BSc (Hons) Professional Management

Module Specifications

SECTION A: DEFINITIVE MODULE RECORD. Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.

MODULE CODE: PDPL4047	MODULE TITLE: Professional Development Planning

CREDITS: 15	FHEQ LEVEL: 4	JACS CODE: NA

PRE-REQUISITES: None	CO-REQUISITES: None	COMPENSATABLE: Y

SHORT MODULE DESCRIPTOR:
The module introduces students to personal development, providing them with the opportunity to explore their own roles in addition to their profession's roles in the workplace. Following a review of their career journey to date, the module allows students to plan for their future professional, academic and personal development.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions}

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		C1 Portfolio	100%	P1	
E2		C2		P2	
E3		C3		P3	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: NA

MODULE AIMS:
The module aims to lay the foundations for students' future and continued professional development informed by undergraduate study. This includes reflection of the career journey, development of self-awareness, planning of future learning and the development of action plans.

ASSESSED LEARNING OUTCOMES: (additional guidance below)
At the end of this module students will be expected to be able to do:

1. Demonstrate an understanding of their occupation, career and/or profession within an organisational context.
2. Examine models of professional development and engage in reflective practice and evidence learning to date
3. Self-identify strengths and areas for development within the context of their professional development
4. Set short, medium and long term career goals
5. Develop career and learning action plans demonstrating ability to plan and implement tasks as a manager.

DATE OF APPROVAL: 14-15/01/2015	FACULTY/OFFICE: Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	SCHOOL/PARTNER: GSM London
DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT
Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. <u>Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students.</u> Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	**NATIONAL COST CENTRE:** NA
MODULE LEADER: See module handbook	**OTHER MODULE STAFF:** See module handbook

Summary of Module Content
Models of professional development and reflective practice are discussed in the light of different professional perspectives and career goals. A series of exercises are undertaken in order to define, develop and cultivate personal development planning and the nurturing of personal, professional and academic objectives.

The module provides guidance in creating a Personal Development Plan within the context of students' academic programmes. A swot analysis is undertaken in order to quantify goals, followed by an action plan to assist with achievement of the goals.

The module culminates in the drawing up of a learning agreement between the students, the GSM London tutors and (if appropriate), with employers. These learning agreements are well evidenced with support planning for personal, professional and academic goals.

Students are normally employed, although not necessarily salaried for the duration of this module. Students taking career breaks are also be able to follow this module, using the home or other situation (e.g. voluntary work, position of responsibility in a club or society) in lieu of the workplace.

SUMMARY OF TEACHING AND LEARNING [Use HESA KIS definitions}		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Tutorials	20	Including small groups, on-to-one discussions and portfolio building
Practical Class and Workshops	10	Workshop and practical activities, primarily tutor led but may at times but student led
Guided Independent Study	120	Wider reading, preparation for sessions, e-learning, webinars and additional online learning resources
Total	**150**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	Element	Component Name	Component weighting	Comments Include links to learning objectives
Coursework 1	C_	C1 Portfolio	100%	Review of career to date Identification of individual's current role within an organisational context Audit of transferable skills and learning achieved to date in relation to programme outcomes Learning agreement with evidence of negotiation Word Count: 4,000

Updated by: Grace Allen 12/07/2017	Date:	Approved by: Liz Larner 13/07/2017	Date:

MODULE CODE: FOLE4029	**MODULE TITLE:** Foundations for Learning

CREDITS: 15	**FHEQ LEVEL:** 4	**JACS CODE:** NA

PRE-REQUISITES: None	**CO-REQUISITES:** None	**COMPENSATABLE:** Y

SHORT MODULE DESCRIPTOR:

This module serves as an introduction to the core academic skills required of students embarking on undergraduate studies in work-based learning. It takes a task-based and reflective learning approach to develop students' existing skill sets, in both practical and theoretical terms, as well as exploring and strengthening new skills relevant to academic study in a work based learning context.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions}

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		C1 Written assignment	100%	P1	
E2		C2		P2	
E3		C3		P3	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: N/A

MODULE AIMS:
The module aims to build on students' pre-existing skills and experience and also to facilitate the development of new transferable and independent skills. It is primarily aimed at facilitating students' skills, especially for those who are moving into study whilst working, and or after a long break from academic activity. It is also open to any students who may wish to refine their study skills.

