

UNIT 40: BUSINESS WORK EXPERIENCE SCORE SHEET

As Reflective Scholar and Practitioner you are required to select a suitable host company for work experience and to transform learning from your program into a successful work experience. To undertake the tasks correctly and meet the assessment criteria, you must be thoughtful about the correlation between prior learning and the experiences you encounter in this work environment.

NOTE! Work Experience is Mandatory to take this course: Unit 40.

INSTRUCTION TO THE STUDENTS:

- These Tasks combine knowledge from Theory, Research and Practical Experiences applied to the work experience. Research means that you must use either Secondary and/or Primary research methods to gather evidences to answer each task. Practice means that you are required to write from current and prior knowledge in your personal life and social settings.
- Plagiarism is totally unacceptable. You must cite all sources and input the information by paraphrasing, summarising or using direct quotes. This includes information obtained from direct word-of-mouth or the published works of others. A Fail Grade is given where Plagiarism is identified in your work.
- Your evidences/findings must be cited using Harvard Referencing Style. E.g. (Samuels, 2015); (Sommers and Hunter, 2014) etc.
- You must use the Four Paragraph Structure in writing: Paragraph 1- Introduction; Paragraph 2- Research Findings; Paragraph 3- Discussion; and Paragraph 4-Recommendations/Conclusion.
- To Pass the unit you **MUST** Achieve **ALL** the Pass Criteria outlined on the score sheet. You can earn a Higher Grade such as Distinction or Merit by meeting all Pass Criteria and achieving the criteria given on the Higher Grades Score Sheet. You will be given a Referred Grade if you fail to meet ALL Pass Criteria given. Referred Grade means resit. You must resit any AC that you fail. The Score Sheet will identify the specific requirement/s and criteria that you did not meet. See iTutor for the resit fees.
- You **SHOULD** complete and submit a hardcopy and softcopy on the due dates given. ALL late work attract a fee. This rule is not waived under any circumstances. The softcopy should be sent to: faculty@colbournecollege.com.
- You **MUST** pay your Tuition on-time with '0' balance outstanding to submit work or sit examinations. This rule is not waived under any circumstances. If you fail to submit on the said deadline due to not having financial clearance you may submit no later than the extended deadline with the Resit fee paid. Failure to submit work on the final or extended deadline will result in a Fail Grade for the entire UNIT. If you Fail the unit you will have to pay to retake the class.
- Read ALL Instructions on this Page and review the Pass, Distinction, Merit and Referred Criteria attached to meet the criteria and task correctly. Your work should be neatly typed and bonded. Presentation is important and evidence of quality and business ethics.
- Remember you **MUST** participate in the Class Form by answering the Lesson Review Questions posted by the Course/Unit Tutor. You are required to Post twice per week and by the latest on Friday. You get 10% of the course grade from the Forum. You Must Pass the Forum to pass the course/unit.

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NAME OF STUDENT:

DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO 3 Be able to monitor and evaluate progress of work-based project	AC 3.1 Research suitable information to inform the work – based activity <i>The Student should carry out this task as a Scholar And Practitioner by:</i>		
	1. Using Paragraph One to provide briefly explain: The Research Process AND to how researching can benefit work based activity or professional practice.		
	2. Using Paragraph Two for the research findings on: ALL sources that will clarify the task (that is, the specific task that you are undertaking - see LO 2.1)		
	3. Using Paragraph Three to discuss the information gleaned from each of the relevant sources towards the task completion.		
	4. Using Paragraph Four to draw Conclusions about the effectiveness of the sources and research strategy that you selected.		
	5. Carrying Out the command in the task: To Research which means: “Investigation into and study of materials and sources to establish facts and reach conclusions” (Concise Oxford English Dictionary).		
	6. Including at least five (5) themes and perspectives related to your research findings and the content areas: <ul style="list-style-type: none"> • Research project: negotiation, action planning, strategy development, objective setting, creative, innovative, problem solving, methods of achieving aims, objectives and targets, time scale, resources, intended outcomes • Relevant sources: mentor, supervisor, line managers ,colleagues, members of the public, reference materials, the internet, training manuals, computer help screens, induction handbook. 		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 750-1000 Words Requirements (only 10% more or less can deviate from the instructions).		
12. Linking the answers specific to the Business Case.			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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NAME OF STUDENT:

DATE:

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO 3 Be able to monitor and evaluate progress of work-based project	AC 3.2 Maintain a Reflective journal to monitor progress <i>The Student should carry out this task as a Scholar And Practitioner by:</i>		
	1. Using Paragraph One to provide brief key term definitions of: Reflective Scholar-Practitioner		
	2. Using Paragraph Two for the research findings on: the types of evidence maintained in a reflective work journal.		
	3. Using Paragraph Three to provide supporting evidence of a Journal that you are using to monitor your own progress. Rationalize the various experiences - information, activities, perspectives, development, feedback and revisions - that are in your work experience and recorded in the journal. <i>You MUST present evidence of this reflective Journal on week 9 of the course to your lecturer. Submit the final entry with the Term Paper. NOTE! This evidence in the journal must speak to the aims, objectives and targets you set in LO 2 for the task.</i>		
	4. Using Paragraph Four to draw Conclusions about the importance of the reflective practices in journaling that you have undertaken to record, review, and evidence your performance for improvements.		
	5. Carrying Out the command in the task: to 'Maintain' which means "To monitor and record on a daily basis activities that have occurred"		
	6. Including at least five (5) themes and perspectives related to your research findings and the content areas from the Course Content in your work: Monitor: reflective practice journal; gathering, recording and reviewing information, collecting evidence		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 600-750 Words Requirements (only 10% more or less can deviate from the instructions).		
12. Linking the answers specific to the Business Case.			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	

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Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade	ACHIEVED	
		YES	NO
LO 3 Be able to monitor and evaluate progress of work-based project	AC 3.3. Assess how the development of skills and behaviours improved own knowledge of working practices and make the necessary recommendations for improvement. <i>The Student should carry out this task as a Scholar And Practitioner by:</i>		
	1. Using Paragraph One to provide brief key term definitions of: personal evaluation AND professional evaluation		
	2. Using Paragraph Two for the research findings on: how the development of skills and behaviours can improve knowledge and work practices.		
	3. Using Paragraph Three: to measure how the development of skills in this work experience is improving your own knowledge and working practices.		
	4. Using Paragraph Four to make recommendations for your own improvements where gaps are in your information, knowledge, competencies and effectiveness. That is, what will you do to improve?		
	5. Carrying Out the command in the task Assess : To which means: “Offer a reasoned judgement of the standard/quality of situation/skills informed by relevant facts.”		
	6. Including at least five (5) themes and perspectives related to your research findings and the content areas from the Course Content in your work: <ul style="list-style-type: none"> • Evaluation: Aims, objectives, targets; activities undertaken, e.g. Teamwork, decision making, learning, self-development, assertiveness, meeting needs and requirements of the job role; benefits, difficulties, effectiveness, timescale, reach and justify conclusions. 		
	7. Citing Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized.		
	8. Using Harvard Referencing Style properly.		
	9. Using the Four Paragraph Essay-Writing Structure.		
	10. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.		
	11. Meeting the 600 - 750 Words Requirements (only 10% more or less can deviate from the instructions).		
12. Linking the answers specific to the Business Case.			
A Pass Grade Is Awarded		YES	NO
Name Of Assessor:		Date Of Assessment:	