University of the West of England
BRISTOL

CORPORATE AND ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data						
Module Title	Managing People (Accounting, Economics and Finance)					
Module Code	UMPD79-30-2		Level	2	Version	1.3
Owning Faculty	FBL		Field	HRM		
Contributes towards	BA (Hons) Business Management with Accounting and Finance; BA (Hons) Business Management with Economics					
UWE Credit Rating	30	ECTS Credit Rating	15	Module Type	Standard	
Pre-requisites	None		Co- requisites	None		
Excluded Combinations	UMPD78-30-2; UMPD7D-30-2 UMPDDH-30-2		Module Entry requirements			
Valid From	September 2013		Valid to			

CAP Approval Date	QMAC December 2011

Part 2: Learning and Teaching	
Learning Outcomes	On successful completion of this module students will: - Understand the nature of contemporary people management in its broader context (including product markets, business strategy, labour markets, organisations, occupational structures, industry sector and national business systems) (Component A and B) - Understand the contemporary employment relationship and its constituent elements (Component A and B) - Critically assess core concepts and contemporary practice in HRM, including reward and performance management, employee involvement and resourcing (Component A and B) - Apply theory and 'real-life' practice in HRM, and understand the role of line managers in enacting HRM policies and practices (Component A and B) - Understand critical HRM concerns, including ethical decision-making and managing diversity (Component A and B) - Appreciate good practice and start to develop competence in a range of people management and employability skills including interview, conducting performance appraisals and handling workplace grievance (Component A and B) - An understanding and appreciation of the meaning of acquired skills in a work context, of those skills of most valued by graduate employers and how these skills are developed in their studies and other contexts (Component B).

	In addition the educational experience may explore, develop, and practise but not formally discretely assess the following: • Skills in independent learning, group work, critical evaluation, critical self-reflection, discussion and debate • The ability to make informed decisions about their immediate future, whether a third year work placement or entering post-graduation employment or further study. • The ability to recognize and articulate their skills, qualities and attributes (for example, in a high quality graduate CV or interviews) in a way which is meaningful to employers
Syllabus Outline	• The contemporary employment relationship • HRM, Strategy and Organisational Performance • The Context of HRM • People Resourcing • Managing Employee Performance • Managing Employee Reward • Human Resource Development • Employment Relations • HRM, Equality and diversity • The Changing Nature of Careers • Managing Workplace Conflict • Work and Wellbeing
Contact Hours/Scheduled Hours	Module delivery will be based on 6 hours of scheduled learning and teaching activities per teaching week. This will consist of: - Two weekly hour-long lectures for the delivery of core syllabus concepts, theory and organisational 'good practice; in HRM - A weekly one hour tutorial for the exploration and application of core syllabus concepts to case study material through problem-based learning - A two hour 'essential management skills' workshop - A one hour employability/graduate careers session to aid preparation for placement application, promote early career planning and introduce students to placement and wider employability opportunities (including through employer presentations)
Teaching and Learning Methods	The module is organised thematically with each week's teaching contributing to a holistic understanding of an operational aspect of HRM or a critical issues in managing people. This horizontal integration of the various elements of the module will ensure that students are made aware of the linkages from theory to 'real-life' application to (individual) practice. The integration of placements preparation as a strand of activity will not only assist in the placement application process but also develop students' awareness of the organisational context of HRM via employer engagement. **Scheduled learning** includes lectures (24 hours), tutorials (12 hours) and skills workshops (24 hours) **Independent learning** includes approximately 230 hours engaged with essential reading, tutorial preparation completion of coursework assignments and exam revision. **Placement learning**: Placement preparation, including employer presentations (12 hours) Extensive use will be made of Blackboard for guided independent study work; to

<table>
<tr><td></td><td>support students' learning; to facilitate interactions between students e.g. for group project work, and as a repository for students' own work thereby promoting a sense of learning community. Students will also be directed towards the University Library online Study Skills resources for the development of skills appropriate to the level and style of the module. In addition a number of e-learning resources will also be used, including:

• The MySkills Study Skills website at http://www.uwe.ac.uk/library/resources/hub/
• Skills4study (s4s) as part of the MySkills resource [Academic reading and note making; Critical thinking; Academic writing; Referencing and plagiarism]
• iSkillzone http://iskillzone.uwe.ac.uk</td></tr>
<tr><td>Key Information Sets Information</td><td>Key Information Sets (KIS) are produced at programme level for all programmes that this module contributes to, which is 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. .