ASSESSED LEARNING OUTCOMES: (additional guidance below)
At the end of this module students will be expected to be able to:
1. Demonstrate an awareness of the research, sources, ethics and digital literacy appropriate to study at HE level.
2. Identify and use learning skills necessary for study at HE Level 4 and beyond
3. Demonstrate an awareness of the value of study at HE level to their personal development
4. Communicate verbally, in writing and with the use of technology
5. Work and share ideas with others
6. Show awareness of value of self-motivation leading to greater self-directed learning and ability to reflect.

DATE OF APPROVAL: 14-15/01/2015	**FACULTY/OFFICE:** Academic Partnerships (AP)

DATE OF IMPLEMENTATION: October 2015	SCHOOL/PARTNER: GSM London
DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT
Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. <u>Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students.</u> Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	NATIONAL COST CENTRE: NA
MODULE LEADER: See module handbook	OTHER MODULE STAFF: See module handbook

Summary of Module Content
The module firstly introduces students to the opportunities offered by study at HE level to personal development. Study skills and working practices needed for study at HE are addressed and the skills required for undertaking the module assignments are also be introduced. Literature selection, appraisal and review are recurring themes and relevant IT skills are also introduced. Interpersonal skills are capitalised upon by the encouragement of group participation and working in small groups where appropriate. All skills and qualities are introduced within a framework of issues relevant to personal and professional development and the transferability of those skills is brought to the fore. Skills include professional development and employability, learning styles and application to individual needs, library and information skills, research an academic reading skills, note making (and record keeping) from reading and lectures, essay writing and planning, oral communication skills, IT research skills and portal are also be developed .

SUMMARY OF TEACHING AND LEARNING [Use HESA KIS definitions}		
Scheduled Activities	Hours	Comments/Additional Information
Seminars	20	Small groups, tutor led activity and discussion based sessions to embed learning, includes one-to-one session.
Guided independent study	130	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of tutorial tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, supervisor and where appropriate employer.
Total	150	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

Category	Element	Component Name	Component weighting	Comments Include links to learning objectives
Coursework	**C_**	**Written assignment: essay**	60%	The essay on a chosen topic reflecting their professional interests will allow students to demonstrate their research and written communication skills (learning outcomes 1, 2 and 4).
		Written assignment: Reflective log	40%	Students will maintain a portfolio of tasks completed during the module. This record will have a formative function as it will allow students to accumulate the tasks and also a summative aspect as they will be expected to write a final reflective log as to how their academic skills have developed during the module (learning outcomes 1-5). The final reflective log is to be submitted as a commentary on portfolio.

Word Count: Up to 5,00 in total |

Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.

MODULE CODE: NSTS4044	MODULE TITLE: Negotiated Study (Small)

CREDITS: 15	FHEQ LEVEL: 4	JACS CODE: NA

PRE-REQUISITES: None	CO-REQUISITES: None	COMPENSATABLE: Y

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and is supported by tutorials. Guidance is given on the selection of a suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also allowed.

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ELEMENTS OF ASSESSMENT [Use HESA KIS definitions}

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		C1 Project	100%	P1	
E2		C2		P2	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: NA

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or for those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES: (additional guidance below)

At the end of this module students will be expected to be able to:

1. Negotiate and articulate, either achieved or planned learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
2. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes, or
3. Describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
4. Reflect upon experiential learning from past or current practice or from investigation findings.
5. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	FACULTY/OFFICE: Academic Partnerships (AP)

DATE OF IMPLEMENTATION: October 2015	**SCHOOL/PARTNER:** GSM London	
DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	**TERM:** Autumn/Spring/Summer	

Additional notes (for office use only):

Negotiated learning outcomes on this module will be aligned to level 4.

