

Quick Start Guide

Programme Planning WBS 2812 and 4811 Forms Trial

This is a set of essential documents required in your final submission that include:

- a) Cover sheets to make it easy to organise the sections of your submission.
- b) Automated forms to ensure the right information is included.

Module Submission Instructions

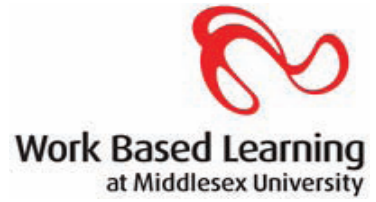
1. Look through the forms before filling them in and look at Red Pop-up instruction buttons.
2. Copy and paste text from Word or other program into content fields as required.
3. Use drop down menu items to avoid errors in titles and credit scores.
4. Save the submission documents repeatedly as you progress by adding the current date in the filename.
5. You can email early drafts of the forms to your tutor for checking (particularly the Registration Form).
6. Print out and put in the folder as a framework for your final submission.
7. Please do **not use** plastic sleeves which make reading and marking time consuming.
8. Submit two copies of your final submission in **two separate ring binder style folders**.

Your submission should contain the following sections:

Submission Contents Checklist	
Module Submission Cover Sheet	
Learning Agreement Cover Sheet	
Learning Agreement: Part 1, The Award Sought. Part 2, Period of Learning Agreement.	
Registration Form: Record of Credits and List of module combinations for Part 3	
The Rationale for the Proposal: Part 3. (Continue on further sheets as necessary)	
Summary of Programme Plan: Part 4. Summary from WBS 3835	
Ethics: Part 5. Forms 1- 4 <i>Note: Please complete all requirements carefully</i>	
Final check on Handbook requirements	
Comments of the PDF Forms Trial	

All WBL Courses: Deadline 6th May 4pm

For technical help for this trial, please see: http://www.mhmv.com/site/pdf_support.html
Email: michael.howarth@mhmv.com for advice and comments.



Target Award Title

Negotiated Title

Candidate's Surname

First Name(s)

Candidate Number

Module Code

Project Title

Institute for Work Based Learning



Submission Portfolio

Target Award

Negotiated Title

Candidate's Name

Student Number



Module Code

Project Title

Address

Current Post

Organisation



Previous Experience

Student signature

Date: dd/mm/yyyy

Third Party signature

Date:

Name

Role

University signature

Date:

Learning Agreement

Candidate's Name

Student Number

Part 1: Target Award

Negotiated Title



Background



Part 2: Period of Learning Agreement

Start Date

Proposed Completion Date

Continue on separate sheet if required

Part 3: Composition of proposed programme of study

Target Award

Negotiated Title

Candidate's Name

Student Number

Rationale

In part 3 of your learning agreement you must provide a rationale for the combination of modules on your programme, their sequence and the timescale of the whole programme.



Signature

Date

Continue on separate sheets if required

Part 4: Summary of Programme Plan

Target Award

Negotiated Title

Candidate's Name

Student Number

Summary of Programme Plan

In part 4 you can copy and paste a summary of your programme plan. This will allow your Adviser and yourself to have in one document the details of your study plan which will help you consolidate and provide a reference for your reflection.



Signature

Date

Continue on separate sheets if required

Part 5: Ethics Statement (1)

Please attend to every detail in this section and provide all the information carefully. Failure to provide the evidence required could cause your project proposal to be reconsidered

Target Award

Negotiated Title

Candidate's Name

Student Number

Ethics Statement (500 word limit)



Signature

Date

Part 5: Ethics Informed Consent Form (2)

Informed consent form for participation in a work based research project.

Researcher's Name

Target Award

Project Title

Contact details

Project Purpose

Project Description



What participation in the study will involve

Use of data



Anonymity of participants

Declaration by the research subject(s): I /We have read and am/are satisfied with the arrangements as set out above.

Signature of participant(s)

Date

Researcher's signature:

Date

Ensure all sections of the Ethics forms are included in your submission.

Part 5: Ethics Signatories form (3)

Ethics release form signatories sheet

Student's Name

Target Award

Negotiated Title

Project Title

Name of programme adviser

I confirm that the information provided on the ethics release form is correct

Signature of Student

Given the information provided I support the approval of this proposal on ethical grounds

Signature of Programme Adviser

Note that the University signature on the learning agreement cover sheet (section 5.1) covers agreement to the complete ethics release form (s)

Further Comments

Ensure all sections of the Ethics forms are included in your submission.

Part 5: Ethics Questionnaire (4)

Target Award

Candidate's Name

Student Number

Section 2: Questionnaire

Please answer all of the following questions:

YES

NO

1. Has the project proposal and ethical considerations in draft been completed and submitted to your first supervisor
2. Will the project involve an intervention or change to an existing situation that may effect people and/or an evaluation of outcomes of an intervention?

If yes, have participants been given information about the aims, procedure and possible risks involved in easily understood language
Attach a copy of any information you have provided or intend to provide)

3. Will any person's position, treatment or care be in any way prejudiced if they choose not to participate in the project
4. Can participants freely withdraw from the project at any stage without risk or prejudice?
5. Will the project involve working with or studying minors (i.e. persons under 16 years of age)?

If yes, will signed parental consent or in loco parentis be obtained?
And have you consulted the Children's Act before taking a decision?

6. Are there any questions or procedures likely to be considered in any way offensive or inappropriate?
7. Have all necessary steps been taken to protect the privacy of participants and the need for anonymity?

Is there provision for the safekeeping of written data and video/ audio recordings of participants

8. If applicable, is there provision for debriefing participants after the intervention or project?
9. If any specialised instruments, for example psychometric instruments are to be employed, will their use be controlled and supervised by a qualified practitioner e.g. a psychologist?

10. Will you need to put your proposal through an ethics committee the related to your professional work?

If you have placed an X in any of the boxes please provide further information:

Programme Modification Form

Institute for Work Based Learning Middlesex University

'Programme Planning' Programme Modification Form

To be completed only if required

If you wish to make changes to your work based project, after you have received programme approval, you should discuss the proposed changes with your adviser, complete the 'Project Modification Form' overleaf and return it to your adviser.

You should give the completed form to your programme adviser for presentation to the WBS Programme Approval Panel at the next assessment period.

Name

Student Number

Adviser

Award title

Code of Project
module to be modified

Description of modifications to project and rationale for its consistency with the programme title
(continue of a separate sheet if necessary):

Student signature
Adviser signature
University signature

Date
Date
Date