

### Work Placement

Code: 103959  
ECTS Credits: 12

Degree	Type	Year	Semester
2500258 Labour Relations	OT	4	0

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

### Contact

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### Use of Languages

Principal working language: catalan (cat)  
Some groups entirely in English: No  
Some groups entirely in Catalan: Yes  
Some groups entirely in Spanish: No

### Prerequisites

Those defined in the permanence regime. As it is a fourth-year subject, it is necessary to have passed at least all the subjects of the first year and a total number of 60 credits between the second and third years. However, as the main objective of the external internship is that students can put into practice the knowledge acquired during the degree it is recommended that the student is finishing the degree (who has completed the first three courses), as well as having time to be able to carry out a work task outside the UAB. The student can not start the internship until he / she is enrolled, has paid the supplementary insurance policy and has the signed cooperation agreement with the university / company.  
More information: <http://www.uab.cat/web/estudiar/graus/graus/practiques-externes-1345718486767.html>

### Objectives and Contextualisation

In order to complete the syllabus, during the fourth year, integrated, always external, practical courses (work placement) are planned, as an optional subject with a teaching load of 12 practical credits (ECTS) equivalent to 300 hours.

Work placement must be carried out in the different entities (companies, trade unions, business associations, temporary work companies, work accident mutuals and social security and Public Administration) with which the Law School has signed the collaboration agreements.

The offer of destination of the internship is sufficiently broad so that all students of the Degree in Labor Relations can carry out this period of practical training in accordance with the planned guidelines.

The activities developed by the students are mainly related to the management of human resources and job counseling: knowledge of the different types of work contracts, methods of time control, administration, selection and training, benchmarking of collective agreements, studies of seniority, support for collective bargaining agreements, monitoring of CEMAC reconciliations, monitoring of the selection process, use of the most common computer systems for the formalization of administrative documentation, research on specific topics, safety and hygiene, prevention of occupational hazards, etc.

The training objectives of work placement are:

Allow the student to apply and complement the skills and knowledge, theoretical and practical, acquired throughout their academic training.

Facilitate knowledge of the work methodology appropriate to the professional reality in which students must operate, contrasting and applying the knowledge acquired throughout the studies.

Encourage the consolidation of personal skills such as the ability to work as a team, the entrepreneurial spirit, the resolution of problems in new environments, creativity and communication skills.

Encourage the acquisition of technical, methodological and participatory skills that prepare the student for the exercise in any of the professional activities related to Labor Relations.

Obtain a practical experience that facilitates the insertion in the labor market and improves its future employability.

## Competences

- Advising union and business organizations and their members.
- Applying techniques and making decisions in terms of human resources (remuneration policy, selection policy).
- Connecting the labour market needs, demands, and fluctuations, and the dynamics and policies of the industrial relations.
- Identify the foundations of the main legal and organisational areas in the field of human work.
- Identifying, analysing and solving complex problems and situations from an (economic, historical, legal, psychological, and sociological) interdisciplinary perspective.
- Organising and managing the available time.
- Producing and designing organizational strategies, developing the human resources strategy of the organization.
- Recognising the issues related to labour market, social security, and the implementation of legislation and jurisprudential criteria to the assumptions shown in practice.
- Respecting the professional confidentiality.
- Respecting the social uses and customs.
- Retain the ethical values and moral standards in decision-making.
- Students must be aware of the impact and implications of decisions and activities in other company areas.
- Students must be capable of initiative, creativity and entrepreneurial spirit.
- Students must be effective in a changing environment and when facing new tasks, responsibilities or people.
- Working autonomously.
- Working effectively in teams.