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT
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ACADEMIC YEAR: 2017/2018	**NATIONAL COST CENTRE: NA**
MODULE LEADER: See module handbook	**OTHER MODULE STAFF: See module handbook**

Summary of Module Content

The contents of this module are individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic.

SUMMARY OF TEACHING AND LEARNING [Use HESA KIS definitions}		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Project Supervision	10	Regular meetings with supervisors to discuss projects. Meetings can take place individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings can either take place virtually or in person.
Guided independent study	140	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, supervisor and where appropriate employer.
Total	**150**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	Element	Component Name	Component weighting	Comments Include links to learning objectives
Coursework	**C_**	**Written Assignment**	10%	Learning Contract -Outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be

		Portfolio	90% 100%	demonstrated. LO2 Portfolio to include: -Reflective log- A reflective record of the main events of the project/experience. -Annotated bibliography - A review of the key texts/readings used in the project/experience. - Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them. LO1,2,3,4,5 Word Count: Up to 4,000 words

MODULE CODE: NSTM4023	**MODULE TITLE:** Negotiated Study (Medium)

CREDITS: 30	**FHEQ LEVEL:** 4	**JACS CODE:** NA

PRE-REQUISITES: None	**CO-REQUISITES:** None	**COMPENSATABLE:** N

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and supported by tutorials. Guidance will be given on selection of a suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task, is also be allowed.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions}

WRITTEN EXAMINATION		**COURSEWORK**		**PRACTICE**	
E1		C1 Project	100%	P1	
E2		C2		P2	

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SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: N/A

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or for those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES: (additional guidance below)
At the end of this module students will be expected to be able to:
1. Negotiate, either achieved or planning learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
2. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes, or
3. Describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
4. Reflect upon experiential learning from past of current practice or from investigation findings.
5. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	**FACULTY/OFFICE:** Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	**SCHOOL/PARTNER:** GSM London

DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

Additional notes (for office use only):
Negotiated learning outcomes on this module will be aligned to level 4.

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

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ACADEMIC YEAR: 2017/2018	NATIONAL COST CENTRE: NA
MODULE LEADER: See module handbook	OTHER MODULE STAFF: See module handbook

Summary of Module Content
The content of this module is individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic.

SUMMARY OF TEACHING AND LEARNING [Use HESA KIS definitions}		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Project Supervision	10	Regular meetings with supervisors to discuss projects. Meetings can take place individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings can either take place virtually or in person.
Guided independent study	290	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, supervisor and where appropriate employer.
Total	300	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	Element	Component Name	Component weighting	Comments Include links to learning objectives
Coursework	**C_**		10%	Learning Contract -Outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be demonstrated. LO2
		Written Assignment		
Coursework				Portfolio to include: -Reflective log- A reflective record of the main

				events of the project/experience.
		Portfolio	<u>90%</u> 100%	-Annotated bibliography - A review of the key texts/readings used in the project/experience. - Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them. LO1,2,3,4,5 Word Count: Up to 8,000 words

Updated by: Grace Allen 12/07/2017	Date:	**Approved by**: Liz Larner 13/07/2017	Date:

SECTION A: DEFINITIVE MODULE RECORD. Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.

MODULE CODE: NSTL4042	MODULE TITLE: Negotiated Study (Large)

CREDITS: 45	FHEQ LEVEL: 4	JACS CODE: NA

PRE-REQUISITES: None	CO-REQUISITES: None	COMPENSATABLE: N

SHORT MODULE DESCRIPTOR:
This flexible module is essentially based upon individual study and supported by tutorials. Guidance will be given on selection of suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also allowed.

