leader.

The module will build on the employability skills developed from your academic and extra-curricular experiences, and apply such skills to a professional working environment. It will facilitate the development of your ethical and professional behaviour towards others, enabling you to develop and use a professional framework for your conduct within the workplace. (LOs 1a, 1b, 1c, 1d, 3a and 3b)

Throughout the placement year, online group tutorials via Collaborate will be used to enhance and consolidate experiential learning, (LO 2a) whilst individual support will be given via telephone and email. There will also be a visit to the place of work and directed study will consist of focused work-related activities relating to the assessment. (LOs 2a, 2b,

2c and 2d). You are encouraged to complete your assessment tasks throughout the course of your placement year and opportunities to submit draft coursework and receive formative feedback are available throughout the placement year. (LOs 1d, 2a, 2b, 3a and 3b). Summative assessment for the module will be via a written, evidence based, reflective portfolio and an oral presentation which will assess all the learning outcomes at the start of Stage 3.

Mode of Assessment

Type	Method	Description	Length	Weighting	Final Assess'
Summative	Presentation	Individual Presentation	0 hours	30%	Yes
Summative	Coursework	PDP Portfolio	0 hours	70%	No

Legacy Code (if applicable)

MAN3041L

Reading List

To view Reading List, please go to [rebus:list](#).