

**University of Hertfordshire
Faculty of Science, Technology and Creative Arts**

LEARNING CONTRACT TEMPLATE

This form outlines a learning contract which expresses the nature and content of the programme of learning you wish to undertake. It forms the agreement between you and University of Hertfordshire. **You are asked to check carefully the information on this form and then to sign it.**

Name: <i><candidate's full name></i>	
Registration number: <i><insert UH ID></i>	
Work address:	
Home address: <i><insert full home address></i>	
Tel no: Home	Tel no: Work
E-mail Address:	

I accept the learning contract set out below and agree to abide by the regulations:	
Signature of Candidate:	Date:

Signature of Subject Specialist:	Date:
Signature of Programme Tutor:	Date:
Reviewed by External Examiner:	Date:
I approve the allocation of Subject Specialist and Academic Supervisors to this Learning Contract.	
Signature of Resource Manager(s):	Date:
Signature of Chair of the Faculty Approval Board (ADAQ):	Date:

Candidate: *<insert candidate's full name>*

Award sought: MSc in Professional Engineering

SUPERVISORS AND ASSESSORS

Academic supervisor:

<list all the academic supervisors who are allocated to supervise and assess the relevant modules>

Tel no: Work

E-mail Address:

Address:

Company Mentor:

Tel no: Work

E-mail Address:

Address:

Company address

External examiner:

Exemplar 1 - SUMMARY OF LEARNING CONTRACT

Candidate: AAAA

Award: MSc in Professional Engineering

Code (week)	Module Title	Contributing Module	Work-Based Learning Unit (WBLU) & Credit Points				Start Date	Completion Date	Assessment Date	Letter Grade (%)
			WBLU	Credit	APEL/APCL	Taught				
A (1-15)	Professional Development Audit	3AAD0038		15			<i>Jan-08</i>	<i>Apr-08</i>		<i>A1 (75)</i>
<i>A (0)</i>	<i>Scientific Principles & Technologies</i>	<i>MAAD0040</i>		<i>15</i>	<i>APCL</i>					<i>C3</i>
<i>B (16 – 48)</i>	<i>Mathematical & Computer Modelling Techniques</i>	<i>MAAD0041</i>		<i>15</i>	<i>APEL</i>		<i>Jul-08</i>	<i>Dec-09</i>		
<i>C (16-48)</i>	<i>Mathematical & Computer-based problem solving</i>	<i>MAAD0042</i>	<i>1</i>	<i>15</i>			<i>Jul-08</i>	<i>Dec-09</i>		
<i>D (49 – 64)</i>	<i>New Technology & Design Innovation</i>	<i>MAAD0044</i>	<i>2</i>	<i>15</i>			<i>Jan-10</i>	<i>Jun-10</i>		
<i>E (49- 96)</i>	<i>Management, Business Practice & Risk Management, Technology Practice, Developments & applications</i>	<i>MAAD0046 & MAAD0047</i>	<i>3</i>	<i>30</i>			<i>Jul-10</i>	<i>Dec-10</i>		
<i>F (85- 100)</i>	<i>Integrated Product Engineering</i>	<i>MAAD0001</i>		<i>15</i>		<i>YES</i>	<i>Sep-10</i>	<i>Jan-11</i>		
G (98 -140)	Individual Project	MAAD0045		60			<i>Jan-11</i>	<i>Dec-11</i>		
			TOTAL	180						

Italic text is for illustration purposes and will be subject to change in the context of each candidate's circumstances.

Exemplar 2 - SUMMARY OF LEARNING CONTRACT

Candidate: BBBB

Award: MSc in Professional Engineering

Code (week)	Module Title	Contributing Module	Work-Based Learning Unit (WBLU) & Credit Points				Start Date	Completion Date	Assessment Date	Letter Grade (%)
			WBLU	Credit	APEL/APCL	Taught				
A (1-15)	Professional Development Audit	3AAD0038		15			<i>Jan-08</i>	<i>Apr-08</i>		<i>A1 (75)</i>
<i>A (0)</i>	<i>Scientific Principles & Technologies</i>	<i>MAAD0040</i>		<i>15</i>	<i>APCL</i>					<i>C3</i>
<i>B (16 – 48)</i>	<i>Mathematical & Computer Modelling Techniques</i>	<i>MAAD0041</i>		<i>15</i>	<i>APEL</i>		<i>Jul-08</i>	<i>Dec-09</i>		
<i>C (16-48)</i>	<i>Mathematical & Computer-based problem solving</i>	<i>MAAD0042</i>	<i>1</i>	<i>15</i>			<i>Jul-08</i>	<i>Dec-09</i>		
<i>D (49 – 64)</i>	<i>New Technology & Design Innovation</i>	<i>MAAD0044</i>	<i>2</i>	<i>15</i>			<i>Jan-10</i>	<i>Jun-10</i>		
<i>E (49 – 64)</i>	<i>Design Process & Methodologies</i>	<i>MAAD0043</i>	<i>3</i>	<i>15</i>			<i>Jan-10</i>	<i>Jun-10</i>		
<i>F (49- 96)</i>	<i>Management, Business Practice & Risk Management, Technology Practice, Developments & applications</i>	<i>MAAD0046 & MAAD0047</i>	<i>4</i>	<i>30</i>			<i>Jul-10</i>	<i>Dec-10</i>		
<i>G (98 -140)</i>	Individual Project	MAAD0045		60			<i>Jan-11</i>	<i>Dec-11</i>		
			TOTAL	180						