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ELEMENTS OF ASSESSMENT [Use HESA KIS definitions}

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		C1 Project	100%	P1	
E2		C2		P2	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: NA

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or for those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES: (additional guidance below)
At the end of this module students will be expected to be able to:
1. Negotiate, either achieved or planning learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
2. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes, or
3. Describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
4. Reflect upon experiential learning from past of current practice or from investigation findings.
5. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	FACULTY/OFFICE: Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	SCHOOL/PARTNER:GSM London
DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

Additional notes (for office use only):

Negotiated learning outcomes on this module will be aligned to level 4.

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

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ACADEMIC YEAR: 2017/2018	**NATIONAL COST CENTRE:** NA
MODULE LEADER: See module handbook	**OTHER MODULE STAFF:** See module handbook

Summary of Module Content
The content of this module is individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic.

SUMMARY OF TEACHING AND LEARNING [Use HESA KIS definitions}		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Project Supervision	20	Regular meetings with supervisors to discuss projects. Meetings can take place individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings can either take place virtually or in person.
Guided independent study	430	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, supervisor and where appropriate employer.
Total	**450**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	Element	Component Name	Component weighting	Comments Include links to learning objectives

| Coursework | | **Written Assignment** | 10% | Learning Contract -Outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be demonstrated. LO2 |
| | | **Portfolio** | 90% 100% | Portfolio to include: -Reflective log- A reflective record of the main events of the project/experience. -Annotated bibliography - A review of the key texts/readings used in the project/experience. - Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them. LO1,2,3,4,5 Word Count: Up to 10,000 words |

Updated by: Grace Allen 12/07/2017	Date:	**Approved by**: Liz Larner 13/07/2017	Date:

MODULE CODE: PMAN5038	MODULE TITLE: Professional Management

CREDITS: 15	FHEQ LEVEL: 5	JACS CODE: NA

PRE-REQUISITES: None	CO-REQUISITES: None	COMPENSATABLE: Y

SHORT MODULE DESCRIPTOR:
This module enables students to develop the principle knowledge and skills of a middle manager and leader. It explores the challenges and skills of making managerial decisions that must be made in support of the organisational objectives, purpose and vision.
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ELEMENTS OF ASSESSMENT *[Use HESA KIS definitions}*

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		C1 Report	100%	P1	
E2		C2		P2	
E3		C3		P3	
E4		C4		P4	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: NA

MODULE AIMS:
This module is designed to support the development of the professional manager in underpinning principle knowledge and skills.

ASSESSED LEARNING OUTCOMES:
At the end of this module students will be expected to be able to:
1. Understand and explain the links and differences between management and leadership
2. Explain and apply management principles to achieve organisational objectives
3. Be able to analyse and present ideas and innovation across the organisation
4. Be able to plan and lead through change

DATE OF APPROVAL: 14-15/01/2015	FACULTY/OFFICE: Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	SCHOOL/PARTNER: GSM London
DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT
Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the

ACADEMIC YEAR: 2017/2018	NATIONAL COST CENTRE: NA
MODULE LEADER: See module handbook	**OTHER MODULE STAFF:** See module handbook

Summary of Module Content

The concept of managers as effective leaders, the concept of leaders as effective managers; the demands of management and the demands of leadership; the role of managers in contributing to the creation of the organisation's vision, and in its communication to others; assessment of how personal energy, self-belief and commitment impact on management and leadership styles; how empowerment and trust through ethical management impacts on organisational practice; evaluation of the practical value of a leadership style to a manager in achieving organisational objectives; interpretation of how situational variables influence the choice of management approaches; analysis of the need for integrity, fairness and consistency in managerial decision making; examination of the role of change in and organisation and skills necessary to provide support and advice to people during periods of setback and change; determination of when to take or implement difficult and/or unpopular decisions to support the organisation's purpose, values or vision and the importance of communication in this process.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Tutorials	30	These may be one-to-one or small group supervision, feedback or detailed discussion on a particular topic or aspects of the project.
Guided Independent Study	120	Guided independent study may include additional reading, e-learning, research, preparation for tutorial and guided self-study activities such as case studies or online learning materials
Total	**150**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	*Element*	*Component Name*	*Component weighting*	*Comments* *Include links to learning objectives*
Coursework	C_	**C1** Report	100%	A report that demonstrates application of professional management principles and skills (learning outcomes 1-4) Evidence of application should be included as appendices in the report and not included in the final word count. Artefacts other than written evidence may be included. Indicative word count: Up to 4,000 words

