

**The London Institute  
of Banking & Finance**

# Advanced Work-based Learning



The London Institute of Banking & Finance is a registered charity, incorporated by Royal Charter.

© The London Institute of Banking & Finance

**MODULE SPECIFICATION**

<b>1. Title</b>	<b>Advanced Work-based Learning</b>	
<b>2. Start date</b>	2016	
<b>3. Level of module</b>	Level 6 FHEQ	
<b>4. Number of credits</b>	30 Credits	ECTS Value
		15
<b>5. Status</b>	An optional module within: <ul style="list-style-type: none"> <li>• BSc (Hons) in Banking Practice &amp; Management (full- and part-time)</li> <li>• BSc (Hons) in Finance, Investment and Risk</li> </ul>	
<b>6. Recommended prior modules</b>	Students should engage with the themes of the Strategic Management in Financial Services module before embarking upon their work-based learning – see section 9.	
<b>7. Programmes of study to which module contributes</b>	<ul style="list-style-type: none"> <li>• BSc (Hons) in Banking Practice &amp; Management (full- and part-time)</li> <li>• BSc (Hons) in Finance, Investment and Risk</li> </ul>	
<b>8. Campus / Partner</b>	N / A	
<b>9. Syllabus overview</b>	<p>Advanced Work-based Learning (AWBL) is an option module within the degree programme. Its purpose is to provide an integrated approach to study and help students to enhance their subject-specific, generic and employability skills through an iterative process of use and reflection. Students will have opportunities to reflect upon their academic learning and gain relevant practical experience by applying this learning in their workplace, particularly in relation to strategic issues and their impact upon the business environment.</p> <p>In addition to providing opportunities for enhancing their technical subject-specific knowledge and skills, a further feature of the module is the provision of opportunities for students to enhance their intellectual, practical and transferable skills to assist career progression and add value to their organisations by way of enhanced performance.</p> <p>For this module, students will be assessed on activities undertaken in the workplace and on the basis of their personal reflections and regular reports. Since, for this module, it is important that both the learning and its assessment have direct relevance to the work environment as well as a sound educational basis, they will need to link with the student's agreed workplace / work placement objectives. This will in turn allow the student's work-based assessment to link to their regular performance reviews carried out with their line manager (for students already in the workplace) or link to the student's work placement objectives (for students on a short placement), thus avoiding additional unnecessary bureaucracy. See also section 12.</p> <p>Students should have engaged with the key theories and topics of the module Strategic Management in Financial Services prior to embarking upon AWBL.</p> <p>In order to maximise the benefits of work-based learning, students studying part-time are encouraged to undertake this module concurrently with any core / compulsory modules (where relevant) or their chosen option modules rather than at the end of their academic studies at this level.</p>	

**10. Intended subject specific learning outcomes and, as appropriate, their relationship to programme learning outcomes**

On completion of this module, students will be assessed on the extent and effectiveness of their ability to:

- a) examine and comment upon the key aspects of organisational strategy, with particular emphasis on its influences and drivers and how options are evaluated and implemented in the organisation;
- b) apply, in a practical manner to the business environment, knowledge and understanding gained through formal study;
- c) use tools and techniques in practical business situations and critically evaluate their appropriateness and effectiveness;
- d) test strategic concepts and theories and reflect on how successfully they can be applied in practice, in complex and familiar and unfamiliar real-life situations;
- e) discuss current sector issues affecting business strategy and key topics of academic debate and research; and
- f) reflect, in their work-based learning submission, how their studies and research relate to the business environment and link to their workplace objectives, performance reviews and on-going personal development plan.

These intended module learning outcomes contribute to the following programme learning outcomes:

- BSc (Hons) in Banking Practice and Management (full- and part-time): A2 and A3.
- BSc (Hons) in Finance, Investment and Risk: A1, A3, A5 and A6.

**11. Intended generic learning outcomes and, as appropriate, their relationship to programme learning outcomes**

On completion of this module, students will be able to demonstrate achievement of the following generic learning outcomes:

1. Ability to learn through reflection on practice and experience
2. Ability to analyse problems, evaluate a range of solutions and make reasoned decisions and recommendations supported by sound evidence
3. Ability to work, study and undertake research independently and manage / utilise resources effectively
4. Ability to communicate effectively in a manner appropriate to the context and audience
5. Ability to work effectively, both as an individual and in groups and teams, with due regard for business / strategic issues, people, cultures, etc

These intended generic learning outcomes contribute to the following programme learning outcomes:

- BSc (Hons) in Banking Practice and Management (full- and part-time): B–D.
- BSc (Hons) in Finance, Investment and Risk: B–D.

## **12. Learning and teaching**

### **A. Learning hours**

The module is the equivalent of 300 notional learning hours. This learning may be acquired in a variety of ways:

- Information gathering and research.
- Learning acquired and applied in the work environment.
- Reflecting on and utilising previous learning gained through formal study.
- Analysis of, and commentary on, the employer's strategy.

### **B. Tuition support**

Students will undertake learning within the workplace and are required, in consultation with the employer's placement supervisor / line manager, to undertake a variety of activities and keep a personal reflective journal.

Duration (full-time students) - The work-based element of the module will be undertaken during the summer vacation between the end of the second year and the start of the third year. Placements are expected to be about 8-12 weeks long. In preparation for the placement element, students will attend lectures and seminars on the strategic themes of the module as well as information sessions on planning for, and securing, a work placement.

Duration (part-time students) - The duration of the module should be negotiated by the student with their employer and will normally span a period of a minimum of six months but no more than twelve months.

Students will be allocated an The London Institute of Banking & Finance appointed Lecturer who will act as their AWBL tutor. Students will also be supported by a Student Services Officer (part-time) or The London Institute of Banking & Finance full-time programme team member (full-time students).

### **C. Learning materials**

Students undertaking this module will be provided with detailed guidelines and support to enable them to carry out reflective learning. Templates will be provided for students to capture their reflections as they progress through the module and undertake various workplace activities. On registration, students will be given access to the myLIBF learning environment containing all module resources, and to KnowledgeBank, which contains e-books, journals and other resources.

## **13. Assessment**

The assessment for this module is based on a student's performance against the subject specific and generic skills learning outcomes set out in sections 10 and 11 of this specification. Sources of evidence will include employer observations and the student's own reflective personal journal.

Students will be required to complete at least two interim reports, templates for which will be provided in the AWBL guidelines, in accordance with the action plan agreed between the student, the supervisor / line manager and AWBL Tutor. Feedback will be provided on these reports.

The summative assessment for the AWBL module will be a final reflective report, for which a template will also be provided. The assessment will be based on a student's performance against

the subject-specific and generic skills learning outcomes set out in sections 10 and 11 and according to the agreed work-based learning assessment criteria, a copy of which is published in the guidelines.

#### Module Grading

A student's module performance grade is determined by their overall weighted average percentage score in accordance with the following:

3 <sup>rd</sup>	40% - 49%
2.2	50% - 59%
2.1	60% - 69%
1 <sup>st</sup>	70% - 100%

#### **14. Syllabus**

Given the individual nature of each student's work-based learning, there is no syllabus content for this module. Students will be expected to reflect on their previous and current formal study and integrate this with their agreed work and WBL objectives and demonstrate their fulfilment of the learning outcomes in sections 10 and 11.

Students on the full-time programme will be issued with a schedule of pre-placement seminars covering the key concepts and themes contained within the Strategic Management in Financial Services module.

On completion of the work placement, full-time students will have the opportunity to participate in a 'Return Workshop' and present their key observations from their work placement to peers and members of the tutor and programme team in a non-assessed activity.