



Module Specification

Management and Professional Development for Accounting and Finance

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Part 1: Information

Module title: Management and Professional Development for Accounting and Finance

Module code: UMADMH-15-1

Level: Level 4

For implementation from: 2021-22

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Business & Law

Department: FBL Dept of Accounting Economics & Finance

Partner institutions: None

Delivery locations: Bristol Institute of Business Management, Frenchay Campus, Villa College

Field: Accounting and Finance

Module type: Standard

Pre-requisites: None

Excluded combinations: Becoming an Accounting and Finance Professional 2021-22

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: 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 'core' skills and behaviours that are critical to success as a professional in the accounting and finance industries. The role of the Accounting and Finance programmes 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.

Outline syllabus: Key topics covered to support the core skills taught in the module which will include:

Motivation, resilience/well being and conflict resolution

Basics of human resource management

Group theories and team working

Commercial awareness

Organisational structures, cultures and control

Management styles and behaviours and communication skills

Leadership & Enterprise

The role of accounting institutes and other professional bodies and professional firms

Ethics and professionalism

Equality, diversity, inclusivity and unconscious bias

Employability & enterprise skills development

Part 3: Teaching and learning methods

Teaching and learning methods: 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 and events from industry, professional bodies and the UWE careers and employability team. 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.

Module Learning outcomes:

MO1 Understand the underlying cultures, concepts and objectives that determine how businesses are organised, managed and controlled

MO2 Understand the nature and context of a wide range of roles in the financial professions

MO3 Be aware of ethical challenges that exist for finance professionals and apply theoretical ethical frameworks designed to address them

MO4 Understand the role and standards of key professional bodies

MO5 Engage with active employability development including business communication, teamwork, reflective self assessment, networking and influencing skills

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 114 hours

Face-to-face learning = 36 hours

Total = 150

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/modules/umadmh-15-1.html) via the following link

<https://uwe.rl.talis.com/modules/umadmh-15-1.html>

Part 4: Assessment

Assessment strategy: Summative assessment comprises two components :

Component A (50%): (MLO 1, 2,3,4) Case study style coursework (1,500 words) - Students will be provided with a simulated work environment based on a fictional company and will be evaluated not only on their ability to apply knowledge from throughout the course but also their ability to communicate in writing in a professional manner, present a balanced argument and make a clear recommendation.

Component B (50%): A portfolio to develop employability skills. This will comprise of:

- a 750 word reflection on the benefits they have gained from guest speakers, their own research and networking events to support future employability (15%)
- attending employer events delivered throughout the programme (10%)
- a 750 word short term action-orientated personal development plan (15%)
- an up-to-date cv and covering letter (10%)

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.

Assessment components:

Case Study - Component A (First Sit)

Description: Case study style coursework (1,500 words) - Students will be provided with a simulated work environment based on a fictional company. Students will be evaluated not only on their ability to demonstrate knowledge from throughout the course but also their ability to communicate in writing in a professional manner, present a balanced argument and make a clear recommendation.

Weighting: 50 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Portfolio - Component B (First Sit)

Description: A portfolio to develop employability skills. This will comprise

- a 750 word reflection on the benefits they have gained from guest speakers, their own research and networking events to support future employability (15%)

- Students also receive marks for each attendance at the employer events delivered within the programme (10%).
- a 750 word short term action-orientated personal development plan (15%)
- with an up-to-date cv and covering letter. (10%)

Weighting: 50 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO2, MO3, MO4, MO5

Case Study - Component A (Resit)

Description: Case study style coursework (1,500 words) - Students will be provided with a simulated work environment based on a fictional company. Students will be evaluated not only on their ability to demonstrate knowledge from throughout the course but also their ability to communicate in writing in a professional manner, present a balanced argument and make a clear recommendation.

Weighting: 50 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4

Portfolio - Component B (Resit)

Description: A portfolio to develop employability skills. This will comprise

- a 750 word reflection on the benefits they have gained from guest speakers, their own research and networking events to support future employability (15%)
- Students also receive marks for each attendance at the employer events delivered within the programme (10%).
- a 750 word short term action-orientated personal development plan (15%)
- with an up-to-date cv and covering letter. (10%)

Weighting: 50 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO2, MO3, MO4, MO5

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Accounting and Business Management [Sep][SW][Frenchay][4yrs] BA (Hons) 2021-22

Accounting and Business Management [Sep][FT][Frenchay][3yrs] BA (Hons) 2021-22

Accounting and Finance [Sep][FT][Frenchay][3yrs] BA (Hons) 2021-22

Accounting and Finance [Sep][SW][Frenchay][4yrs] BA (Hons) 2021-22

Accounting {Foundation} [Sep][SW][Frenchay][5yrs] BSc (Hons) 2020-21

Accounting {Foundation} [Sep][FT][Frenchay][4yrs] BSc (Hons) 2020-21

Accounting and Management {Foundation} [Sep][FT][Frenchay][4yrs] BA (Hons) 2020-21

Accounting and Management {Foundation} [Sep][SW][Frenchay][5yrs] BA (Hons) 2020-21