

*Presentation pattern*    October to September (12 months)

### *Module description*

Context: R24 BSc Digital and Technology Solutions Degree Apprenticeship

The Open University's BSc Hons in Digital and Technology Solutions provides apprentices with the opportunity to gain a computing and IT degree through the Government's Apprenticeship scheme. Apprentices will be able to follow one of four specialisms: Cyber Security Analyst, Data Analyst, Software Engineer or Network Engineer.

This degree provides employer-sponsored apprentices with 180 credits of core computing and IT education combined with another 60 credits of study in the chosen specialism, accompanied by 120 credits of facilitated work-based learning taking place within the Apprentice's employment context. The qualification is designed so that it can be completed in 4 to 4.5 years.

Each of the four pathways defined for this qualification have been accredited by the Tech Partnership (on behalf of the Skills Funding Agency) as meeting the approved standard for Degree Apprenticeships in Digital & Technology Solutions.

The Degree Apprenticeship qualifications will be included in the next routine accreditation submission to BCS, the Chartered Institute for IT.

### *The Practice Tutor*

Throughout their period of registration on the BSc Digital and Technology Solutions apprentices will have a named person (the practice tutor) who is the first point of contact for the student in dealing with any matter related to their practice-based learning across the qualification.

The overarching purpose of the practice tutor is to help the degree apprenticeship student plan, monitor and control their progress towards meeting each of the skill, knowledge and behaviour outcomes of the Digital & Technology Solutions standard.

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

You will:

- carry out an identification of apprentice learning support needs using the ILP and other available data
- participate in the initial face-to-face meeting with the student and their manager/mentor to:
  - agree each other's roles and responsibilities
  - agree methods of communication
  - discuss/plan practice-learning opportunities in relation to the learning outcomes of the standard
  - introduce the e-portfolio
  - make arrangements for future progress reviews
- participate in appropriately timed progress reviews with the student and their manager/mentor discussing:
  - the student's progress towards each learning outcome
  - the practice-learning opportunities accessed
  - any issues impacting on the student's performance, including an action plan
  - arrangements for next meeting
- check that the action plan (where needed) is being carried out, referring to staff tutor/ apprenticeship programme delivery manager as required
- support the apprentices' use of the e-portfolio to provide evidence of their application of learning

- support apprentices in interpreting academic feedback in the context of their apprenticeship
- share experience in workplaces and professional practice with the apprentice as appropriate
- transfer knowledge in the form of practical skills, methods and techniques where appropriate
- take action as necessary (in association with other relevant staff) if a student is at risk of failing/making unsatisfactory progress; evaluating the need for additional support and ensuring that it is provided; liaising with the module tutor, staff tutor and apprenticeship programme delivery manager as required.
- maintain satisfactory records for each student

Additionally you will:

- contribute to the induction of the student and their manager/mentor to the qualification and its modules
- provide appropriate support for apprentices with additional requirements in the context of the reasonable adjustments the University makes to support such learners
- provide pre-start and post-end of module contact and support to foster successful transition
- advise on preparation for change of levels of study (e.g. level 1 to level 2, year 1 to year 2)
- be the apprentice's point of contact for queries about the programme referring as necessary to e.g. the SST, APDM, Staff Tutor
- provide support for apprentices who defer, take study breaks and on re-entry
- brief the apprentice's next practice tutor if/when a handover occurs (e.g. year 2 to year 3)
- monitor the progress (on the qualification) of a group of apprentices
- promote, establish and maintain links between the programme and employers
- share expertise with and draw on expertise of other practice tutors for the benefit of apprentices
- participate in BDU-led activities that promote organisational preparedness within new employer partners.
- report/provide feedback to stakeholders on apprentices' practice-based learning experiences and performance on the qualification via specified documents/reports and meetings
- maintain and develop knowledge of the qualification e.g.
  - learning outcomes (and their mapping to the DA standard)
  - curriculum content
  - teaching, learning and assessment strategies
- acquire, develop and update the necessary skills to work in the OU e-teaching and learning environment
- share good practice and resources with practice tutors and related roles
- reflect on and report to the line manager (Staff Tutor) on activities and issues covered by the role
- engage in relevant professional development activities
- develop reflective practice (including career development and staff appraisal discussion)
- maintain familiarity with the OU people and processes involved in the delivery of the degree

### *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 first or higher degree
- experience of computing and IT evidenced by one or more of:
  - a first and/or higher degree in a cognate area
  - professional qualifications equivalent to the above
  - chartered status with a relevant institute
  - substantial professional experience in a relevant industry (preferred)
- the ability and willingness to visit apprentices at their place of work up to four times per year (per student)
- 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

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
Level of ICT requirements:	1
Number of students likely to be in a standard group:	5
Salary band:	5
Estimated number of hours per teaching week:	4