Work-Based Learning 2 - 7KNIM783

Level: 7
Credits: 30

Module leader: Annie Holme
Tel: 020 7848 3615
Email: annie.holme@kcl.ac.uk

Module deputy: Amanda McNaughton
Tel: 020 7848 3679
Email: amanda.mcnaughton@kcl.ac.uk

This handbook must be read in conjunction with module information provided on KEATS, the King’s E-Learning And Teaching Service. You will be given access to KEATS on enrolment. Important information relating to assessment and related regulations can be found on KEATS and via the Nightingale Student Hub.

This handbook can also be provided in alternative formats (such as large print) upon request to asc@kcl.ac.uk.
Contents
Module overview ............................................................................................................. 3
  Module aim .................................................................................................................. 3
  Learning outcomes ..................................................................................................... 3
  Teaching arrangements ............................................................................................... 4
Submitting coursework ................................................................................................. 5
  Assessment criteria ................................................................................................... 5
  Formative assessment ................................................................................................. 5
  Summative assessment ............................................................................................... 7
  Results and resubmissions for coursework ................................................................. 9
Learning resources ...................................................................................................... 11
Module evaluation ....................................................................................................... 11
  Action from previous evaluations ............................................................................ 11
Timetable ..................................................................................................................... 11
Module overview
This module forms part of the MSc Advanced Clinical Healthcare. The module contributes to your programme of study by encouraging you to develop your skills as an independent learner.

The module can also be taken as a freestanding module.

Module aim
This module offers a further opportunity for students who have already taken a work-based learning module at the same credit level and weighting at King’s College London, to acquire academic credit for learning gained from workplace educational activities. For most students this will be linked to a course or study days provided by your employers but for others it may be an individual project or practice development negotiated with managers and colleagues. Work-based learning recognises students as independent learners able to learn from their experiences at work.

The ethos of work-based learning is based on the definition by Chalmers et al (2001, p.599):

“Learning for work, at work and through work, where successful assessment leads to academic credit rating, but not in itself, a named academic award. The assessment is of the current learning and is therefore not retrospective.”

The module enables you to continue to develop as a lifelong learner by critically reflecting on and improving your learning skills and abilities. You will produce a portfolio of learning activities demonstrating your learning from the work-based activity and your own development as a learner. The portfolio can contribute to evidence of professional development.

The portfolio must be on different topics from those submitted for your previous work-based learning module.

Learning outcomes
By undertaking this module students will have the opportunity to expand on the learning achieved from their previous work-based learning module by:

- Further enhancing their critical thinking and writing skills
- Demonstrating advanced knowledge, critical and in depth understanding and application to their practice of learning gained from further work-based learning activity
- Critically reflecting on their progression as an effective independent learner
- Further developing their ability to learn at an advanced level from work-based learning activities and articulate the impact on their practice.
**Teaching arrangements**

The academic support provided for this module is negotiated with the organisation providing the work-based learning opportunities or with individual students undertaking their own learning in practice.

Students will have an introduction to the module and the opportunity for follow-up tutorials delivered by a member of the Faculty teaching staff either in a group or individually.

Students will have access to online learning resources through [KEATS](#).

All students will have a named person in their organisation who is responsible for approving the work-based learning activity and their learning plan.
Submitting coursework
For this module you are assessed by Annie Holme, Amanda McNaughton, other members of the Faculty teaching staff and clinical staff.

Assessment criteria
Portfolio of learning activities (3,000 words max).

Formative assessment
Developing a learning plan

Decide on two areas of learning that you have the opportunity to develop by undertaking this module. These should be areas where you recognise your need to improve your knowledge, understanding and/or skills. One of these needs must link to the learning you are undertaking in your workplace, and one must relate to your personal and professional development as a lifelong, independent learner.

Your learning goals will need to be specific, measurable, relevant and achievable with the resources and time available to you.

They must be different from the goals you identified for your first Work-Based Learning module.

