

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Personal and Management Development				
Module Code	UINXM8-30-1	Level	1	Version	3.1
UWE Credit Rating	30	ECTS Credit Rating	15	Module Type	Standard
Owning Faculty	Hartpury	Field	Animal and Land Science		
Department	Animal and Land	Module Type	Standard		
Contributes towards	BA (Hons) Equine Business Management BA (Hons) Equine Business Management (SW) BA (Hons) Sports Business Management FdA Sports Business Management BA (Hons) International Horseracing Business BA (Hons) International Horseracing Business (SW)				
Pre-requisites	None	Co-requisites	None		
Excluded Combinations	None	Module Entry requirements	None		
First CAP Approval Date	22 May 2013	Valid From	01 September 2013		
Revision CAC Approval Date	V1- 22 May 2013 V2- 29 May 2014 V3- 07 July 2016 V3.1- 27 April 2017	Revised with effect from	01 September 2016 V3.1- 01 September 2017		

Review Date	01 September 2020
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Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will have:</p> <ol style="list-style-type: none"> 1. Knowledge and understanding of leadership styles, delegation, motivation, conflict resolution, negotiation and influence. (A, B) 2. Greater self-awareness and an ability to evaluate own strengths and weaknesses. (A,B) 3. Demonstrated ability to work autonomously and as part of a team using appropriate methods of communication, interpersonal skills, problem solving skills and meeting obligations towards others. (A, B) 4. Developed undergraduate skills such as memory, analysis and synthesis, visual processing and the management of information in order to improve written work, presentation skills and group work. (A, B) 5. Engaged with an industry project for a minimum of 80 hours. (A, B)

	<p>6. Developed an evidence based portfolio, setting personal objectives, learning styles and self-motivation. (B)</p>								
Syllabus Outline	<ol style="list-style-type: none"> 1. Communication, interpersonal mentoring, persuasion, decision-making, planning skills, influential mentoring. 2. Self-assessing, evaluating and reflecting upon own and also work carried out within a group or team. 3. Definition of a workplace team including advantages and disadvantages. 4. Team management; Training needs analysis, team cycles. 5. Team and organisational objectives. 6. Functions and responsibilities of a team leader; controlling group performance, conflict management, listening skills, compassion, vision and strategy. 7. Differences between leadership and management, characteristics of a leader. Leadership styles; uses/behaviours/impacts/outputs. 8. Organisational employment policies; timekeeping, absenteeism, conduct, attitude interactive behaviour. 9. Managing under-performance. 10. Motivational models and reward management. 11. Personal learning in placement environment. 12. Theories of learning and reflection 13. Case study preparation <p>This module fully incorporates learning outcomes of Institute of Leadership & Management level 2 certificate.</p>								
Contact Hours	<p>Indicative delivery modes:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Lectures, guided learning, seminars etc</td> <td style="text-align: right;">48</td> </tr> <tr> <td>Self-directed study</td> <td style="text-align: right;">9</td> </tr> <tr> <td>Independent learning, including work placement</td> <td style="text-align: right;">243</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">300</td> </tr> </table>	Lectures, guided learning, seminars etc	48	Self-directed study	9	Independent learning, including work placement	243	TOTAL	300
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Teaching and Learning Methods	<p>The Teaching and Learning Strategy of the module is organised using a blend of lectures and seminars, group workshops and independent group projects. Learning is front loaded with predominantly theoretical concepts and this is developed in semester 2 by an autonomous work based group project drawing on prior learning. Group activity is supported by facilitated workshops, core reading and case study preparation.</p> <p>Scheduled Learning May include lectures, seminars, tutorials</p> <p>Self-Directed Study Project supervision workshops, directed reading & industry liaison</p> <p>Independent Learning Students will be required to engage with essential reading, assignment preparation and completion.</p> <p>Placement learning Work experience group project (80 hours minimum) utilising the onsite facilities.</p> <p>Virtual Learning Environment (VLE) This module is supported by a VLE (Moodle) where students will be able to find all necessary module information. Direct links to information sources will also be provided from within the VLE (Moodle).</p>								

