



MODULE SPECIFICATION

Part 1: Information			
Module Title	Professional Development for Accounting and Finance		
Module Code	UMADMH-15-1	Level	1
For implementation from	September 2017		
UWE Credit Rating	15	ECTS Credit Rating	15
Faculty	Business and Law	Field	Accounting and Finance
Department	BBS: Accounting Economics and Finance		
Contributes towards	BA (Hons) Accounting and Finance		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	UMAD9B-15-1 Being an Accounting and Finance Professional		
Co- requisites	None		
Module Entry requirements	N/A		

Part 2: Description	
<p>This module provides an introduction to the expectations, requirements and contextual aspects of entering the accounting and finance profession, in its widest sense. The environment surrounding the professions will be explored, together with essential 'softer' skills and behaviours that are critical to success as a professional in the accounting and finance industries. The role of the BA Accounting and Finance programme in supporting the transition to professional competence will be clearly articulated as will the critical importance of full early engagement with study material, and the need to maintain a critical mind-set from the start.</p> <p>Teaching and learning strategy will involve a combination of lectures, workshops and private study. Lectures will be used to convey core material and provoke student thought and will be supported by a programme of guest speakers from industry and the professional bodies. Workshops will be a forum for student discussion around situations and practical problems. Workshop activities will be structured to encourage student interaction and debate in terms of pertinent issues and concepts. Students will be expected to demonstrate engagement with a range of self-support resources including infohub and skills development resources provided through the library and the careers and employability service, and to engage in regular reflective activity. Students will be expected to attend guest speaker and networking events.</p> <p>Key topics covered will include :</p> <ul style="list-style-type: none"> • Organisational structures, cultures and control. • Management styles and behaviours • Leadership & Enterprise • Motivation and basics of human resource management • The role of accounting institutes and other professional bodies and professional firms • Ethics and professionalism , CSR and integrated reporting • Employability & enterprise skills development 	

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Part 3: Assessment		
Summative assessment comprises two components :		
<p><u>Component A (50%):</u> Multiple Choice/short answer test-focused on applying the theory of organisations, management and leadership in context. This test is required for professional body exemptions and allows students to demonstrate their understanding and ability to apply theory in a business context.</p>		
<p><u>Component B: (50%) two elements:</u></p>		
<p>Element 1 (25%): a 15 minute group presentation based on a current accounting, financial or ethical topic. This allows students to demonstrate their business communication and teamwork skills as well as demonstrating their capacity to deal with multiple perspectives on corporate behaviour and social responsibility.</p>		
<p>Element 2 (25%): A portfolio containing a reflection on the benefits they have gained from guest speakers, their own research and networking events to support future employability (750 words), a short term action-orientated personal development plan (750 words) and an up-to-date cv to support this future employability. This prepares students for future career choices and introduces them to the concept of networking and commercial awareness that will be further developed over the course of their programme</p>		
<p><u>Formative Assessment</u></p>		
<p>Students will be expected to collaborate, work in groups, debate, present ideas and make formal presentations. The formal presentations will be peer assessed and feedback given.</p>		
Identify final timetabled piece of assessment (component and element)	<i>Component A</i>	
% weighting between components A and B (Standard modules only)	A: 50%	B: 50%
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. 1.5 hour Examination	100%	
Component B (2000 words) Description of each element	Element weighting (as % of component)	
1.Group presentation (15 mins)	50%	
2. Portfolio (1500 words + CV)	50%	
Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. 1.5 hour Exam	100%	
Component B (2000 words) Description of each element	Element weighting (as % of component)	
1. Individual recorded presentation (10 mins)	50%	
2. Portfolio (1500 words)	50%	
Part 4: Teaching and Learning Methods		
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ul style="list-style-type: none"> • Understand the underlying cultures, concepts and objectives that determine how businesses are organised, managed and controlled.(A) • Understand the nature and context of a wide range of roles in the financial 	

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	<p>professions (A,B)</p> <ul style="list-style-type: none"> • Be aware of ethical challenges that exist for finance professionals and apply theoretical ethical frameworks designed to address them.(A,B) • Understand the role and standards of key professional bodies (A,B) • Engage with active employability development including business communication, teamwork, reflective self assessment, networking and influencing skills (B) 																														
<p>Key Information Sets Information (KIS)</p> <p>Contact Hours</p> <p>Total Assessment</p>	<table border="1" data-bbox="518 474 1430 864"> <thead> <tr> <th colspan="5">Key Information Set - Module data</th> </tr> </thead> <tbody> <tr> <td colspan="4">Number of credits for this module</td> <td>15</td> </tr> <tr> <th>Hours to be allocated</th> <th>Scheduled learning and teaching study hours</th> <th>Independent study hours</th> <th>Placement study hours</th> <th>Allocated Hours</th> </tr> <tr> <td>150</td> <td>36</td> <td>114</td> <td>0</td> <td>150</td> </tr> </tbody> </table> <p>The table below indicates as a percentage the total assessment of the module which constitutes a;</p> <p>Written Exam: Unseen or open book written exam Coursework: Written assignment or essay, report, dissertation, presentation, project or in class test</p> <table border="1" data-bbox="628 1113 1324 1348"> <thead> <tr> <th colspan="2">Total assessment of the module:</th> </tr> </thead> <tbody> <tr> <td>Written exam assessment percentage</td> <td>50%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td>25%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td>25%</td> </tr> <tr> <td></td> <td>100%</td> </tr> </tbody> </table>	Key Information Set - Module data					Number of credits for this module				15	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	150	36	114	0	150	Total assessment of the module:		Written exam assessment percentage	50%	Coursework assessment percentage	25%	Practical exam assessment percentage	25%		100%
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<p>Reading List</p>	<p>There is no core text for this module. Students will be provided with directed reading in the course handbook and will be expected to start reading around current topics and applying the concepts of the modules to their everyday business and academic reading. Students will be expected to consult mainly web-based sources in supporting their understanding of core ideas and in learning to navigate their way around the major sources of support for professional accountants – an indicative list is provided below. In addition, students should follow sources on specific topics as necessary, if specified in the workshop programme and assessment briefing.</p>																														

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First CAP Approval Date	15 December 2016	Version 1	link to RIA	
Revision CAP Approval Date	28 June 2017	Version	2	link to RIA