Module Specification

Information Services: Planning and Provision

Version: 2023-24, v2.0, 14 Jun 2023

Contents

Part 1: Information

Module title: Information Services: Planning and Provision

Module code: UFCFQD-15-M

Level: Level 7

For implementation from: 2023-24

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Environment & Technology

Department: FET Dept of Computer Sci & Creative Tech

Partner institutions: None

Field: Computer Science and Creative Technologies

Module type: Module

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Not applicable

Features: Not applicable

Educational aims: See Learning Outcomes.

Outline syllabus: The syllabus includes:

Introduction to Personal and Organisational Management:

Overview of the module; what do we mean by personal management; what do we mean by organisational management; key theories and practice.

Personal Data Management and Content Curation:
Understanding our own approach to how we manage our personal data and information; looking at a range of social media tools to support our personal data management.

Managing yourself and others: Presentation Skills and Writing Strategically:
Opportunity to learn about good presentation techniques, tools and practice; learning how to write effective reports, summaries and strategic documentation. Designing communications; analysing your audience; researching and developing content.

Managing yourself and others:
Interpersonal Skills and Team Management: what are interpersonal skills and why they are essential skills for managers; employability skills; managing teams – theory and practice.

Change Management:
How to manage change in a library and information services environment; key change management theories; analysis of forces and opportunities for change; planning, managing and evaluating change; assessing and meeting development needs of staff.

Introduction to the PKSB (full framework) and Assessment Tutorials: Introduction to the Personal Knowledge and Skills Base framework to analyse skills and development needs; exploring the role of the assessment process.

Financial Management – Managing the Library Budget:
Why we budget; role of the manager in financial decision making; budget models; income generation Marketing and Promotion.

Planning a marketing and promotion strategy:
Investigating the role of effective marketing and promotion plans for a library and

information service; tools and techniques; 7 stage marketing planning.

Workforce Planning – business plans, service plans and profiling your workforce:
Investigating strategic workforce planning models; succession planning; workforce
challenges; workforce profiling tools.

Talent Management: Training and Compliance:
Attracting, managing and developing talent; effective appraisals; the brand called
YOU!

Effective Leadership:
What is a leader; key leadership theories; evaluating your own leadership style.

Professional Networks and CPD:
What is networking and how is it beneficial to managers; key networking tools for
effective information gathering; maintaining your CPD.

Part 3: Teaching and learning methods

Teaching and learning methods: Scheduled learning during contact hours will
involve a range of activities, focussed around group discussions and feedback,
interspersed with lecture-style presentation of key concepts, short videos and
occasional specialist speakers. Guidance on essential reading and other preparation
for each session will be provided via the module web site where additional
supporting materials and opportunities for students to contribute online will also be
available.

Independent learning will include wider reading, selected by students individually, as
well as observation of and reflection on practice and experience. Although a small
proportion of contact time will be set aside for students to work together on a team-
based assessed task, students will also be expected to devote approximately 20
additional hours to preparation and completion of assessments.

2 hours per week x 12 weeks (one semester) – lecture and discussion time with module tutor and guest lecturers. Supported by teaching materials on the VLE, with associated web discussion groups, collaborative learning tasks and assignment tutorials. Tutor also available by appointment and email.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Demonstrate a critical and reflective approach to personal or organisational management.

MO2 Reflect critically on their own and others' practice and identify development actions and opportunities.

MO3 Use a suitable professional framework to effectively communicate a complex message to a target audience.

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 126 hours

Face-to-face learning = 24 hours

Total = 150

Reading list: The reading list for this module can be accessed at readinglists.uwe.ac.uk via the following link https://uwe.rl.talis.com/index.html

Part 4: Assessment

Assessment strategy: Assessment : Report
At both first sit and resit, students will be required to use a professional framework to critically assess and evaluate personal or organisational development needs. They will then write a professional report of 3000 words.

Assessment tasks:

Report (First Sit)

Description: Professional development report (3000 words)

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3

Report (Resit)

Description: Professional development report (3000 words)

Weighting: 100 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Information Management [Frenchay] MSc 2023-24

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