<p>Key Information Sets Information</p>	<p>Key Information Sets (KIS) are produced at programme level for all programmes that this module contributes to, and a requirement set by HESA/HEFCE. KIS are comparable sets of standardised information about undergraduate courses allowing prospective students to compare and contrast between programmes they are interested in applying for.</p> <p><u>Key Information Set – Module Data</u></p> <p>Number of credits for this module <table border="1" style="float: right;"><tr><td>30</td></tr></table></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <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> </thead> <tbody> <tr> <td>300</td> <td>57</td> <td>163</td> <td>80</td> <td>300</td> </tr> </tbody> </table> <p>The table below indicates as a percentage the total assessment of the module which constitutes a:</p> <ol style="list-style-type: none"> 1 <i>Written Exam:</i> Unseen written exam, open book written exam, in-class test. 2 <i>Coursework:</i> Written assignment or essay, report, dissertation, portfolio, project. 3 <i>Practical Exam:</i> Oral Assessment and/or presentation, practical skills assessment, practical exam. <p>Please note that this is the total of various types of assessment and will not necessarily reflect the component and module weightings in the Assessment section of this module description:</p> <p>Total assessment of the module:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Written exam assessment percentage</td> <td style="border: 1px solid black; text-align: center;">0%</td> </tr> <tr> <td>Coursework assessment percentage</td> <td style="border: 1px solid black; text-align: center;">60%</td> </tr> <tr> <td>Practical exam assessment percentage</td> <td style="border: 1px solid black; text-align: center;">40%</td> </tr> <tr> <td></td> <td style="text-align: center;">100%</td> </tr> </table>	30	Hours to be allocated	Scheduled learning and teaching study hours	Independent study hours	Placement study hours	Allocated Hours	300	57	163	80	300	Written exam assessment percentage	0%	Coursework assessment percentage	60%	Practical exam assessment percentage	40%		100%
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<p>Reading Strategy</p>	<p><i>Essential Reading</i> Any essential reading will be indicated clearly, along with the method for accessing it, e.g. students may be expected to purchase a set text, be given a study pack or be referred to texts that are available electronically, or in the Library. Module guides will also reflect the range of reading to be carried out.</p> <p><i>Further Reading</i> Further reading is advisable for this module, and students will be encouraged to explore at least one of the titles held in the library on this topic. A current list of such titles will be given in the module handbook and revised annually.</p> <p><i>Access and Skills</i> Formal opportunities for students to develop their library and information skills are provided within the induction period and student skills sessions. Additional support is available through online resources. This includes interactive tutorials on finding books and journals, evaluation information and referencing. Sign up workshops are also offered.</p>																			
<p>Indicative Reading List</p>	<p>The following list is offered to provide validation panels/accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, its currency may wane during the life span of the module specification. However, as indicated above, CURRENT advice on readings will be available via other more frequently updated mechanisms, including the module guide.</p>																			

	<p>Armstrong, M. (Current Edition) <i>Managing Activities</i>. London: Chartered Institute of Personnel and Development.</p> <p>Clark, C. (Current Edition) <i>How to give effective business briefings: effective techniques for relaying information to and obtaining feedback from employees</i>. London: Kogan Page Ltd.</p> <p>Covey, S. (Current Edition) <i>The seven habits of highly successful people</i> London: Simon & Schuster UK.</p> <p>Eales-white, R. (Current Edition). <i>The effective leader</i>. London: Kogan Page Ltd.</p> <p>Hollyforde, S. and Whiddett, S. (Current Edition) <i>The motivation handbook</i>. London: Chartered Institute of Personnel Development.</p> <p>Pardey, D. (Current Edition) <i>Leading teams</i>. Lichfield: London: Institute of Leadership and Management.</p> <p>Pedler, M, (Current Edition). <i>A manager's guide to self-development</i>. Maidenhead: McGraw-Hill Publishing Company.</p>
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Part 3: Assessment	
Assessment Strategy	<p>The assessment strategy for this module uses a combination of a personal learning portfolio (PLP), and a group oral presentation evaluating the independent group project.</p> <p><i>Personal Learning Portfolio</i></p> <p>The PLP will evidence theoretical understanding and the personal learning and development of the student. Students will be required to reflect on their learning from a work based project (minimum of 80 hours). The PLP fully maps to the requirements for an optional ILM Level 2 award.</p> <p>This assessment will facilitate the self-development of the undergraduate, whilst reflecting upon their autonomous, team and leadership skills. This will culminate in a written portfolio that demonstrates an ability to harness the student's experiential learning in order to meet the self-development outcomes within this module.</p> <p><i>Institute of Leadership and Management Assessments</i></p> <p>As part of this module students will have the opportunity to attain an ILM level 2 leadership and team skills award. The ILM assessment is fully embedded within the Personal Learning Portfolio and forms part of the coursework for the module. In order to attain the award the ILM elements need to be passed at a pass rate of 50% or above.</p> <p><i>Group Oral Presentation</i></p> <p>Students will be required to reflect on the success of their group project and to consider this experience in relation to the theoretical concepts learnt throughout the module. Students will be encouraged to consider individual contributions to the task, team dynamics, leadership and communication in addition to the overall success of the group task. Students will be expected to appraise the project using theory, applied practice and recommendations. Students will receive a group mark for this assessment.</p> <p>Opportunities as a group will be provided for formative feedback during the course of the project.</p> <p>In line with the College's commitment to facilitating equal opportunities, a student may apply for alternative means of assessment if appropriate. Each application will be considered on an individual basis taking into account learning and assessment needs. For further information regarding this please refer to the VLE.</p>

Identify final assessment component and element	Personal Learning Portfolio	
% weighting between components A and B (Standard modules only)	A:	B:
	40%	60%
First Sit		
Component A (controlled conditions) Description of each element	Element weighting	
1 Group Oral Project Presentation (20 minutes)	100%	
Component B Description of each element	Element weighting	
1 Personal Learning Portfolio	100%	
Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting	
1 Individual Presentation (20 minutes)	100%	
Component B Description of each element	Element weighting	
1 Personal Learning Portfolio	100%	
If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.		