## Learning Outcomes

1. Analysing a practical activity in the field of labour law and social security.
2. Applying in practice the management tools of human resources.
3. Applying the knowledge and affiliated counselling to union and business associations.
4. Comprehending the theoretical foundations of the human labour organization.
5. Describing the basic aspects of union and business organizations.
6. Implementing the concepts related to the field of labour law and social security.
7. Knowing and solving problems with a cross-cutting perspective.
8. Knowing the foundations of legal matters studied in the theoretical training.
9. Organising and managing the available time.
10. Respecting the professional confidentiality.
11. Respecting the social uses and customs.
12. Retain the ethical values and moral standards in decision-making.
13. Selecting the indicators of the labour market fluctuations and the policies of the industrial relations in practice.
14. Selecting the staff for a company or institution in accordance with the labour market demands.
15. Students must be aware of the impact and implications of decisions and activities in other company areas.
16. Students must be capable of initiative, creativity and entrepreneurial spirit.
17. Students must be effective in a changing environment and when facing new tasks, responsibilities or people.
18. Using in a practical way the theoretical concepts apprehended in the degree's subjects.
19. Working autonomously.

## Content

The work placement are configured as academic activities integral to the curriculum of the RRLL Degree. External curricular internships will have a duration of 12 credits in the terms established by article 12.6 of RD 1393/2007, October 29.

Integrated practices must be carried out in the different entities (companies, trade unions, business associations, temporary employment agencies, mutual accident societies, social security and Public Administration) with which the Law School has signed cooperation framework agreements education for the accomplishment of external academic practices in collaborating entities for the computation of credits according to Royal Decree 1707/2011, of November 18, which regulates the external academic practices of university students.

The offer of destination of the internship is sufficiently broad so that all students of the Degree in Labor Relations can carry out this period of practical training in accordance with the planned guidelines.

The activities developed by the students are mainly related to the management of human resources and job counseling: knowledge of the different types of work contracts, methods of time control, administration, selection and training, benchmarking of collective agreements, studies of seniority, support to collective bargaining negotiating commissions, monitoring of reconciliations to CEMAC, monitoring of the selection process, use of the most common computer systems for the formalization of administrative documentation, research on specific topics, safety and hygiene, prevention of occupational hazards, etc.

Work placement, always external, are planned for the first and / or second semester (as of February) and collaboration between interested entities and the Autonomous University of Barcelona does not imply, at any time, a labor obligation, present or future, with the students.

The hours of completion of work placement will be established according to the characteristics of the same and the availability of the collaborating entity. The schedules in any case will be compatible with the academic activity of training and representation and participation developed by the student at the university.

Each of the companies or external institutions where the internships can be carried out have different areas of work and, therefore, the contents of the internships will depend on the work that is carried out. Before starting the stay will be necessary to define the training project (which is included in the specific agreement of educational cooperation for the realization of practices), agreed with the company or center, which will detail the tasks and the contents of the work to be carried out , and the educational objectives will be specified.

## Methodology

The Faculty of Law will publish a list of collaborating entities with which it has signed an agreement at the beginning of the academic year. The students will formalize, within the deadlines set, an application (in a form that will facilitate the academic management of the Faculty) where they will indicate the chosen places in order of preference. The award criteria will be the weighted average of the academic record and the number of credits passed by the student.

Once an entity has been awarded to a student, a specific agreement of educational cooperation will be signed by the University, by the student and by the collaborating entity for the accomplishment of external academic practices in collaborating entities for the computation of credits. To this agreement will be attached the training project that describes the objectives, the detailed content of the stay, the competences and learning results and the follow-up procedure by the tutor.

Once assigned the practices, these are inalienable. If it is waived before performing them, they will be rated as Not Submitted and if they are waived once they are started, they will be qualified with a hold.

There are three different offer origins:

1. Offers of work placements proposed by the Faculty of Law in companies or collaborating centers. The offers are published according to the procedure described above, and it is the ordinary way to perform the internships.
2. Offers of non-curricular work placements of the UAB Employability Service. Before starting to do them, from the coordination of practices, the training project must be validated, to see if it fits the competences and characteristics foreseen in the subject.
3. Proposals promoted by the student himself through direct contact with a company or any offer found virtual platforms or social networks. Before signing the agreement and beginning the stay, the coordination of practices, must validate the training project and meet the other requirements of the subject.