Updated by: Date:	**Approved by:** Date:
Grace Allen 12/07/2017	**Liz Larner 13/07/2017**

1. **MODULE CODE:** NSTS5035	2. **MODULE TITLE:** Negotiated Study (Small)

CREDITS: 15	**FHEQ LEVEL:** 5	**JACS CODE:** NA

PRE-REQUISITES: None	**CO-REQUISITES:** None	**COMPENSATABLE:** Y

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and supported by tutorials. Guidance will be given on the selection of a suitable study format, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also allowed.
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ELEMENTS OF ASSESSMENT *[Use HESA KIS definitions}*

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		**C1** Project	100%	**P1**	
E2		**C2**		**P2**	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: N/A

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES:

At the end of this module students will be expected to be able to:

3. Negotiate and articulate, either achieved or planned learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
4. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes.
5. Describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
6. Reflect upon experiential learning from past or current practice or from investigation findings.
7. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	**FACULTY/OFFICE:** Academic

	Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	**SCHOOL/PARTNER:** GSM London
DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	**TERM:** Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

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ACADEMIC YEAR: 2017/2018	**NATIONAL COST CENTRE: NA**
MODULE LEADER: See module handbook	**OTHER MODULE STAFF: See module handbook**

Summary of Module Content
The contents of this module are individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic. Negotiated learning outcomes on this module will be aligned to level 5.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Project Supervision	10	Regular meetings with supervisors to discuss projects. Meetings take place either individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings take place either virtually or in person.
Guided independent study	140	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, supervisor and where appropriate employer.
Total	**150**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	*Element*	*Component Name*	*Component weighting*	*Comments Include links to learning objectives*	

| Coursework | C_ | **Written Assignment** | 10% | Learning Contract -Outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be demonstrated. LO2 |
| | | **Portfolio** | 90%
100% | Portfolio to include:
-Reflective log- A reflective record of the main events of the project/experience.
-Annotated bibliography - A review of the key texts/readings used in the project/experience.
- Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them.
LO1,2,3,4,5

Word Count: Up to 4,000 words |

Updated by:	Date:	**Approved by**:	Date:
Grace Allen 12/07/2017		Liz Larner 13/07/2017	

1. MODULE CODE: NSTM5034	2. MODULE TITLE: Negotiated Study (Medium)

CREDITS: 30	FHEQ LEVEL: 5	JACS CODE: NA

PRE-REQUISITES: None	CO-REQUISITES: None	COMPENSATABLE: N

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and supported by tutorials. Guidance will be given on selection of a suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also be allowed.

ELEMENTS OF ASSESSMENT *[Use HESA KIS definitions}*

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		**C1** Project	100%	**P1**	
E2		**C2**		**P2**	

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SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: N/A

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES:
At the end of this module students will be expected to be able to:

3. Negotiate, either achieved or planning learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
4. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes or describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
5. Reflect upon experiential learning from past of current practice or from investigation findings.
6. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	FACULTY/OFFICE: Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	SCHOOL/PARTNER: GSM London

DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. <u>Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students.</u> Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	NATIONAL COST CENTRE: NA
MODULE LEADER: See module handbook	OTHER MODULE STAFF: See module handbook

Summary of Module Content
The contents of this module are individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic. Negotiated learning outcomes on this module will be aligned to level 5.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Project Supervision	10	Regular meetings with supervisors to discuss projects. Meetings take place individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings take place either virtually or in person.
Guided independent study	290	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, supervisor and where appropriate, the employer.
Total	**300**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	*Element*	*Component Name*	*Component weighting*	*Comments Include links to learning objectives*

| Coursework | C_ | **Written Assignment** | 10% | Learning Contract -Outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be demonstrated. LO2 |
| | | **Portfolio** | 90% 100% | Portfolio to include: -Reflective log- A reflective record of the main events of the project/experience. -Annotated bibliography - A review of the key texts/readings used in the project/experience. - Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them. LO1,2,3,4 Word Count: Up to 8,000 words |

