

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, summarizing 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.

Learning Outcome	Students Must Meet ALL The Following Requirements For A PASS Grade							ACHIEVED						
								YES	NO					
LO 4 Be able to present report on work based project	<i>The Student should carry out this task as a Scholar And Practitioner by:</i>													
	AC 4.2: Present the results of AC 4.1 & 4.3. to colleagues in a PowerPoint Presentation Develop a Report on the outcomes (conclusions) of the study. This will also be provided to: your colleagues, Manager at work and the School Work-experience Supervisor. Organize the Report into a neat and formal presentation (designed for PowerPoint). Use suitable Power Point headings, font sizes, and font type. You will find PowerPoint tips and templates online for exemplary.													
	1. The Report must be presented with Cover Page and Title Page with: Date, To & From, Titles, Address													
	2. Section 1: Executive Summary, Purpose of the Report, Objectives of The Report.													
	3. Section 2: Neatly organize the body of information with headings and Reference Page.													
	4. Acceptable level of College Writing exhibited: Spelling, Punctuation, Grammar, Usage and Sentence Structure.													
	AC 4.1: Develop Conclusions to meet the aims, objectives and targets Reviewing your findings, discussions, and recommendations made through-out the assignment - LO 1, 2, 3 & 4 - and draw conclusions arising from these findings, discussions and recommendations regarding how the aims, objectives and targets that you set out were developed and accomplished (or not) . What were the challenges and opportunities? How could these be improved and/or further developed for better results? What recommendations are you making to the company directly arising from the outcomes of the study and to assist current and future goal-setting?													
	AC 4.3 Evaluate how industry experience supported the development of skills and knowledge of work practices Reflect on your learning (broadly and not just in this unit) to match theory and practice. <ul style="list-style-type: none">What have you learnt over the course of your study that were reinforced in the work-experience?How applicable is what you are learning in the program to what you evidenced in the workplace as important job skills, knowledge and requirements?What do you know now that you did not know before the experience at work was garnered?													
	FOR MERIT GRADE:													
	5. A professionally designed Power-point neatly executed.													
	6. The answers demonstrate understanding of the Work-experience by applying the knowledge of subject concepts effectively to the case.													
	7. The spelling is good, and the punctuation is accurate, and the report is interesting, and everything in it seems to fit the theme.													
	FOR DISTINCTION GRADE:													
	8. Effectively integrate learning by linking both Scholarly and Work Experiences to the desirable learning outcomes and achievements by reflecting and demonstrating the skills and applied knowledge of both the theory and industry application.													
	10. Identify, formulate, and solve problems.													
	11. Proper referencing through-out the work using Harvard Referencing Style.													
A Pass Grade Is Awarded for AC 4.1			Y	N	A Pass Grade Is Awarded for AC 4.2			Y	N	A Pass Grade Is Awarded for AC 4.3			YES	NO
A MERIT Grade Is Awarded for AC 4.1			Y	N	A MERIT Grade Is Awarded for AC 4.2			Y	N	A MERIT Grade Is Awarded for AC 4.3			YES	NO
A DISTINCTION Grade Is Awarded for AC 4.1			Y	N	A DISTINCTION Grade Is Awarded for AC 4.2			Y	N	A DISTINCTION Grade Is Awarded for AC 4.3			YES	NO
A REFERRED Grade Is Awarded for AC 4.1			Y	N	A REFERRED Grade Is Awarded for AC 4.2			Y	N	A REFERRED Grade Is Awarded for AC 4.3			YES	NO