

## Professional Practice 4

## TMXY325

*Presentation pattern: October to September (12 months)*

### *Module description*

The Open University's BSc Hons in Cyber Security and BSc (hons) IT: Software Development provides those domiciled in Scotland with the opportunity to gain a degree through Skills Development Scotland's Graduate Apprenticeship scheme.

These degrees provide employer-selected apprentices with 240 credits of taught cyber security/software development education, accompanied by 240 credits of facilitated work-based learning taking place within the apprentice's employment context. The qualifications are designed so that it will be completed in 4 years. TMXY325 is an essential component of both qualifications.

The purpose of TMXY325 is to:

- Provide the opportunity for students to apply the theory from the other Year 4 modules to their workplace, reflect upon this experience, and evidence their outcomes in a portfolio.
- Complement and extend the content of Years 1, 2 and 3 taught modules in order to maintain topicality. This will involve accessing a set of curated learning resources.
- Develop a practical understanding of legal, social, ethical and professional issues, academic and employability skills
- Develop experiential learning skills

### *The Practice Tutor*

The purpose of the role is to provide both qualification support and module support.

1. **Qualification support.** You will be the student's first point of contact for queries about the programme. This includes providing students with advice and support, liaising with employers and workplace mentors, helping students plan their time and monitoring their progress.
2. **Module support.** This includes: providing practical support and guidance for TMXY325 students; checking and signing off their ePortfolio, marking 2 brief TMAs and a more substantial final TMA.

These elements are intended to complement one another, creating an interesting and fulfilling role.

The practice tutor is managed by and reports to a Faculty of Science, Technology, Engineering and Mathematics (STEM) staff tutor.

### *Job description*

#### **Qualification support**

This part of the role requires an individual who is willing and able to take a close interest in all aspects of the student experience, making carefully judged interventions as necessary. The following are the major responsibilities, but implicit within these are a range of other

activities that may occasionally be necessary. Flexibility is key to this role, focussing on the well-being of the student and of the OU relationship with the employer You will:

- run an initial face-to-face meeting with each student and their manager and/or workplace mentor in Scotland to agree an activity plan for the duration of the module, which if successfully completed would result in the student achieving the module learning outcomes
- run four quarterly progress meetings with the student and their manager/mentor, ensuring the activity plan is adjusted as necessary
- plan and run regular online meetings with each student to review progress and provide advice and guidance
- support apprentices in interpreting academic content from their taught modules in the context of their apprenticeship
- provide appropriate support for apprentices with additional requirements in the context of the reasonable adjustments the University makes to support such learners
- take appropriate action if a student is at risk of failing or is making unsatisfactory progress, evaluating the need for additional support and confirming that it is provided. This will involve liaising with other Year 4 module tutors, staff tutor and the apprenticeship programme delivery manager (APDM) who provides business development, administrative and operational support for the apprenticeship
- maintain comprehensive records for each student, checking the ePortfolio as necessary
- maintain and develop knowledge of Year 4 taught modules

### **Module support**

As in <http://www.open.ac.uk/jobs/tutors/teaching-roles/duties>

### *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 flexible, professional and student-centred manner
- ✦ a supportive manner and appreciation of student-centred learning
- ✦ a first or higher degree in Computing and IT or a cognate area, or appropriate professional accreditation
- ✦ good academic knowledge of software development and/or cyber security
- ✦ knowledge of the Scottish education system and business environment
- ✦ the ability to visit apprentices at their place of work in Scotland at the start of the presentation, and subsequently if it proves necessary
- ✦ the ability to travel to Scotland reasonably quickly by car, train or plane
- ✦ the ability and willingness to gain a good overview of the Level 3 modules the students are studying in parallel with this module
- ✦ the ability to translate academic knowledge into activities which can be carried out in the student workplace
- ✦ skills of diplomacy, negotiation and communication
- ✦ an appreciation of the needs of adult learners and of how adults learn in work-based contexts
- ✦ the ability to use information and communication technology in teaching and supporting apprentices
- ✦ an understanding of and commitment to equal opportunities policies and practices
- ✦ a commitment to your own personal and professional development

It would be an advantage to have:

- ✦ professional experience of working in software development or cyber security in industry
- ✦ experience of working with employers
- ✦ knowledge of the School's Level 3 modules: TMXY352 and TMXY353

*Additional information*

All teaching is in English and your proficiency in the English language should be adequate to meet the requirements of the role.

You should have your own computer with broadband Internet access.

*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:	2
Level of ICT requirements:	2
Number of students likely to be in a standard group:	5
Salary band:	6
Estimated number of hours per teaching week:	4