



## MODULE SPECIFICATION

Part 1: Information			
Module Title	Professional Development for Accounting and Finance		
Module Code	UMADMH-15-1	Level	Level 4
For implementation from	2020-21		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	Faculty of Business & Law	Field	Accounting and Finance
Department	FBL Dept of Accounting Economics & Finance		
Module Type:	Standard		
Pre-requisites	None		
Excluded Combinations	Becoming an Accounting and Finance Professional 2020-21		
Co-requisites	None		
Module Entry Requirements	None		
PSRB Requirements	None		

Part 2: Description
<p><b>Educational Aims:</b> 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><b>Outline Syllabus:</b> Key topics covered will include:            Organisational structures, cultures and control            Management styles and behaviours            Leadership &amp; 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 &amp; enterprise skills development</p> <p><b>Teaching and Learning Methods:</b> 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</p>

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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.

### Part 3: Assessment

Summative assessment comprises two components :

Component A (50%): Short and Essay 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. (24 hour online.)

Component B: (50%) two elements: 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. 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

Formative Assessment 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.

First Sit Components	Final Assessment	Element weighting	Description
Portfolio - Component B		25 %	Portfolio (1500 words and cv)
Group work - Component B		25 %	Group presentation (15 mins)
Examination (Online) - Component A	✓	50 %	Online Examination (24 hour window)
Resit Components	Final Assessment	Element weighting	Description
Presentation - Component B		25 %	Individual recorded presentation (10 mins)
Portfolio - Component B		25 %	Portfolio (1500 words)
Examination (Online) - Component A	✓	50 %	Online Examination (24 hour window)

### Part 4: Teaching and Learning Methods

Learning Outcomes	On successful completion of this module students will achieve the following learning outcomes:	
	<b>Module Learning Outcomes</b>	<b>Reference</b>
	Understand the underlying cultures, concepts and objectives that determine how businesses are organised, managed and controlled	MO1
	Understand the nature and context of a wide range of roles in the financial professions	MO2

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	Be aware of ethical challenges that exist for finance professionals and apply theoretical ethical frameworks designed to address them	MO3
	Understand the role and standards of key professional bodies	MO4
	Engage with active employability development including business communication, teamwork, reflective self assessment, networking and influencing skills	MO5
Contact Hours	<b>Independent Study Hours:</b>	
	Independent study/self-guided study	114
	<b>Total Independent Study Hours:</b>	114
	<b>Scheduled Learning and Teaching Hours:</b>	
	Face-to-face learning	36
	<b>Total Scheduled Learning and Teaching Hours:</b>	36
	<b>Hours to be allocated</b>	150
	<b>Allocated Hours</b>	150
Reading List	<p>The reading list for this module can be accessed via the following link:</p> <p><a href="https://uwe.rl.talis.com/modules/umadmh-15-1.html">https://uwe.rl.talis.com/modules/umadmh-15-1.html</a></p>	

### Part 5: Contributes Towards

This module contributes towards the following programmes of study:

Accounting and Management [Sep][SW][Frenchay][4yrs] BA (Hons) 2020-21

Accounting and Finance [Sep][SW][Villa][4yrs] BSc (Hons) 2020-21

Accounting and Finance [Jan][SW][Villa][4yrs] BSc (Hons) 2020-21

Accounting and Finance [May][SW][Villa][4yrs] BSc (Hons) 2020-21

Accounting and Finance [Sep][FT][Villa][3yrs] BSc (Hons) 2020-21

Accounting and Finance [Jan][FT][Villa][3yrs] BSc (Hons) 2020-21

Accounting and Finance [May][FT][Villa][3yrs] BSc (Hons) 2020-21

Accounting and Management [Sep][FT][Frenchay][3yrs] BA (Hons) 2020-21

Accounting and Finance [Sep][FT][Frenchay][3yrs] BA (Hons) 2020-21

Accounting and Finance [Sep][SW][Frenchay][4yrs] BA (Hons) 2020-21

Accounting [Sep][FT][Frenchay][3yrs] BSc (Hons) 2020-21

Accounting [Sep][SW][Frenchay][4yrs] BSc (Hons) 2020-21

Accounting and Management {Foundation} [Sep][SW][Frenchay][5yrs] BA (Hons) 2019-20

Accounting and Management {Foundation} [Sep][FT][Frenchay][4yrs] BA (Hons) 2019-20

Accounting {Foundation} [Sep][FT][Frenchay][4yrs] BSc (Hons) 2019-20

Accounting {Foundation} [Sep][SW][Frenchay][5yrs] BSc (Hons) 2019-20

Accounting and Finance {Foundation} [Sep][FT][Frenchay][4yrs] BA (Hons) 2019-20

Accounting and Finance {Foundation} [Sep][SW][Frenchay][5yrs] BA (Hons) 2019-20