Updated by: Grace Allen 12/07/2017	Date:	**Approved by**: Liz Larner 13/07/2017	Date:

SECTION A: DEFINITIVE MODULE RECORD. *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.*

MODULE CODE: NTSL5033	MODULE TITLE: Negotiated Study (Large)

CREDITS: 45	FHEQ LEVEL: 5	JACS CODE: NA

PRE-REQUISITES: None	CO-REQUISITES: None	COMPENSATABLE: N

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and supported by tutorials. Guidance will be given on selection of a suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also be allowed.
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ELEMENTS OF ASSESSMENT [Use HESA KIS definitions}

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		**C1** Project	100%	**P1**	
E2		**C2**		**P2**	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: N/A

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES:
At the end of this module students will be expected to be able to:
1. Negotiate, either achieved or planning learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
2. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes, or describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
3. Reflect upon experiential learning from past of current practice or from investigation findings.
4. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	FACULTY/OFFICE: Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	SCHOOL/PARTNER: GSM London
DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT
Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	**NATIONAL COST CENTRE:** NA
MODULE LEADER: See module handbook	**OTHER MODULE STAFF:** See module handbook

Summary of Module Content
The contents of this module are individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic.

Negotiated learning outcomes on this module are aligned to level 5.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*

Scheduled Activities	Hours	Comments/Additional Information
Project Supervision	20	Regular meetings with supervisors to discuss projects. Meetings take place individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings take place either virtually or in person.
Guided independent study	430	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study might include preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, supervisor and where appropriate the employer.
Total	**450**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	*Element*	*Component Name*	*Component weighting*	*Comments* *Include links to learning objectives*

| Coursework | C_ | **Written Assignment** | 10% | Learning Contract -Outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be demonstrated. LO2 |
| | | **Portfolio** | 90% 100% | Portfolio to include: -Reflective log- A reflective record of the main events of the project/experience. -Annotated bibliography - A review of the key texts/readings used in the project/experience. - Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them. LO1,2,3,4 Word Count: Up to 10,000 words |

Updated by:	Date:	**Approved by**:	Date:
Grace Allen 12/07/2017		Liz Larner 13/07/2017	

MODULE CODE: PRMA6051	**MODULE TITLE:** Research and the Professional Manager

CREDITS: 15	**FHEQ LEVEL:** 6	**JACS CODE:** NA

PRE-REQUISITES: None	**CO-REQUISITES:** None	**COMPENSATABLE:** Y

SHORT MODULE DESCRIPTOR:

To succeed, businesses need to gather information about their competitors, their consumers and their own performance.

Through the evaluation of different research methods, students can apply business research methods in a range of contexts. These methods will not only prove useful in personal and professional development but will form the foundation for work on a Level 6 Project.
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ELEMENTS OF ASSESSMENT *[Use HESA KIS definitions*

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1 (Formally scheduled)		**C1** Report	100%	**P1**	
E2 (OSCE)		**C2**		**P3**	
T1 (Test)		**A1**			

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: NA

MODULE AIMS:
This module assists students in appreciating the array of information available to organisations to conduct and commission research. It develops their understanding of the range of quantitative and qualitative methods of research that can be applied within a business investigation.   It introduces them to the complexity involved in conducting research within organisations, and in particular, the potential ethical aspects they may encounter. It develops their research skills to enable them to tackle various types of business and academic research.

ASSESSED LEARNING OUTCOMES:
At the end of this module students will be expected to be able to:

1) Detailed understanding of the main frameworks and principles on research design.
2) Illustrate how research data can be evaluated and analysed to present findings to address business issues.
3) Ability to apply research understanding to the development of a research proposal
4) Appreciation of the ethical practices involved in managing, conducting and disseminating research.

