SD-TAL-04

Module Descriptor/Syllabus: Applied Learning in the Workplace Year 1 & 2
Module Code: SD-TA-015 & SD-TAL-016

Module Description / Indicative Syllabus

Within the context of a supported work environment, modules 015 & 016 aim to provide apprentices with an opportunity to demonstrate and document their self-directed application of learning in a workplace setting, relating to both occupationally specific technical and transversal skills acquisition.

Apprentice learning will be accommodated by the following:

During the completion of this module, apprentices will utilise an online learning logbook to document their learning journey. Workplace Mentors and the Assessor will access this platform at regular intervals. In summary, consistent with the module learning outcomes, apprentices will upload documentary evidence of completing the required technical tasks. For example, in year one, apprentices will upload three tasks; in year two, the final three tasks. In addition to uploading evidence relating to the technical tasks, in year one, apprentices will begin to compile a written statement pertaining to transversal skills development and topics noted in MLOs 3, 4, 5, 6, 7, and 8. This document will, when complete, be no less than 2000 words in length with an embedded link to the apprentice's PowerPoint presentation.

Apprentice learning will be assessed by the following:

Submission timescales:

Late submission or non-submission of constituent-assessed elements against set deadlines will likely impede the apprentice's capacity to continue on the programme. Specifically, FIT requires apprentices to upload evidence of three technical tasks and at least three transversal skills topics by a defined point towards the end of year one. Apprentices are advised that in the absence of a valid PMC request, failure to meet submission timescales or e-sign the upload of all online learning logbook material will be deemed a breach of the Code of Conduct and may lead to academic withdrawal from the programme. The Workplace Mentor and Assessor will sign off on the apprentice coemption of applicable workplace technical tasks at the end of year one and two. In addition, the written statement will be assessed and graded against strict criteria.

Re-Submission:

Resubmission following the initial or second submission is permitted, provided that all of FIT's submission guidelines have been adhered to and as outlined in the Apprentice Handbook.

Year 1 Workplace Technical Task Options

Four option areas are available, which relate to broad material covered in year one off-the-job programme elements. Apprentices must complete one task of choice under three of the four option headings. i.e., an apprentice cannot complete multiple tasks under one option heading as this does not allow for evidencing completion of a wide enough array of ICT workplace activity. Where an apprentice cannot identify a task relevant to their work practice under option areas, they may agree on another appropriate task in discussion with their Workplace Mentor.

Year 2 Workplace Technical Task Options

Four option areas are available, which relate to broad material covered in year one & two off-the-job programme elements. Apprentices must complete one task of choice under three of the four option headings. i.e., an apprentice cannot complete multiple tasks under one option heading as this does not allow for evidencing completion of a wide enough array of ICT workplace activity. Where an apprentice

cannot identify a task relevant to their work practice under particular option areas, they may agree on another appropriate task in discussion with their Workplace Mentor.

Responsible Study

Academic integrity is of central importance to the delivery of Tech Apprenticeship programmes. Apprentices are responsible for knowing and observing the pertinent regulations. FIT forbids cheating, fabrication or falsification of information, multiple academic work submissions, plagiarism, abuse of academic materials, and complicity in academic dishonesty. Cheating in any form or presented in any academic work will result in severe penalties, including possible termination of the programme.