In all cases the student will have the supervision of an academic tutor and an external tutor:

The external tutor will be the person of the company or center that will host the student, assign the work according to the defined training project, follow up and issue the relevant evaluation reports. The academic tutor will be the coordinator or academic coordinator of the subject that will monitor the work, ensuring that the objectives of the subject are met.

The stay in the collaborating entity must be 300 hours. The calendar and schedules must be compatible with the academic, training, representation and participation of the student in the university, and will be established for each student, according to the characteristics of the practices and according to the availability of the collaborating entity.

Once the stay, the student will write a report, which must be submitted according to the format and deadlines established by the coordination of practices.

## Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Conferences, seminars, workshops	7.5	0.3	1, 6, 3, 2, 12, 4, 7, 8, 17, 5, 9, 10, 11, 14, 13, 15, 16, 19, 20, 18
Type: Supervised			
Work placement	285	11.4	1, 6, 3, 2, 12, 4, 7, 8, 17, 5, 9, 10, 11, 14, 13, 15, 16, 19, 20, 18
Type: Autonomous			
Final report	7.5	0.3	1, 6, 3, 2, 12, 4, 7, 8, 17, 5, 9, 10, 11, 14, 13, 15, 16, 19, 20, 18

## Assessment

1. At the end of the student's stay, the academic coordination will evaluate 1) work placement, according to the report of the tutor of the collaborating entity (evaluation report, 70% of the grade), and 2) also the academic coordination of the subject will evaluate the practice report presented by the student and also attend conferences, seminars or workshops scheduled from the coordination of the subject (30% of the grade).

2. Failure, without just cause, by the student of the agreements established in the agreement, which he himself has signed through his signature, will be cause for termination of the agreement as well as a grade of suspension (numerical note 0) in The subject. Once the internship begins, you can no longer obtain a "Not Evaluable" grade.

3. The internship tutor of the entity will assess the degree of satisfaction with the practices carried out through a document prepared by the coordination of the Degree.

The student must submit the practice report. The delivery will be made through a paper copy that must be delivered to the Academic Management of the Law School. The student must keep professional secrecy about any confidential information of the collaborating entity that he / she knows as a consequence of the performance of the internship. The memory will occupy between 5 and 10 pages, and must follow the format and content proposed by the coordination of the Degree, which includes:

1. Personal information of the student, the collaborating entity and the external and academic tutors.
2. Detailed description of the company (or entity) and the department / area / service where the practices have been developed (activity sector, organization, number of workers, position it occupies in the market, infrastructure available in the workplace, existing support material, ...).
3. Detailed description of the tasks and work carried out.
4. Assessment of the tasks developed with respect to the knowledge and skills acquired in the subjects of the Degree.
5. Relationship of the problems raised and the procedure followed for their resolution.
6. Description of other competences and skills acquired with the practices.
7. More significant positive and negative aspects related to the development of the practices.
8. Suggestions for improvement for the company.
9. Suggestions for improvement for the internship program.

The criteria and the procedure of evaluation of the external practices must be adapted to the formative objectives of these, which must be explicitly stated in the file of the subject and in the teaching guide of the subject.

The evaluation of the practices is carried out according to the criteria established in the teaching guide. To carry out the evaluation must take into account the memory presented by the student that must be evaluated by the internal tutor / a from the report of the external tutor / a and the other percentages corresponding to the evaluation.

The evaluation for compensation can not be requested.

## Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Conferences, seminars, workshops	5%	0	0	1, 6, 3, 2, 12, 4, 7, 8, 17, 5, 9, 10, 11, 14, 13, 15, 16, 19, 20, 18
Final report	5%	0	0	1, 6, 3, 2, 12, 4, 7, 8, 17, 5, 9, 10, 11, 14, 13, 15, 16, 19, 20, 18
Work placement	90%	0	0	1, 6, 3, 2, 12, 4, 7, 8, 17, 5, 9, 10, 11, 14, 13, 15, 16, 19, 20, 18

## Bibliography

The bibliography will be variable and it will refer to the specific task that will unfold each student during the stay and to which he / she will need to elaborate the final report.