Italic text is for illustration purposes and will be subject to change in the context of each candidate's circumstances.

Exemplar - DETAILED WORK BASED LEARNING UNIT

(An illustration of WBLU 3 and 4 from the Exemplar Summary of Learning Contract 1 & 2)

Candidate: ZZZZ

Award: MSc in Professional Engineering

WBLU	Learning Outcomes	Activities	Assessment criteria	Mode of assessment
3a or 4a	<p>MAAD0046 – Knowledge, Understanding, Skills and attributes: -</p> <ol style="list-style-type: none"> 1. develop a critical knowledge of relevant management and business practices and their limitations. 2. examine commercial risk evaluation concepts and their applications. 3. be able to make critical evaluations of commercial risks by the use of appropriate techniques. 4. use analysis techniques appropriately in synthesising information. 5. communicate complex information and outcomes of decision making processes effectively. 	<p><i>In this section, the candidate is required to describe a company based assignment that will address the learning outcomes relevant to the module MAAD0046. The activity will include consideration of commercial, economic environmental, legal and ethical issues, use of project management techniques.</i></p> <p><i>[The italic text to be revised as required to indicate the nature of agreed activity with the company]</i></p>	<p>Demonstration of subject knowledge and understanding through literature review, reflection in the context of agreed assessment, coherent analysis, synthesis, critical evaluation and presentation of their findings in a report format.</p>	<p>The assessment format will be dependent upon the work undertaken but is to comprise a report of at least 5,000 words which may include a:</p> <ul style="list-style-type: none"> • portfolio of work evidence that demonstrates subject knowledge and application. • literature review • paper suitable for publication. • viva presentation

Resources required	Supervisor(s)	Assessor(s)
<p><i>Access to company facilities, resources and files. Use of UH LRC, a PC. [The nature of resources required to be defined in the light of final activities indicated above]</i></p>	<p>Academic Supervisor:</p> <p>Company Mentor:</p>	<p>Academic Supervisor:</p> <p>External Examiner:</p>

DETAILED WORK BASED LEARNING UNIT

(An illustration of WBLU 3 and 4 from the Exemplar Summary of Learning Contract 1 & 2)

Candidate: ZZZZ

Award: MSc in Professional Engineering

WBLU	Learning Outcomes	Activities	Assessment criteria	Mode of assessment
3b or 4b	<p>MAAD0047 – Knowledge, Understanding, Skills and attributes: -</p> <ol style="list-style-type: none"> 1. develop an in depth understanding of current practice and their limitations. 2. understand the commercial and industrial constraints associated with technology implementation in their discipline. 3. critically evaluate technologies, processes and practice taking into account their limitations. 4. demonstrate a critical appreciation of new developments. 5. communicate awareness, applications and a balanced analysis effectively. 	<p><i>In this section, the candidate is required to describe a company based assignment that will address the learning outcomes relevant to the module MAAD0047. The activity will include consideration of customer needs, product/process specification, standards etc. [The italic text to be revised as required indicating the nature of agreed activity with the company].</i></p>	<p>Demonstration of subject knowledge and understanding through literature review, reflection in the context of agreed assessment, coherent analysis, synthesis, critical evaluation and presentation of their findings in a report format.</p>	<p>The assessment format will be dependent upon the work undertaken but is to comprise a report of at least 5,000 words which may include a:</p> <ul style="list-style-type: none"> • portfolio of work evidence that demonstrates subject knowledge and application. • literature review • paper suitable for publication. • viva presentation

Resources required	Supervisor(s)	Assessor(s)
<p><i>Access to company facilities, resources and files. Use of UH LRC, a PC. [The nature of resources required to be defined in the light of final activities indicated above]</i></p>	<p>Academic Supervisor:</p> <p>Company Mentor:</p>	<p>Academic Supervisor:</p> <p>External Examiner:</p>