



Work Based Learning
at Middlesex University

Postgraduate Studies

Candidate's Name

Student Number

Institute of Work Based Learning

2009/2010



The Programme Planning Module Proposal Portfolio

Module Submission Cover Sheet

Note these are selected once and all other similar sections are automatically filled in

Target Award

Negotiated Title

Candidate's Name

Student Number

These are to remind students to print out and punch holes not put in plastic sleeves

Institute of Work Based Learning

2009/2010

The Programme Planning Module Proposal Portfolio

Target Award

● Negotiated Title

Candidate's Name

Student Number

Address

Current Post

Organisation

● Previous Experience

Student signature

Date

Third Party signature

Date

Name

Role

University signature

Date

I have added this section because in the handbook it is completely unclear what has to be submitted. I have just added all the bits of information in to one list.
 However I have added my own idea as Part 5 because in the current system it is assumed that the reader knows what the student has submitted in WBS 4835.
 I think for the student's own good and the reader's understanding the project is summarised in a Proposal Statement

Pop up advice when it is needed not in the appendix or end of a chapter

The Programme Planning Module Portfolio

Candidate's Name

Student Number

The Portfolio is a set of core documents required in your final submission in Acrobat PDF format.

The Portfolio contains the essential administrative documents and your Programme Proposal in one document to help you organise you study and hand in the correct information.

1. Copy and paste text from Word or other program into main content fields.
2. Use drop down menu items to avoid errors in titles and credit scores.
3. Save the Portfolio repeatedly as you progress by adding the current date in the filename.
4. Email the whole Portfolio when submitting early drafts to your tutor.
5. Print out and put in the folder of your final submission.
6. Please do **not use** plastic sleeves.
7. Submit two copies of final submission in **two separate ring binder style folders**.

Your Programme Planning Module Portfolio submission should contain the following sections:

Sections	The Proposal Portfolio	
	Module Submission Cover Sheet	
	The Proposal. Cover Sheet	
Part 1	The Award Sought	The Learning Agreement
Part 2	Period of Learning Agreement	
Part 3	Summary List of Modules (Form B)	
Part 4	The Rationale for the Proposal	
Part 5	Proposal Statement:Your Research Proposal from WBS 3835	
Part 6	Learning Outcomes from the Proposal	
Part 7	Ethics Statement and Release Forms	

**Institute for Work Based Learning
Middlesex University
Programme Planning
Learning Agreement Cover Sheet**

Target Award:

Candidate Name:

**Address
For correspondence:**

Student number:

Tel/fax:

Email:

Post currently held:

**Organisation:
(if applicable)**

Please provide information by means of attached PDF pages under each of these headings:

- | | |
|----------------|--|
| Part 1. | Award sought |
| Part 2. | Period of Learning Agreement |
| Part 3. | Composition of proposed programme of study |
| Part 4. | Major learning outcomes of the proposed programme |

Student signature:

Date:

Third party Signature:

Date:

The Programme Planning Module Portfolio

Learning Agreement

Candidate's Name

Student Number

Part 1: Target Award

Background



Courses and credits required



Part 2: Period of Learning Agreement

Start Date

Proposed Completion Date

The Programme Planning Module Portfolio

Part 3: The Summary List of Modules in your proposed programme of study

Use the automated PDF Form on the next sheet to record the composition of modules and their individual credits.

Candidate's Name

Student Number

Electronic PDF Registration Form Introduction and Instructions

To gain a degree you need to show that you have obtained or plan to obtain sufficient credits at the right levels. You will need your Subject Handbook for reference (p10, 15, 18, 20, 45, 60) and Programme Planning Handbook p23, 25, 35, 47, 69-75

This automated Learning Credits Calculator is designed to:

- 1) Make completion quicker and more accurate.
- 2) Flag up for you if you have any shortfall in number or level of credits or if there is some other information that is missing.
- 3) Help the academic and administrative staff checking process.

Please Note:

You must save this PDF file to your computer first before you fill out the form.

- 1) The full calculation functionality will only work when the PDF file is saved to your computer first.
- 2) The PDF file will open in Acrobat Reader. If you do not have the software on your computer. It is free and you can download it from adobe.com.
- 3) You can save the PDF form, add and change content as many times as you like.
- 4) There are pull down menus to choose course titles, dates and module codes.
- 5) The boxes where you enter credits are organised so that you will get immediate feedback? if your credits are above or below the number required for the level of qualification you are working towards.
- 6) When you have completed the form, (you can of course save several versions and practice first) save it using a filename you will find helpful to remember such as your initials and birth date:

i.e MH150858, and save in a safe place on your computer or backup disc

- 7) Final check for accuracy.
- 8) Print and sign before enclosing with your Programme Planning Portfolio.
See comprehensive details in the Programme Planning Resource Pack

The Programme Planning Module Portfolio

Part 7: Ethics Statement & Release Form

Ethics Statement (250-500 Words)

Candidate's Name

Student Number

Signature

Date

The Programme Planning Module Portfolio

Candidate's Name

Student Number

Part 7: Ethics Release Form

Section 1: Informed consent form for participation in a work based research project.

Negotiated Title

The purpose of this document, in accordance with the requirements of Middlesex University's code of research ethics is to make explicit the nature of the proposed involvement between the researcher and the person or organisation agreeing to supply information (the participants) and to record that the research participants understand and are satisfied with the proposed arrangements.

The researcher: The researcher leading this research is

Contact details

Project Description

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

Candidate's Name

Student Number

Part 7: Ethics Release Form

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:

The Programme Planning Module Portfolio

Part 7: Ethics Release Form

Section 3: Signatories sheet

Student's Name

Target Award

Negotiated 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 covers agreement to the completed Ethics Release Form(s)

Any further comments:

The Programme Planning Module Portfolio

Part 9: 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.

Institute for Work Based Learning Middlesex University

'Programme Planning' Programme Modification Form

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