Suggested areas for development:

Workplace learning

Select a topic or topics from the content or scope of your current workplace course/activity in which you need to develop greater knowledge and understanding. You can then focus on your development need(s) relating to an example listed below or choose your own in consultation with the Trust/organisation course leader or supervisor.

- Advanced knowledge of pathophysiology, pharmacology, diagnostic and/or treatment options
- Critical analysis and evaluation of evidence base for newly developed skill(s)
- In-depth understanding of a professional approach to practice, such as shared governance or partnership working with patients and others.
- Critical evaluation of initiatives to improve patient safety/ care quality and implementation in your workplace.
- A patient case study demonstrating advanced and critical understanding of knowledge and application to practice

Development as independent learner

Learning is now widely conceptualised as a lifelong journey. There are many ways in which even the most experienced learner can continue to develop their learning capabilities. On KEATS there are resources to help you reflect on yourself as a learner and identify how you can progress to become more effective as an independent learner. You may want to focus on specific skills such as the ability to source information, read critically, make effective notes, think and write critically and apply knowledge to practice. These are just some examples, and the learning resources on KEATS, may help you identify others:

- Becoming an effective critical reader
- Improving e-information retrieval skills
- Developing critical analysis and evaluation in writing
- Developing critical reflection skills
Learning plan criteria

You will need to be focused so although you may identify many learning goals, for the purpose of this portfolio you will need to select at least one specific goal relating to your development as a lifelong learner and one learning goal specific to the area of work-based learning as per the examples given above. **These must be different from those identified in your first Work-Based Learning module and demonstrate your continued development as a learner.**

When you have completed your learning plan, it will need to be reviewed and signed by your trust/organisation course leader/supervisor and a named academic from the Florence Nightingale Faculty of Nursing & Midwifery at King’s College London.

The goals and actions in your learning plan will form the basis for your portfolio entries.
Summative assessment
You will need to have made sufficient progress or completed your work-based learning programme/project to the satisfaction of your Trust/organisation course leader/supervisor before submitting your portfolio. Evidence of this progress will be provided by submitting a signed completion/progress report form (available on KEATS) with your portfolio.

Portfolio content:

1. Learning plan

Your completed and signed learning plan needs to be included as the first part of your portfolio but is awarded no marks.

2. Evidence of workplace learning (approx. 1,800 words)

Demonstrate your achievement of the workplace learning identified in your plan by providing an in-depth review of your knowledge and understanding of the chosen topic or topics. This review must include where relevant:

- critical analysis and synthesis of key literature
- advanced critical understanding of evidence underpinning practice
- indepth understanding of implications for professional practice
- critical evaluation of impact on patient experience and patient safety.

You can use examples from your work to illustrate how this learning is improving the care you deliver or your professional practice (See Faculty Confidentiality Guidelines on KEATS).

3. Critical evaluation of development as independent learner (approx. 1,000 words)

Provide a reflective review of how you have developed as an independent learner by taking this module. Focus on the learning needs and development outlined in your learning plan with rationales for why you selected this area. Critically reflect on your learning needs and how you addressed them, the resources you utilised and what helped and challenged your development. You will also need to evaluate how successful you were and outline how you will continue to develop your ability to learn from workplace experiences. You will need to make reference to your goals and actions from your first Work-Based Learning module and show your continued development as a learner.

You will need to demonstrate that you have engaged with literature and other resources on learning (learning power, professional learning, types of learning, learning theories, learning preferences, work-based learning, etc.).

Professional bodies are increasingly using reflective thinking and writing as evidence of professional development for revalidation purposes. If you are not familiar with this approach, there are specific resources on the Faculty Academic Skills course (see KEATS).

This portfolio entry should be written in the first person.

