1 The title of the module  
Professional employment preparation

2 The Department which will be responsible for management of the module  
Stage Management and Technical Theatre

3 The level of the module (e.g. Certificate [C], Intermediate [I], Honours [H] or Postgraduate [M])  
I

4 The number of credits which the module represents  
20 Credits

5 Which term(s) the module is to be taught in (or other teaching pattern)  
The module may be taken in any term of the second year of training, by negotiation with the Course Director

6 Prerequisite and co-requisite modules  
None

7 The programmes of study to which the module contributes  
Foundation Degree Stage Management and Technical Theatre

8 The intended subject specific learning outcomes and, as appropriate, their relationship to programme learning outcomes  
At the end of this module the student will:

- Be able to create a professional and relevant CV and have undertaken a mock interview with a professional employer
- Be able to demonstrate professional experience through the undertaking of a work placement within the entertainment industry
- Demonstrate an understanding of the responsibilities of both the employer and employee regarding taxation, insurance, employment contracts and the role of unions
- Understand the processes of gaining employment and progression routes within the entertainment industry

During this module students will gain knowledge of what will be required of them as a freelance and permanent employee. Students will develop strategies for gaining and sustaining professional employment as well as experiencing the professional work environment on a work placement. The work placement system is designed to give students experience within a specific professional field and allow them to make contacts and references for future employment.
The intended generic learning outcomes and, as appropriate, their relationship to programme learning outcomes

- Communication skills both written and oral
- Time management
- Independent work
- IT Skills
- Presentation skills

These generic learning outcomes support the overall educational aim of the programme to equip students with the necessary skills to gain and retain employment, regardless of their chosen specialism within the entertainment industry.

A synopsis of the curriculum

- Professional work placement of up to six weeks
- Tax and taxation
- Contracts and contract law
- Marketing and presentation
- Unions
- Interview practice
- CV’s and covering letters
- Job opportunities and where to source them

Indicative Reading List

- www.equity.org.uk (Trade Union for performers and artists including stage managers)
- www.abtt.org.uk (Association of British Theatre Technicians)
- www.stagemangementassociation.co.uk (Stage Management Association)

Learning and Teaching Methods, including the nature and number of contact hours and the total study hours which will be expected of students, and how these relate to achievement of the intended learning outcomes

In achieving the learning outcomes for this module, students will undertake a professional work placement of up to six weeks with a professional company or service provider. LAMDA will make the initial contact and then students will be expected to follow up with a CV, covering letter and attend a formal interview before commencing the placement. All placements are offered and operated in accordance with LAMDA’s Placement Policy Document, which meets the QAA standards for placement learning.

Students will receive a number of seminars and lectures on tax, employment, contracts and unions to ensure they are aware of their responsibilities and the responsibilities of their employers before leaving the course. They will also have to undertake a mock interview with an interview panel of established professionals, from which they will gain valuable feedback and advice.

Assessment methods and how these relate to testing achievement of the intended learning outcomes

- Work placement (90%)
- Interview Practice (10%)
Work placements

Work placements are assessed by the placement provider and the Course Leader. Students are graded on a 15 – 1 scale (15 being the top mark and 1 being a fail) Students will be awarded two for the module. Grade one is for technical skills – how well the individual has applied the skills taught in class work to the realistic working environment, and Grade two is for common skills such as time keeping, use of initiative, communication skills etc, and reflects the transferable skills the students should be putting into practice in the work environment. Each of these grade represent 50% of the overall mark. Students must achieve a minimum of grade 4 in technical skills and a grade 8 in common skills to successfully pass a work placement. This is in keeping with the assessment of other level two practice based modules. The placement provider gives two grades using the system described based on the achievements of the learning outcomes in a professional environment. The Course Leader reviews the student’s work through their placement portfolio as part of a Viva Voca assessment. The Course Leader may then agree with, or moderate, the placement provider’s grade to reach a final mark. Any moderation is done in consultation with the placement provider.

Interview Practice.

The mock interview practice is undertaken by external professionals, selected and briefed by the Course Leader. Students are given a detailed job description for the post they are applying for. The interviewers will deliver one grade based on a list of criteria published in the student handbook. Interview practice is followed up by a feedback session, at which the Course Leader is present. Following this feedback and in consultation with the interviewers, the Course Leader may moderate the grade.

Statement by the Director of Learning and Teaching: "I confirm I have been consulted on the above module proposal and have given advice on the correct procedures and required content of module proposals"

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Director of Learning and Teaching Date

Statement by the Head of Department: "I confirm that the Department has approved the introduction of the module and will be responsible for its resourcing"

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Head of Department Date

Revised August 2002