

This Version is No Longer Current
 The latest version of this module is available [here](#)

MODULE DESCRIPTOR

Module Title

Portfolio of Evidence (Work-based experience)

Reference	BS3185	Version	2
Created	February 2017	SCQF Level	SCQF 9
Approved	July 2013	SCQF Points	120
Amended	August 2017	ECTS Points	60

Aims of Module

Allow the student to show evidence of prior work experience and to provide the student with the opportunity to critically assess the contribution made by theory acquired during the first two academic years of study.

Learning Outcomes for Module

On completion of this module, students are expected to be able to:

- 1 Write a clear and succinct report that provides evidence knowledge and understanding of key management theory, both generally and in a specific area of study and apply this theory to the workplace.
- 2 Demonstrate evidence of work experience and reflect on new learning with regard to knowledge, skills and abilities required.
- 3 Demonstrate the skills and experience that they have acquired during their careers and understand the greater contribution that they can now make to the workplace.
- 4 Critically evaluate their own strengths and weakness as potential managers.

Indicative Module Content

None.

Module Delivery

Work based experience. Students are require to have worked full time or equivalent thereof for 44 weeks within the last 5 years.

Indicative Student Workload

	Full Time	Part Time
Contact Hours	N/A	N/A
Non-Contact Hours	150	N/A
Placement/Work-Based Learning Experience [Notional] Hours	1050	N/A
TOTAL	1200	N/A
<i>Actual Placement hours for professional, statutory or regulatory body</i>	1050	

ASSESSMENT PLAN

If a major/minor model is used and box is ticked, % weightings below are indicative only.

Component 1

Type:	Coursework	Weighting:	100%	Outcomes Assessed:	1, 2, 3, 4
Description:	The module is to be assessed by a portfolio of evidence comprising a report, a revised CV, critical self reflection and employers' reviews. Students are expected to work a minimum of 150 hours compiling this report.				

MODULE PERFORMANCE DESCRIPTOR**Explanatory Text**

The module is assessed by one component: C1 - Coursework - 100% weighting. This module is not graded.

Module Grade	Minimum Requirements to achieve Module Grade:
Pass	Demonstrates that the learning outcomes have been met.
Fail	Fails to demonstrate that the learning outcomes have been met.
NS	Non-submission of work by published deadline or non-attendance for examination

Module Requirements

Prerequisites for Module	None in addition to SCQF Level 9 entry requirements or equivalent.
Corequisites for module	None.
Precluded Modules	None.

ADDITIONAL NOTES

This is a compulsory component for all ABS students requiring exemption from Stage 3 BA (Hons) Business Management.

INDICATIVE BIBLIOGRAPHY

- 1 BOWDEN, J., 2008. *Writing a report: how to prepare, write and present really effective reports*. 8th ed. Oxford: How To Content.
- 2 LEWIS, R. and INGLIS, J., 2005. *How to write reports: the key to successful reports*. Cambridge: National Extension College Trust.