

*Presentation pattern*    *November to March*  
*May to September*

*Module description*

Learning happens all the time and in all sorts of situations including the workplace, but it isn't always recognised. Studying this module enables students to gain academic credit for learning at work. It will be highly relevant to their career, as they will develop their practical and professional skills and knowledge by completing real work-based activities designed to help them improve their performance at work. Students must be working in a role, whether paid or voluntary, that involves significant use of and/or management of ICTs. They will need someone other than their tutor – normally their line-manager – to authenticate, but not to assess, some of their work for the module.

*Person specification*

The person specification for this module should be read in conjunction with the [generic person specification](#) for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should have:

- a demonstrable interest in workplace learning
- an understanding of the concept of foundation degrees
- relevant experience of ICTs in the workplace
- ability to support and guide students on documenting their work and professional experience.

It would be an advantage to have:

- knowledge of National Occupational Standards
- previous experience of working with students on the development of portfolios.

*Additional information*

- You will be expected to provide student support via online forums, email and telephone to help students relate their work experiences and activities to module concepts of reflective practice in ICT, to foster their academic development at HE level and their professional development.

*Module related details - a full explanation can be found on the website*

Credits awarded to the student for the successful completion of a module:	30
Number of assignments submitted by the student:	3
Method of submission for assignments:	1a
Level of ICT requirements:	2
Number of students likely to be in a standard group:	15
Salary band:	4
Estimated number of hours per teaching week:	5.5

There may be opportunities for ALs to undertake associated assessment work for which there will be additional payment and about which you will be contacted separately if applicable.