Presentation pattern   October to March

Course description

This course gives students the opportunity to gain credit towards higher education qualifications by assisting them to recognise and reflect on their prior learning experiences. It's suitable for anyone who can draw on several past learning experiences. These experiences can be informal as well as formal and certificated or non-certificated. With the support of a personal tutor, students engage with online course materials and assessment to help them analyse, reflect upon and present their past learning, take stock of their skills and begin to plan for their personal, academic and career development.

Person specification

The person specification for this course 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:

- experience of teaching reflective skills development
- experience of assessing work experience
- experience of reflective practice
- a demonstrable interest in workplace learning
- experience of supporting adults at pre-degree or undergraduate level
- ability to support and guide students in documenting their work and professional experience
- ability to access and work with web-based material
- enthusiasm for the philosophy behind the course.

It would be an advantage to have:

- previous experience of working with students on the development of portfolios.
- experience of using an online learning environment
- enthusiasm for using ICTs to support learning.

Additional information

- U122 is presented electronically. Tuition is carried out using online forums; assignments are submitted, marked and returned electronically.
- You will be expected to provide student support via online forums, email and telephone to help students relate their work experiences and activities to course concepts of reflective practice to foster their academic development.
- Experience of using electronic forms of distance teaching and support would be useful but training will be provided.
- The course runs over 16 weeks

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:	3

Number of students likely to be in a standard group: 20
Salary band: 5
Estimated number of hours per teaching week: 7

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.