

Liverpool John Moores University

Title: WORK BASED LEARNING (TRAINING, DEVELOPMENT & CPD)
Status: Definitive
Code: **4505BEFD** (108443)
Version Start Date: 01-08-2011
Owning School/Faculty: Built Environment
Teaching School/Faculty: Liverpool Community College

Team	Leader
Derek King	Y

Academic Level: FHEQ4 **Credit Value:** 24.00 **Total Delivered Hours:** 14.00
Total Learning Hours: 240 **Private Study:** 226

Delivery Options

Course typically offered: Standard Year Long

Component	Contact Hours
Lecture	7.000
Tutorial	7.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Portfolio	AS1	Competency based portfolio/project	100.0	

Aims

This work-based learning module is specifically designed to capture evidence of naturally occurring work-based learning and accredit training and development that the learner has successfully completed during their period of work based learning. The emphasis of the module is to identify and evaluate the learning that occurs both naturally and via a structured programme of experience within their employment or period of work placement. It is also provides recognition for work based training events that occur during their period of work based learning which is not otherwise assessed and does not lead to a formally accredited qualification.

Examples of such events include:

- Formal company in-house training programmes.
- Continuing professional development (CPD) organised by professional bodies, e.g., CIBSE.
- Seminars and courses offered by commercial training organisations.
- Product-based and service-based training offered by suppliers of systems, components, equipment, hardware, software, materials, etc.

Learning Outcomes

After completing the module the student should be able to:

- 1 Identify and describe relevant work based learning and personal development opportunities as a result of naturally occurring workplace activities.
- 2 Record and review the range of structured training and development opportunities undertaken as a result of their roles in the workplace.
- 3 Review the learning outcomes as a result of work based learning opportunities and describe the knowledge, understanding and skills required to achieve them.
- 4 Evaluate the benefits of the training and development undertaken.
- 5 Demonstrate improvement in performance as a result of their work-based learning.
- 6 Present a record/log of appropriate work place training and development evidence for assessment.

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

PORTFOLIO	1	2	3	4	5	6
-----------	---	---	---	---	---	---

Outline Syllabus

This is a self-directed module with tutorial guidance as required. It is intended that the assessment of this module should be related to evidence and experience gained from the students employment or work placement. The student in all cases should have a nominated workplace mentor or supervisor. The mentor must be familiar with the programme and modules and will be required to authenticate the work as being the learners own work. The tutor, the learner and the mentor should liaise to verify the suitability of work-based evidence. It is anticipated that the majority of the naturally occurring experience will occur in the first year of the course but in order to allow all structured training and CPD opportunities to be considered, the assessment of the this unit will start in the first year of the programme but is likely to extend into the second year.

Learning Activities

This unit will require the students' to gather and produce evidence of the experience, skills and knowledge that they have acquired in the workplace. They will produce appropriate records, feedback, reviews and evaluations of the training and CPD

opportunities they experienced in the workplace and the learning achieved as a result of them. Material evidence will be in the form of log books, site diaries, day books, performance appraisals, CPD certificates and other relevant materials.

References

Course Material	Book
Author	Dearden, G.
Publishing Year	1989
Title	Learning While Earning: Learning Contracts for Employees
Subtitle	
Edition	
Publisher	Learning from Experience Trust
ISBN	1870529073

Notes

This module:

- Is most suited to those in full-time employment. Students undertaking the module via a work experience placement will require access to a workplace for a reasonable period of time (the actual period being dependent on size, structure and activities of the particular placement).
- Is centred on the students recognising, recording and evaluating work place learning opportunities.
- Assesses learning that would otherwise go unaccredited.
- Requires the student to recognise the opportunities for their own personal development including the wider transferable skills.
- Requires the student to produce evidence of the ability to communicate effectively with other members of the building services team in an appropriate and professional manner.
- Requires the student to provide authentic, valid and reliable evidence to support attendance at, and successful completion of the selected training and development opportunities. The learning outcomes of such events must be clearly stated.