BA (Hons) Insurance Practice

Capstone Project Review Module

Information & Guidelines

A Guide for Apprentices, Employers and Academic Supervisors 2020

Contents

1. Introduction

This module is designed as a follow-on from the BA Insurance Practice Capstone Project. The purpose of the module is to allow apprentices to consider their conclusions and recommendations from their Capstone Project in the context of implementation in their workplace or industry, in consultation with relevant personnel. This module is an integral part of the Capstone Project and provides apprentices with an opportunity for applied learning, which is directly relevant to their workplace or industry.

Before completing a feasibility study (implementation plan), the apprentice must:

1. Present the findings and recommendations of their Capstone Project in the workplace or industry forum.
2. Conduct an interview with a relevant workplace manager or industry representative using the interview protocol provided (appendix 1).

On completing the presentation and interview, the apprentice will use their findings to inform the implications and conclusions for their project and feasibility study. They will prepare a feasibility study using the template provided to identify resources required for implementation, benefits to the organisation/industry, challenges for implementation, timeframe and any impediments.

Finally, the apprentice must prepare a poster to illustrate the research and outputs from the Capstone Project

2. Learning Outcomes

On completion of this module, the apprentice will/should be able to:

i. Present the findings and recommendations of the Capstone Project in the workplace or industry forum

ii. Conduct an interview with a relevant workplace manager or industry representative.

iii. Prepare a plan, using an agreed template, to identify resources required for implementation, and any impediments.

iv. Prepare a poster to illustrate the research and outputs from the Capstone Project.

3. Coursework & Continuous Assessment Breakdown

The following are the various elements of the coursework that must be completed. All coursework and assessments are **mandatory** and **must be completed to pass** the module.

3.1 Presentation & Interview

Before completing the feasibility study, the apprentice must:

1. Present the findings and recommendations of their Capstone Project in the workplace or industry forum.
2. Conduct an interview with a relevant workplace manager or industry representative using the interview protocol provided (appendix 1).

Please note: Due to the current work restrictions because of the COVID-19 pandemic, the presentation and interview can be conducted online via Zoom, Microsoft teams etc.

The apprentice must agree in advance with their work supervisor who should attend the presentation and identify the most appropriate person in their organisation to interview (this would normally be their work supervisor or mentor but may be another individual who has expertise in the Capstone Project topic). The apprentice should schedule the presentation and interview at a time convenient to all ensuring they have sufficient time to meet the continuous assessment deadlines outlined in appendix 2.

On completing the presentation and interview, the apprentice will use their findings to inform the implications and conclusions for their project and to complete their feasibility study.

3.2 Feasibility Study (Implementation Plan)

The apprentice must prepare a feasibility study (implementation plan) for their project using the template provided. The apprentice should use feedback from their presentation in the workplace and interview as evidence based research to evaluate the feasibility of their project using the following criteria:

I. **Potential Benefit to Organisation/Industry** - e.g. Customer Service, increased efficiencies, time saving, cost saving, improved work practices

II. **Possible Challenges for Implementation** - e.g. Financial, Organisation culture, staff knowledge and skills

III. **Requirements for Implementation** - Changes in work practices, investment, staff training/education

IV. **Timeframe for Implementation** - Consider short term, long term timeframes in the context of benefits, challenges and requirements

3.2.1 Reporting Requirements

The final report should be compiled using the template provided. The word Count is 1200 words (+/- 10%).

Employer/Industry Representative sign off form
The apprentice must request their employer/industry representative to complete 2 forms confirming completion of the presentation and interview and include as an appendix to their feasibility study, which must be uploaded to Moodle as per the deadlines provided.

3.3 Poster Preparation for Communication of Research Findings

The apprentice must prepare a poster to illustrate the research and outputs from their Capstone Project. Apprentices should use the Poster Presentation Guidance document available on Moodle to help them prepare their poster. This document outlines the general principles and best practice of what makes a good poster. Templates and sample posters are also available on Moodle to assist the apprentice when preparing their poster.

3.4 Continuous Assessment Breakdown

The table below summarises the breakdown for each assessment.