4. Conclusion (approx. 200 words)

Write a summary of your learning achievements from this module and the workplace learning/activity. Briefly, discuss how this has impacted on your practice and personal and professional development and plans for future development. Make reference to your development since you completed your first work-based learning module.
5. Reference list

Submit one reference list for the whole portfolio using the Faculty referencing guidelines

Please note that the word limits suggested for each entry are approximate and can be adjusted to fit the content of your portfolio. The word limit for the whole portfolio is not discretionary and any work written beyond the maximum 3,000 words will not be marked.
Coursework submission are provided on the modules KEATS site. It is essential that you use your candidate number on all assignments/examinations. Your candidate number, which will begin with $Z$ for the academic year 2018/19, will be available via Student Records on the King’s Intranet approximately one month after you enrol.

If you are unable to submit your work by the deadline please refer to the information in your programme handbook on “mitigating circumstances”. If you require further support in these circumstances you are advised to contact KCLSU.

**Submission date for coursework:** please refer to KEATS for all submission dates.

Late submissions will be accepted for **24 hours** following the submission date. All work submitted late will be marked as normal but will be capped at the pass mark for the module. If your assignment is a hard copy, please ensure you date stamp it and submit it to the submission room G15 James Clerk Maxwell Building. If your assignment is submitted electronically through TurnItIn, information about how to submit late will be provided on KEATS module sites under assessment information. Please label the file with your candidate number and double-check you have submitted the correct file.

The external examiner for this module is Amanda Smith. *Students are not to make direct contact with external examiners, in particular regarding their individual performance in assessments.*

The university and its Examination Boards in the ten Faculties (Institutes/Schools, King's Learning Institute and the Association of King’s College (AKC), work with over 500 external examiners to ensure the quality and standard of our taught awards. Find the latest report on the **External Examiners Report** page, navigate to the Faculty’s section.

**Results and resubmissions for coursework**
Students will receive a provisional (unratified) mark for their coursework **4 weeks following submission**. According to the method of submission as detailed on your KEATS site, if your work was submitted online you will be able to download marked coursework from KEATS; alternatively, if you completed a hard copy submission you can collect your coursework and feedback from the Nightingale Student Hub.

To collect a hard copy assignment, you must provide your candidate number. Alternatively, you may send a stamped addressed envelope to t Nightingale Student Hub ensuring that this is large enough to accommodate your assignments and that you have applied sufficient postage. Hard copy assignments will be retained for four weeks; if you have not collected your assignment by then, it will be destroyed.

Feedback will include the award of a numerical grade which remains provisional until ratified by the examination boards. The dates for the examination boards are available on KEATS. Ratified marks can be viewed via Student Records on the King’s Intranet, the Monday following the relevant examination board.

The marking criteria by which your work is judged are provided in full in your programme handbook. Please also refer to the section in your programme handbook on plagiarism and how to avoid it. If you have a query about how to refer to a specific piece of work please ask your module leader, your group leader or a member of library staff for guidance or please use King’s Libguides site.

The feedback you receive on your assignment will guide you towards how to do better next time or how to maintain your existing high standard!
If you do not understand your mark or the feedback you receive please contact Annie Holme or Amanda McNaughton.

If you are unsuccessful, it is recommended that you contact the module leader before submitting your second attempt. This will enable the module leader to provide you with an appropriate level of support as you prepare to resubmit your work.

**Resubmission date for coursework: please refer to [KEATS](#) for all resubmission dates.**
Learning resources
Learning resources to help you reflect on your abilities as an independent learner and develop effective strategies for improvement can be found on the module KEATS site.

Module evaluation
As part of the university’s Student Voice Strategy, you will be asked to complete an evaluation survey that will be emailed to you through Microsoft Forms.

Please take the time to complete as your feedback is important. It informs ongoing developments to individual modules to ensure that the learning needs and expectations of the Faculty’s student community are met to a high standard.

Action from previous evaluations
This module is continuously being modified and improved to meet changing needs of participants and their employers.

Timetable
The contact time with academic staff for this module is negotiated with the organisation work-based learning provider and/or individual students.