

Implementation plan Being edited

Study unit	Working Life Competences (R0115), 1.0
Implementation	SWV1711: 1/2017-2018 (28.08.2017 - 31.05.2018)
Type	EXPERT IN DEVELOPMENT AND WORKPLACE INNOVATION (A857)
Groups	Primary: SWV215SN Others :
Involved in the project	
Lecturers	
Number of participants	Minimum: 20 Maximum: 40
Enrolment period	15.05.2017 08:00 - 31.05.2017
Main timing for implementation	According to student's own schedule
Applicability	For exchange students: No For elective studies: No Open UAS student: No Suitable for virtual UAS: Yes
Teachers	Wikström Tiina (Teacher in charge)
Campus	Laurea Tikkurila
Main location for implementation	Virtually
Implementation method	Optima realization/student group, Other method of implementation, Web/virtual Language: English Virtuality: 0 cr Integration of R&D: 0 cr
Implementation class	
Focus areas	
Evaluation at the latest	15.06.2018 Storing of graded material ends.: 31.12.2019
Exam days	
Having completed the study unit the student is able to	The student is able to • apply for a job using a portfolio amongst other things • prepare him/herself for a job interview and present his/her strengths as an applicant • apply his/her knowledge of employee rights and responsibilities for his/her employment
Previous studies	
Previous studies, more information	It is advisable to complete the study unit during the third year of studies.
Learning objectives	See the targets above. Additionally, the studies include evaluation of one's own learning in order to improve reflective competence. Awareness of general workplace competences and one's own vocational strengths improve alongside completing the portfolio.
Contents	During the study unit, you will compile a sample portfolio focusing on your general workplace competences for your job search. Additionally, perspectives on the employee's rights and obligations are analysed in relation to your own situation. The purpose of the study unit is provide guidance, and thus it includes a discussion on the personal study plan with the tutor teacher in both semesters.
Study material	The work space of the study unit in Optima contains a collection of tips for supplementary material. You will be granted access to this work space at the beginning of the study unit.
Tutoring and communication	The purpose of the guidance is to make you think about different options, not to give complete solutions. As a student receiving guidance you are responsible for your own decisions and the direction of your career. The discussions on the study plan are conducted either in person or in goal-oriented small groups. Optima will be used for communication during the study unit so it is important to make sure that you give permission for all messages from the system. In order for the guidance, advise and communication in the study unit to work smoothly, please use the conversation area in Optima for all questions and matters that do not require personal communication with the lecturer. In personal matters, you can contact the lecturer by email or phone or

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	arrange to meet him or her.
Evaluation criteria and methods	Estimated distribution of working hours during the study unit (total on average 27 hrs)* Demonstration of one's own workplace competences using a portfolio (10 hrs) (5 hours autumn 2017 / 5 hours spring 2018, independent work)* Revision of the rights and obligations in working life (5 hrs) (Talentia etc., 2017-2018); https://tyoelamapeli.fi/aiheet/https://www.tyoelamasanasto.fi/haku/http://www.tyoelamanverkko- Discussions on the personal study plan and preparation for them (4 hrs)* Participation in other activities (8 hrs) (Network to Get work and other work promotion events plus group tutoring, autumn 2017 and spring 2018)
Other arrangements	The implementation plan will be specified before the beginning of the studies. It is useful to take advantage of the different events not listed in the implementation schedules when processing matters. If you are about to graduate before the study unit ends, please contact the tutor lecturer to agree on how the study unit is completed.