1. **Title of the module**

WCON5321 (DI533) Professional Placements

1. **Division or partner institution which will be responsible for management of the module**

Division of Human and Social Sciences; School of Anthropology and Conservation

1. **The level of the module (Level 4, Level 5, Level 6 or Level 7)**

Level 6

1. **The number of credits and the ECTS value which the module represents**

120 credits (60 ECTS credits)

1. **Which term(s) the module is to be taught in (or other teaching pattern)**

Not applicable. The placement will cover a minimum of 24 weeks between Stages 2 and 3

1. **Prerequisite and co-requisite modules**

None

1. **The course(s) of study to which the module contributes**

[Standard SAC courses] with a year in professional practice

1. **The intended subject specific learning outcomes.
On successfully completing the module students will be able to:**

During the placement, students will:

8.1: gain familiarity with the workings of a professional organisation working in a field related to their degree programme

8.2: develop an advanced ability to apply academic knowledge from their degree programme and related generic skills to day-to-day work for a professional organisation

8.3 Understand and explain the theoretical, technical or applied dimensions of an applied problem relevant to their degree programme

1. **The intended generic learning outcomes.
On successfully completing the module students will be able to:**

On completion of this module students will be able to:

9.1: Work effectively as a member of a professional team.

9.2: Make effective use of information sources

9.3 Communicate succinctly the subject matter of their placement tasks

9.4: Depending on the requirements of the placement, understand and explain the theoretical, technical or applied dimensions of a problem

9.5: Work independently, manage their own learning and development, including time management and organisational skills

9.6: Appreciate the need for, and have engaged in, continuing professional development

1. **A synopsis of the curriculum**

The aim of the module is to provide students with the opportunity to spend a year (minimum 24 weeks) working in a professional environment, applying and enhancing the knowledge, skills and techniques that they have acquired in Stages 1 and 2 of their degree programme. This may be made up of a single placement of at least 24 weeks or of two or more shorter placements that together add up to at least 24 weeks. Individual placements will involve one or more defined roles or tasks; for example placements may involve contributing to, producing or carrying out (i) a piece of research; (ii) a management plan or other management tool; (iii) a policy report, a piece of law or policy or its implementation; (iv) an exercise related to the storage and systematisation of data sets; (v) facilitation, planning and coordination of a consultation process or an event (vi) development of educational, awareness-raising or advocacy materials or activities. The work they do is entirely under the direction of their line manager at each placement, but support is provided via a named member of academic staff within the School (the 'Placement coordinator' for each student). This support includes ensuring that the work they are being expected to do is such that they can meet the learning outcomes of the module.

Participation in this module is dependent on students obtaining an appropriate placement or placements. It is also normally dependent on maintaining a clean disciplinary record during their registration on the degree programme up to the time of their placement, although these requirements may be waived in individual cases at the discretion of the module and programme convenors where we judge that there is a strong case for allowing the placement to go ahead. Students who do not meet these conditions will normally be required to transfer to the appropriate programme without a Year in Professional Practice.

1. **Reading list (Indicative list, current at time of publication. Reading lists will be published annually)**

Not applicable

1. **Learning and teaching methods**

Students wishing to undertake the Placement Year programme are expected to find appropriate placement(s) themselves. However, support will be provided to the student on different aspects of identifying, applying for, securing and preparing for placements by the University’s Careers and Employability Service (e.g. on CV writing, interview skills). The careers office also coordinates duty of care issues and Kent Innovation and Enterprise coordinates contracts with placement host organisations. Additional subject-specific advice and support in the period leading up to placements, including guidance on what is required for successful achievement of module outcomes and the kinds of placement tasks that are appropriate, is provided by the module convenor and other staff within SAC. In addition, each year, a de-briefing day is organised where stage 3 students who have completed a placements year talk to stage 2 students about their experiences and lessons learned.

Prior to final approval of each placement, one member of academic staff within SAC must agree to act as the Placement Coordinator for that placement. During the placement(s) itself, each student's learning is expected to be directed by their line manager, depending on the requirements of the role they take in the host organisation. The Placement coordinator holds at least two supervisory meetings with the student during the year, either in person (where practicable at the placement site) or by skype or other appropriate means of communication. The first meeting is near the start of the placement period, to check that integration into the workplace is proceeding and that the work being required of the student is appropriate. The second is at a later stage to assist both the student and the organisation with the requirements of the assessment process. Throughout the year, support by email and / or phone is available from the Placement Coordinator or a nominated deputy within the School, where appropriate in coordination with the module convenor, university placements officer or other university staff.

In the case of cancellation or discontinuation of placements during the placement year due to conditions outside the student's control, the module convenor will – where appropriate in liaison with the programme convenor, the senior tutor or other academic staff members – advise the student on how to recover any missing credit points.

1. **Assessment methods**
	1. Main assessment methods

Manager Appraisal Pass / Fail, compulsory element

Report – 4000 words Pass / Fail, compulsory element

Presentation Pass / Fail, compulsory element

13.2 Reassessment methods

100% Coursework (Report – 4000 words), Pass/Fail

1. ***Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section12) and methods of assessment (section 13)***

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| **Module learning outcome** | 8.1 | 8.2 | 8.3 | 9.1 | 9.2 | 9.3 | 9.4 | 9.5 | 9.6 |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |  |
| **Private Study** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| **Assessment method** |  |  |  |  |  |  |  |  |  |
| *Manager Appraisal* | **X** |  |  | **X** | **X** | **X** | **X** | **X** | **X** |
| *Report* | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| *Presentation*  |  |  | **X** |  |  | **X** | **X** |  |  |

1. **Inclusive module design**

The Division recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

1. **Campus(es) or centre(s) where module will be delivered**

Not applicable. Delivery will be at placement locations. However, coordination will be from SAC at the Canterbury campus.

1. **Internationalisation**

This module provides students experience working local, national and/or international organisations, working on issues that often have local, national and/or international. In addition, students have the opportunity to seek working opportunities with organisation overseas.

**DIVISIONAL USE ONLY**

**Revision record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

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| Date approved | Major/minor revision | Start date of delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
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