Table1: Continuous Assessment Breakdown

Title	Form	Mandatory	Percent
Presentation and Interview	Presentation & Interview	Yes	30 %
Feasibility Study (Implementation Plan)	Assignment	Yes	30 %
Poster	Assignment	Yes	40 %

4. Plagiarism

When completing the Capstone Project and Capstone Project Review module, it is the responsibility of each apprentice to ensure that plagiarism is avoided. Plagiarism is using or attempting to use another persons work without acknowledgement. The phrase "using another person's work" includes, but is not limited to:

- Paraphrasing the work of another person

- Directly copying any part of another persons work without acknowledgement

- Summarising the work of another person without acknowledgement

The Harvard referencing guide is the best method to use when acknowledging secondary data within the Capstone Project. When completing the Capstone Project it is essential that all sources of information be acknowledged to its source.

Capstone Projects or parts of projects consisting substantially of passages or text copied from publications, books, the internet or other sources including the work of other apprentices with only minor variations or without quotation marks and acknowledgements will not be accepted and will be dealt with through the I IT Sligo Plagiarism procedure.

5. Deadlines

The deadlines for the Capstone Project and Capstone Project Review Module assessments are outlined in appendix 2. It is important that all documents are submitted as per the set instruction and by the listed deadlines. Documents received after the set deadlines **will not be considered at the exam board,** unless procedures for late submission have been followed and an extension granted and will result in the apprentice failing the module.

6. Appendices

Appendix 1   Interview Protocol

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Capstone Project Review Module

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Interview/Discussion Protocol

Purpose
This document will help you prepare for your interview and provides samples questions to obtain specific information related to the aims of your project/study.

Lead in Section:
1. Brief introduction and recap of ethical nature and confidentiality of your project/study [**YOU CAN DESIGN YOU OWN CONSENT FORM**]. If you are recording the interview please make sure the person consents to that and the recording is kept in a secure and password protection location. 2. Give a general recap on what the project/study was about, the main finding(s) and thank the participant(s) for their time and taking part. 3. Provide them with a brief overview of what the feasibility discussion/interview is about and what areas you will cover [note: these areas are those listed below - how the finding of your research can impact on these areas].

Sample Questions:

QUESTIONS TO BE ASKED AFTER PRSENTING YOUR FINDINGS:
 	
1. **In your opinion what are the potential benefit(s) to Organisation/Industry**
   Probe them in regards to the following areas:
   - e.g. Customer Service, increased efficiencies, time saving, cost saving, improved work practices
 	
2. **What would you see as the possible challenges for implementation**
   Probe them in regards to the following areas:
   - e.g. Financial, Organisation culture, staff knowledge and skills etc.
 	
3. **Requirements for Implementation**
   Probe them in regards to the following areas:
   e.g. Changes in work practices, investment, staff training/education
 	
4. **Timeframe for Implementation**
   Probe them in regards to the following areas:
   Consider short term, long term timeframes in the context of benefits, challenges and requirements
 	
5. **Would they like to add anything else or any other thoughts?**
 	
 THANK THEM FOR THEIR TIME

Appendix 2   Capstone Project Deadlines 2020

BA in Insurance Practice - Capstone Project Deadlines 2020:

Date	Items	Instruction
Monday June 08	**Capstone Project** - online submission	To be uploaded to Moodle through Turnitin as per instructions set by your academic supervisor.
Friday July 31	**Capstone Project Review**, **Feasibility Study (Implementation Plan)** – Online submission	To be uploaded to Moodle through Turnitin as per instructions set by your academic supervisor. Plans received after this date and time will not be considered at the exam board, unless procedures for late submission have been followed and an extension granted.
Friday August 28	**Capstone Project (Final)** - hard copy & online submission	2 hard copies (spiral bound copy is sufficient) to be sent by **registered post** to your academic supervisor to be received by **4.30pm on the 28th August**. Soft copy to be uploaded to Moodle through Turnitin as per instructions set by your academic supervisor. Please also complete the **dissertation submission form** and email to your Supervisor on completion of your project so that your project can be placed in the library resources for reference. Projects received after this date and time will not be considered at the exam board, unless procedures for late submission have been followed and an extension granted.
Friday August 28	**Capstone Poster** – hard copy & online submission	Soft copy to be emailed to your academic supervisor and Catherine Kennedy, Apprenticeship Manager. Hard copy to be sent in a cardboard tube with senders/apprentices name clearly labelled on the outside, to Catherine Kennedy, Apprenticeship Manager Hard and soft copies **must be received by 4.30pm on the 28th August** or they will not be accepted. Posters received after this date and time will not be considered at the exam board, unless procedures for late submission have been followed and an extension granted.