<u>Key Information Set - Module data</u>

Number of credits for this module 30

<table>
<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>
<tr><td>300</td><td>60</td><td>228</td><td>12</td><td>300</td></tr>
</table>

The table below indicates as a percentage the total assessment of the module which constitutes a -

Written Exam: Unseen written exam, open book written exam, In-class test
Coursework: Written assignment or essay, report, dissertation, portfolio, project
Practical Exam: Oral Assessment and/or presentation, practical skills assessment, practical exam

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:

<table>
<tr><td>Total assessment of the module:</td><td></td></tr>
<tr><td>Written exam assessment percentage</td><td>0%</td></tr>
<tr><td>Coursework assessment percentage</td><td>75%</td></tr>
<tr><td>Practical exam assessment percentage</td><td>25%</td></tr>
<tr><td></td><td>100%</td></tr>
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</td></tr>
<tr><td>Reading Strategy</td><td>All students are expected to make full use of the print and electronic resources available to them through membership of the University. These include a range of electronic journals and a wide variety of resources available through web sites and information gateways. The University Library's web pages provide access to</td></tr>
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	subject relevant resources and services, and to the library catalogue. Many resources can be accessed remotely. Support will be provided in developing the necessary information literacy and information technology skills necessary to access required materials. By necessity students will need to develop as autonomous learners and will be actively encouraged to develop information skills to enable them to identify, retrieve and evaluate relevant sources of information. **Essential reading** – The essential reading for this module is contained in the set text for this module. This core text is available in print and as an e-book through the UWE library: Wilton, N. (2013) *An Introduction to Human Resource Management*, 2nd Edition, London: Sage This textbook also has a companion website (www.uk.sagepub.com/wilton) which provides additional learning support material. Students are also directed to supplementary essential reading available both online and in print via the library. **Further reading** – Students will be advised of further reading that is desirable and further develops knowledge and understanding of a specific topic. In addition, students will be encouraged to engage in independent research and wider reading In completion of the assessment for this module. Additional reading material will be made available to students during the course of the module via Blackboard. The essential and suggested readings provide a baseline of sources that students should go beyond in their assessment research.
Indicative Reading List	The indicative reading list below contains a range of textbooks which are available through the university library and which will help students to develop their knowledge beyond the immediate coverage of each session and its associated reading. All texts are available in the UWE library. This list is subject to update in each year's module handbook and is to be supplemented with academic journal articles. Beardwell, J. & Claydon, T. (2010) *Human Resource Management: a contemporary approach* (6th edition), Harlow: FT Prentice Hall Gillmore, S and Williams, S (2012) *Human Resource Managemen*t, 2nd edition, Oxford: Oxford University Press Horn, R. (2009) *The Business Skills Handbook*, London: CIPD Marchington, M. and Wilkinson, A. (2012) *Human Resource Management at Work* (5th edition), London: CIPD Martin, J. (2010) *Key Concepts in Human Resource Management*, London: Sage Publications Pilbeam, S. and Corbridge, M. (2010) *People Resourcing: Contemporary HRM in Practice* (4th Edition), Harlow: FT Prentice Hall Price, A. (2011) *Human Resource Management* (4th edition), London: Thomson Learning Redman, T. and Wilkinson, A. (2008) *Contemporary Human Resource Management: Text and Cases* (3rd edition), Harlow: FT Prentice Hall Taylor, S. (2008) *People Resourcing* (4th edition). London: CIPD Thompson, N. (2009) *People Skills* (3rd Edition), Basingstoke: Palgrave Macmillan Torrington, D., Hall, L. and Taylor, S. (2011) Human Resource Management (8th edition), Harlow: FT Prentice Hall

	Watson, G and Reissner, S. (2010) *Developing Skills for Business Leadership*, London: CIPD

Part 3: Assessment	
Assessment Strategy	The assessment strategy adopted on this module is designed to assess students' critical understanding of the theoretical and applied dimensions of contemporary HRM and their reflective understanding of the skills required in managing people. Opportunities for formative assessment and interim feedback are built into module delivery (for example, in the case study tutorials and skills workshops). There are two components to the summative assessment for this module: COMPONENT A: • Group presentation to assess students understanding of key concepts and processes in HRM and their utilisation in practice. COMPONENT B: This component has four elements: • Element 1: Literature review of approximately 2000 words to assess understanding of underlying theoretical principles in HRM practice, a demonstrable awareness of the literature in the field of study, evidence of independent research and good academic practice • Element 2: 'Employability' portfolio' reflecting the completion of activities relating to the employability stream of the module • Element 3: Skills workshop portfolio consisting of activities undertaken in preparation for the weekly workshops • Element 4: Summative reflective portfolio based on active and reflective engagement with the management skills workshops and their relationship with students' developing employability.
Identify final assessment component and element	**Component A**

% weighting between components A and B (Standard modules only)	**A:**	**B**:
	25%	75%

First Sit	
Component A (controlled conditions) **Description of each element**	**Element weighting** **(as % of component)**
1. Presentation (approximately 20 minutes)	100%
Component B **Description of each element**	**Element weighting** **(as % of component)**
1. Essay/literature review (2000 words)	47%
2. Employability Portfolio	13%
3. Skills portfolio	20%
4. Skills Summative Reflection (1000 words)	20%

Resit (further attendance at taught classes is not required)	
Component A (controlled conditions) **Description of each element**	**Element weighting** **(as % of component)**
1. Exam (2 hours)	100%
Component B **Description of each element**	**Element weighting** **(as % of component)**
1. Portfolio activities (approximately 2500 words)	100%

If a student is permitted a **RETAKE** of the module the assessment will be that indicated by the Module Description at the time that retake commences.