STUDENT AND ACADEMIC SERVICES

UWE Bristol | University of the West of England

MODULE SPECIFICATION

Part 1: Information			
Module Title	Practice Management & Personal Development		
Module Code	UBLMDW-10-M	Level	Level 7
For implementation from	2019-20		
UWE Credit Rating	10	ECTS Credit Rating	5
Faculty	Faculty of Environment & Technology	Field	Architecture and the Built Environment
Department	FET Dept of Architecture & Built Environ		
Module type:	Project		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
Overview: This module examines business, financial management and the legal context for running an architectural practice. It explores issues surrounding staffing and the provision of a productive work environment. It explores communication skills required of a professional in becoming a manager and methods of critical self-evaluation required for life-long learning.

Features: Module Entry Requirements: Students must have ARB/RIBA Part 1 and 2 in Architecture

Educational Aims: The aims of this module are to provide an overview of practice management principles that relate directly to the business of architecture and to introduce key transferable skills necessary for progression into a management role.

Outline Syllabus: The syllabus includes:

Legal forms of practice and associated organisational structures

Business management, including financial management, taxation, VAT

Management of office resources, including staff/people, and time |

Employment legislation and Health and Safety in the workplace

Marketing and Selling of services

Quality Management systems

Communication skills within and on behalf of the office, eg ways of representing designs, production information, report writing, interpersonal skills, presentation skills, ICT skills

Maintaining competence / continuing professional development (CPD)

Networking and negotiation skills

Teaching and Learning Methods: Lectures/Seminars: 22 hours

Distance Learning: 32 hours

Self-Directed Learning: 46 hours

Hours for this module: 100 hours

Teaching and learning is centred on a series of lectures, seminars, and distance learning methods which develop the key themes of practice management and personal development. They draw on contributions by lecturers across the faculty and visiting speakers. Some topics will be studied by distance learning, for which study materials will be given to students.

The Portfolio constitutes a series of distance learning exercises, incorporating written responses to topical themes and changing legislation and practice. Scenario-based exercises form part of the Portfolio and reinforce and support the learning approaches and learning outcomes. These exercises include a critical evaluation of the role of Continuing Professional Development.

Part 3: Assessment			
First Sit Components	**Final Assessment**	**Element weighting**	**Description**
Portfolio - Component A	✓	100 %	Portfolio (approximately 4000 words)
Resit Components	**Final Assessment**	**Element weighting**	**Description**
Portfolio - Component A	✓	100 %	Portfolio (approximately 4000 words)

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Part 4: Teaching and Learning Methods	
Learning Outcomes	On successful completion of this module students will achieve the following learning outcomes: **Module Learning Outcomes** / **Reference** below
	<table><tr><th>Module Learning Outcomes</th><th>Reference</th></tr><tr><td>Identify and analyse the issues and risks involved in starting and managing an architectural practice</td><td>MO1</td></tr><tr><td>Demonstrate a critical understanding of the regulatory and fiscal constraints that concern the business of practice</td><td>MO2</td></tr><tr><td>Identify and analyse key issues in employment of staff and people management</td><td>MO3</td></tr><tr><td>Demonstrate a critical understanding of the appropriate forms of communication (written, verbal and graphic) for particular situations and the influence these can have</td><td>MO4</td></tr><tr><td>Demonstrate critical self-evaluation and an understanding of how reflection on past and current decisions may influence future actions</td><td>MO5</td></tr><tr><td>Assess the relevance of maintaining one's own competence in the context of the ARB/RIBA Codes and prepare a Continuing Professional Development Plan with reference to ARB/RIBA requirements</td><td>MO6</td></tr></table>
Contact Hours	<table><tr><td colspan="2">Independent Study Hours:</td></tr><tr><td>Independent study/self-guided study</td><td>78</td></tr><tr><td>Total Independent Study Hours:</td><td>78</td></tr><tr><td colspan="2">Scheduled Learning and Teaching Hours:</td></tr><tr><td>Face-to-face learning</td><td>22</td></tr><tr><td>Total Scheduled Learning and Teaching Hours:</td><td>22</td></tr><tr><td>Hours to be allocated</td><td>100</td></tr><tr><td>Allocated Hours</td><td>100</td></tr></table>
Reading List	*The reading list for this module can be accessed via the following link:* https://uwe.rl.talis.com/index.html

Part 5: Contributes Towards
This module contributes towards the following programmes of study: