NEW ZEALAND INSTITUTES OF TECHNOLOGY AND POLYTECHNIC QUALIFICATIONS IN INFORMATION & COMMUNICATIONS TECHNOLOGY

PRESCRIPTION: WX500 WORK EXPERIENCE

AIM OF MODULE:	To enable the student to experience a work environment involving the use of ICT, and to gain an understanding of the particular environment in which the work is done.
CREDITS:	7
STUDENT LEARNING HOURS:	70
CONTENT REVISED:	2006
PRESCRIPTION EXPIRY DATE:	November 2013

Level and Assessment Schedule

TOPICS	R	C	A	P	Suggested Assessment Percentage
1. Purpose and Structure of Organisation		*			75
2. Work Performance			*		25
					100

Highest Skill Level

LEARNING OUTCOMES:

The student will:

C 1 Describe the purpose and structure of an organisation, which utilises ICT and for which the student performs work.

A 2 Perform ICT related tasks, for the organisation described under learning outcome 1 above. These tasks will be assigned during the work experience period, and will be carried out in a manner expected of a regular employee of the organisation.

CONTENT

1 PURPOSE AND STRUCTURE OF ORGANISATION

➢ The student will prepare an extended formal or long report on the organisation and their experience within it. They are expected to carry out research in relevant areas and should use opportunities as they arise to accumulate the facts and opinions required.

➢ The **minimum** list of report content includes:

- Description of the nature and purpose of the organisation.

- A brief description of the history of the organisation.

- An explanation of the environment in which the organisation operates, the organisation's scope and limitations, and any competition for its products of services.

- A description of the organisation's structure and the personnel structure of the particular section the work is being carried out in.

- A description of the ICT infrastructure of the organisation.

- A description of the hardware and software, the uses to which it is put and any update plans.

- A description of the physical environment in which the work is undertaken, including a plant or office layout plan where appropriate.

- A diary and description of the tasks undertaken by the student.

- Analysis and reflection upon the student's experience in the organisation.

- Draw conclusions on the value of the experience.

2 WORK PERFORMANCE

➢ The student is required to attend the work and perform the tasks assigned during the work experience period.

NOTES TO TUTORS

➤ The module requires the student to undertake duties in a workplace which utilises ICT for a period of no less than one week, or an aggregate of hours totalling no less than 35.

➤ This environment will be an organisation that uses ICT in its daily operation, and it is expected that the work will be ICT related.

➤ The work may be arranged by the polytechnic or by the student, but tutorial staff must ensure that the proposed work meets the requirements of this module.

➤ The work performance component may be evidenced by an employer's statement or by a tutor's endorsement.

➤ Merit is available **only** on the quality of the report and **not** on the carrying out the work experience component.