



## MODULE SPECIFICATION

Part 1: Information			
Module Title	Applied HRM and Business Skills		
Module Code	UMPCXG-15-M	Level	Level 7
For implementation from	2020-21		
UWE Credit Rating	15	ECTS Credit Rating	7.5
Faculty	Faculty of Business & Law	Field	Human Resource Management
Department	FBL Dept of Business & Management		
Module type:	Standard		
Pre-requisites	None		
Excluded Combinations	None		
Co- requisites	None		
Module Entry requirements	None		

Part 2: Description
<p><b>Educational Aims:</b> In addition to the Learning Outcomes, the educational experience may explore, develop, and practise but not formally discretely assess the following:</p> <p>Postgraduate study skills including accessing and evaluating research evidence, critical thinking, effective essay writing</p> <p>Receiving and providing constructive feedback to other group members on observed skill development</p> <p>Working as a team member</p> <p><b>Outline Syllabus:</b> Theories underpinning the management of interpersonal relationships at work and effective supervision and team leading. Development of skill in these areas.</p> <p>Principles of systematic and evidence based decision making, problem solving and consulting. Development of skill in these areas.</p> <p>Role of reflective learning in the continuous development of professional skills.</p> <p>Development of self-awareness through use of tools and techniques based upon theories of personality and understanding individual differences.</p>

## STUDENT AND ACADEMIC SERVICES

Development of self-management skills (time management, personal organisation, stress management).

Theoretical approaches to the interview as a method of assessment. Sources of distortion and bias.  
Development of skill in conducting selection and performance interviews.

Underpinning knowledge and development of skill in planning, designing and delivering employee development activity.

Principles of negotiation and influencing others. Development of skill in these areas.

Structure and interpretation of balance sheets, profit and loss accounts, trading statements, ratio analysis, basic costing concepts and budgets. Commonly used IT applications.

Statistical concepts relevant to practice and research in HRM.

Postgraduate study skills.

**Teaching and Learning Methods:** The skills included in this module are diverse and the teaching and learning methods reflect this, consisting of a combination of experiential learning and formal lecturing supported by participative activities such as case studies and small group discussion. Interpersonal skills are developed through observed role plays in small groups with peer and tutor feedback, followed by critical self-reflection. Self-awareness is enhanced through the use of psychometric instruments. Central to teaching and learning at this level is a high level of critical discussion and self reflection in contact sessions and assessed work. Sessions will be delivered at intervals alongside the other core modules so that skill development is linked to relevant areas of teaching and learning.

Students will be directed towards the study skills website as appropriate. Students will be encouraged to use Blackboard to access resources used during the classes.

Scheduled learning includes lectures, seminars, tutorials, practical classes and skills workshops.

Independent learning includes hours engaged with essential reading, case study preparation, assignment preparation and completion etc.

### Part 3: Assessment

The assessment strategy reflects the experiential nature of the module and requires students both to demonstrate competence in the acquisition of the skills incorporated in the module and to reflect critically upon their learning and skill development.

Summative assessment consists of three pieces of assessment:

Structured Reflective Log (Final Assessment). Students will be required to reflect upon their skill development throughout the module and to produce a portfolio showing evidence of critical reflection upon the relevant underpinning theories and the feedback received from peers and tutors. The log will be submitted in two stages.

Students will be required to demonstrate competence in conducting interviews, delivering training or negotiation. This will be assessed as part of the skills development sessions.

Understanding of financial information and statistical techniques will be assessed through an online test.

Formative assessment takes the form of peer and tutor feedback (written and verbal) during the skills development workshops. In particular, feedback on observed role play exercises will contribute to formative assessment and to the reflective element of the summative assessment. Formative feedback will also be provided on the first part of the log which will be submitted early in the module.

First Sit Components	Final Assessment	Element weighting	Description
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## STUDENT AND ACADEMIC SERVICES

Reflective Piece - Component B		30 %	Structured reflective log part 1
Reflective Piece - Component B	✓	30 %	Structured reflective log part 2
Practical Skills Assessment - Component A		15 %	Demonstration of competency in specified HRM skills
Online Assignment - Component A		25 %	An online test (finance and statistics) with a 12 hour window for completion.
Resit Components	<b>Final Assessment</b>	<b>Element weighting</b>	<b>Description</b>
Presentation - Component A		15 %	Individual viva and supporting documentation which demonstrates competence in specified HRM skills
In-class test - Component A		25 %	In class test (finance and statistics)
Reflective Piece - Component B		30 %	Structured reflective log part 1
Reflective Piece - Component B	✓	30 %	Structured reflective log part 2

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>
	Show insight into their own approach to managing themselves and others through understanding and applying theories of personality and individual differences		MO1
	Critically evaluate and apply theories of team working, leadership and interpersonal communication in order to manage and lead others more effectively		MO2
	Critically reflect upon and develop skill in decision making, problem solving and consulting		MO3
	Show a critical awareness of the underpinning theoretical frameworks and principles and demonstrate skill in conducting interviews, delivering training and negotiation		MO4
	Understand and interpret financial information and demonstrate proficiency in relevant IT applications and statistical techniques		MO5
Contact Hours	<b>Independent Study Hours:</b>		
	Independent study/self-guided study		87
	<b>Total Independent Study Hours:</b>		87
	<b>Scheduled Learning and Teaching Hours:</b>		
	Face-to-face learning		63

## STUDENT AND ACADEMIC SERVICES

	<b>Total Scheduled Learning and Teaching Hours:</b>	63
	<b>Hours to be allocated</b>	150
	<b>Allocated Hours</b>	150
Reading List	<i>The reading list for this module can be accessed via the following link:</i> <a href="https://uwe.rl.talis.com/modules/umpcxg-15-m.html">https://uwe.rl.talis.com/modules/umpcxg-15-m.html</a>	

<b>Part 5: Contributes Towards</b>	
This module contributes towards the following programmes of study:  Human Resource Management (International) [Sep][FT][Frenchay][1yr] MSc 2020-21	