



Module Specification

Applied HRM and Business Skills

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Part 1: Information

Module title: Applied HRM and Business Skills

Module code: UMPCXG-15-M

Level: Level 7

For implementation from: 2023-24

UWE credit rating: 15

ECTS credit rating: 7.5

Faculty: Faculty of Business & Law

Department: FBL Dept of Business & Management

Partner institutions: None

Field: Human Resource Management

Module type: Module

Pre-requisites: None

Excluded combinations: None

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: In addition to the Learning Outcomes, the educational experience may explore, develop, and practise but not formally discretely assess the following:

Postgraduate study skills including accessing and evaluating research evidence, critical thinking, effective essay writing

Receiving and providing constructive feedback to other group members on observed skill development

Working as a team member

Outline syllabus: Theories underpinning the management of interpersonal relationships at work and effective supervision and team leading. Development of skill in these areas.

Principles of systematic and evidence based decision making, problem solving and consulting. Development of skill in these areas.

Role of reflective learning in the continuous development of professional skills.

Development of self-awareness through use of tools and techniques based upon theories of personality and understanding individual differences.

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.

Part 3: Teaching and learning methods

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.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Show insight into their own approach to managing themselves and others through understanding and applying theories of personality and individual differences

MO2 Critically evaluate and apply theories of team working, leadership and interpersonal communication in order to manage and lead others more effectively

MO3 Critically reflect upon and develop skill in decision making, problem solving and consulting

MO4 Show a critical awareness of the underpinning theoretical frameworks and principles and demonstrate skill in conducting interviews, delivering training and negotiation

MO5 Understand and interpret financial information and demonstrate proficiency in relevant IT applications and statistical techniques

Hours to be allocated: 150

Contact hours:

Independent study/self-guided study = 87 hours

Face-to-face learning = 63 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/umpcxg-15-m.html) via the following link <https://uwe.rl.talis.com/modules/umpcxg-15-m.html>

Part 4: Assessment

Assessment strategy: 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 (four submissions):

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.

Assessment tasks:**Practical Skills Assessment** (First Sit)

Description: Demonstration of competency in specified HRM skills (short film of up to 10 minutes duration)

Weighting: 15 %

Final assessment: No

Group work: No

Learning outcomes tested: MO4

Online Assignment (First Sit)

Description: An online test (finance and statistics) with a 12 hour window for completion.

Weighting: 25 %

Final assessment: No

Group work: No

Learning outcomes tested: MO5

Reflective Piece (First Sit)

Description: Structured reflective log part 1

Weighting: 30 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5

Reflective Piece (First Sit)

Description: Structured reflective log part 2

Weighting: 30 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5

Practical Skills Assessment (Resit)

Description: Demonstration of competency in specified HRM skills (short film of up to 10 minutes duration)

Weighting: 15 %

Final assessment: No

Group work: No

Learning outcomes tested: MO4

Online Assignment (Resit)

Description: An online test (finance and statistics) with a 12 hour window for completion.

Weighting: 25 %

Final assessment: No

Group work: No

Learning outcomes tested: MO5

Reflective Piece (Resit)

Description: Structured reflective log part 1

Weighting: 30 %

Final assessment: No

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5

Reflective Piece (Resit)

Description: Structured reflective log part 2

Weighting: 30 %

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5

Part 5: Contributes towards

This module contributes towards the following programmes of study: