

# IB257-60 UPP Employment Year Portfolio

**21/22**

**Department**

Warwick Business School

**Level**

Undergraduate Level 2

**Module leader**

Jenny Maynard

**Credit value**

60

**Module duration**

52 weeks

**Assessment**

100% coursework

**Study location**

Placement

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## Description

### Introductory description

The purpose of the portfolio is to provide a record of how students' time is spent during their year of employment, and to require a critical self-evaluation of their own personal experiences. It should also demonstrate an awareness, appreciation and understanding of the wider organisational and professional issues that shape working conditions and personal development in their organisation. The overall aim of the module is to enable students in a professional training setting to develop their reflexive awareness of their activity. The latter is a skill they will build on as their professional careers and abilities develop.

[Module web page](#)

### Module aims

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their reflexive awareness of their activity. The latter is a skill they will build on as their professional careers and abilities develop.

## **Outline syllabus**

This is an indicative module outline only to give an indication of the sort of topics that may be covered. Actual sessions held may differ.

The syllabus is employer and student-led, requiring reflection on personal experiences in the professional workplace and reference to research in relevant areas such as professional socialisation and identity, accountability and ethics, and learning styles.

## **Learning outcomes**

By the end of the module, students should be able to:

- Demonstrate developing knowledge of accounting standards and accounting methods and processes.
- Demonstrate familiarity with the professional regulations and processes relating to the ICAEW training agreement and understand their importance in becoming a qualified member of the ICAEW.
- Demonstrate an understanding of how accounting and finance expertise is conceptualised, provided and managed in firms and professional bodies today.
- Explain the current framing of professional socialisation as an experience which fosters both organisational and professional identity.
- Conduct technical procedures according to their designated job specification.
- Reflect upon and document reflections and evidence relating to the formation of competence and successful professional identity.

## **Indicative reading list**

Anderson-Gough, F. Grey, C. & Robson, K. (1998) "Making Up Accountants: The organizational and professional socialization of trainee chartered accountants" Ashgate

Anderson-Gough, F. & Hoskin, K. (2008) 'Specialisation Plus': The Key to Tomorrow's Profession Today? ICAEW Centre for Business Performance Briefing Note ICAEW: London

Briggs, S.P. Copeland, S. & Haynes, D. (2007) "Accountants for the 21st Century, where are you? A five year study of accounting students' personality preferences" *Critical Perspectives on Accounting* 18 (5) 511-537

Haynes, K. (2006) "Linking Narrative and Identity Construction: Using Autobiography in Accounting Research" *Critical Perspectives on Accounting* 17 (4) 399-418

Kegan, (2009) "What 'form' transforms? A constructive-developmental approach to transformative learning" in Illeris, K. (ed.) (2009) *Contemporary Theories of Learning: Learning Theorists in their Own Words* Routledge: London.

Pentland, B. (1993) "Getting Comfortable with the Numbers: Auditing and the Micro-Production of Macro Order" *Accounting, Organizations and Society* 18 (7/8), pp.605–621

Robson, K. Humphrey, C., Khalifa, R. & Jones, J. (2007) "Transforming audit technologies: Business risk audit methodologies and the audit field" *Accounting, Organizations and Society* 32

(4/5) pp 409-438.

ICAEW (2017) Professional Development Skills. Available from <https://www.icaew.com/learning-and-development/campaigns/professional-skills-update/skills>

Broberg, P., Umans, T., Skog, P. & Theodorsson, E. (2018), "Auditors' professional and organizational identities and

commercialization in audit firms" Accounting, Auditing & Accountability Journal 3, pp. 374-399

Saiewitz A. & Kida T. (2018) "The effects of an auditor's communication mode and professional tone on client responses to audit inquiries" Accounting, Organizations and Society 65, pp. 33-43

## Subject specific skills

Demonstrate an appreciation of and ability in the Initial Professional Development, key skill areas:

- Adding value
- Communication
- Decision making
- Ethics and professionalism
- Problem solving
- Teamwork
- Technical competence

Demonstrate awareness of the sensitive balance between commercial success and public interest issues by critically reflecting on the potential for conflicting interests in simultaneously occupying the roles of student, employee and professional.

## Transferable skills

Give focussed and professional presentations

Demonstrate professional/business literacy

Identify the theory within practical situations (integrate theory and practice)

Work as part of a team

Manage time effectively

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## Study

### Study time

Type	Required
Other activity	5 hours (1%)
Placement	400 hours (67%)
Private study	32 hours (5%)
Assessment	163 hours (27%)
Total	600 hours

### Private study description

Private Study.

## Other activity description

Students will be supported as trainees undertaking year 1 of a formal training agreement with their employer and the ICAEW. As trainees in an ICAEW approved organisation, on-the-job informal training, a mentor, and formal in-house training sessions will be provided.

Academic staff at WBS will provide a pre-briefing, a visit during the year, and post year out de-brief to support this work. Students will also be supported online with materials and discussion boards on my.wbs.

## Costs

No further costs have been identified for this module.

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## Assessment

You do not need to pass all assessment components to pass the module.

### Assessment group A

	Weighting	Study time
Individual Assignment	85%	139 hours
Group Presentation	15%	24 hours

### Feedback on assessment

Detailed written feedback will be provided by markers via my.wbs. A summary report of general feedback will also be made available to all students.

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## Availability

### Pre-requisites

To take this module, you must have passed:

- All of
  - [IB230-15 Accounting in Context](#)

## Courses

This module is Core for:

- UIBA-N404 Undergraduate Accounting and Finance (with Foundation Year and Placement/Undergraduate Partnership Programme)
  - Year 4 of N404 Accounting and Finance (Foundation Year and Placement)
  - Year 4 of N405 Accounting and Finance (Foundation Year and UPP)
  - Year 4 of N403 Accounting and Finance (with Foundation Year)
- UIBA-N401 Undergraduate Accounting and Finance (with Placement Year/Undergraduate Partnership Programme)
  - Year 3 of N401 Accounting and Finance (Placement)
  - Year 3 of N402 Accounting and Finance (Undergraduate Partnership Programme)
- UIBA-N20J Undergraduate Management (with Foundation Year and Placement Year/Undergraduate Partnership Programme)
  - Year 4 of N20J Management (Foundation Year and Placement)
  - Year 4 of N20K Management (Foundation Year and UPP)
  - Year 4 of N23H Management with Digital Innovation (with Foundation Year and Placement Year)
  - Year 4 of N23J Management with Entrepreneurship (with Foundation Year and Placement Year)
  - Year 4 of N23G Management with Finance (with Foundation Year and Placement Year)
  - Year 4 of N255 Management with Marketing (with Foundation Year and Placement Year)
- UIBA-N20C Undergraduate Management (with Placement Year/Undergraduate Partnership Programme)
  - Year 3 of N20B Management
  - Year 3 of N20D Management (Undergraduate Partnership Programme)
  - Year 3 of N20C Management (with Placement Year)
  - Year 3 of N20Q Management with Accounting (with Placement Year)
  - Year 3 of N236 Management with Digital Innovation (with Placement Year)
  - Year 3 of N237 Management with Entrepreneurship (with Placement Year)
  - Year 3 of N233 Management with Finance (with Placement Year)
  - Year 3 of N253 Management with Marketing (with Placement Year)
  - Year 3 of N20R Management with Strategy and Organisation (with Placement Year)