DATE OF APPROVAL: 14-15/01/2015	**FACULTY/OFFICE:** Academic

	Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	**SCHOOL/PARTNER:** GSMEE
DATE(S) OF APPROVED CHANGE:	**TERM:** Autumn/Spring/Summer

Additional notes (for office use only): There will be a formative assessment requiring students to complete a presentation of their research questions, which the proposals will address. Initial supporting research justifies the research topic, and includes business cases for research completion and an identification of the business objectives it addresses.

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT
Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. <u>Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students.</u> Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	**NATIONAL COST CENTRE: NA**
MODULE LEADER: See module handbook	**OTHER MODULE STAFF: See module handbook**

Summary of Module Content The nature and purpose of research and gathering business intelligence; the role of research projects in meeting business objectives; conducting literature reviews to support the development of projects, classification of research projects; the stages of the research process; methods of data collection, evidencing research; qualitative and quantitative data analysis; presenting and analysing research; communicating research findings; ethical requirements in treating research subjects and conducting research.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*		
Scheduled Activities	**Hours**	**Comments/Additional Information**
See Scheme of Work		
Lectures	10	Formal lectures which will provide students with the knowledge and skills needed.
Tutorials	20	Provides students with the required knowledge and skills with a focus on practical work. Includes a mixture of formative assessments.
Guided independent study	120	Independent learning, including reading, tasks and tutorial preparation
Total	**150**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	Element	Component Name	Component weighting	Comments *Include links to learning objectives*
Coursework	C_	Report	100%	1. Research Project Proposal Student to complete max 3,000 word research proposal to include: - summary of literature reviewed to develop proposal (1,500) - business objectives of project - proposed research design and approach - proposed research methods (including sampling if appropriate) - draft schedule of research - bibliography Word count: 3,500

Updated by:	**Approved by**:	Date:
Date: Grace Allen 12/07/2017	Liz Larner 13/07/2017	

MODULE CODE: NSTS6047	**MODULE TITLE:** Negotiated Study (Small**)**

CREDITS: 15	**FHEQ LEVEL:** 6	**JACS CODE:** NA

PRE-REQUISITES: None	**CO-REQUISITES:** None	**COMPENSATABLE:** Y

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and supported by tutorials. Guidance is provided to students on selection of a suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also allowed.
.

ELEMENTS OF ASSESSMENT *[Use HESA KIS definitions}*

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		**C1** Project	100%	**P1**	
E2		**C2**		**P2**	

SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: NA

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or for those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES:
At the end of this module students will be expected to be able to:
1. Negotiate and articulate, either achieved or planned learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
2. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes,
3. Describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
4. Reflect upon experiential learning from past or current practice or from investigation findings.
5. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	**FACULTY/OFFICE:** Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	**SCHOOL/PARTNER:** GSM London

DATE(S) OF APPROVED CHANGE: XX/XX/XXXX	TERM: Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. <u>Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students.</u> Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	NATIONAL COST CENTRE: NA
MODULE LEADER: See module handbook	OTHER MODULE STAFF: See module handbook

Summary of Module Content

The contents of this module are individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic. Negotiated learning outcomes on this module will be aligned to level 6.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Project Supervision	10	Regular meetings with supervisors to discuss projects. Meetings take place individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings take place either virtually or in person.
Guided independent study	140	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study includes preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, their supervisors and where appropriate by employers.
Total	**150**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	*Element*	*Component Name*	*Component weighting*	*Comments* *Include links to learning objectives*
Coursework	C_	**Written**	10%	Learning Contract -Outline of what is to be the basis of the learning, along with a statement of

| | | Assignment | | the method and the learning outcomes to be demonstrated. LO2 |
| | | **Portfolio** | 90%
100% | Portfolio to include:
-Reflective log- A reflective record of the main events of the project/experience.
-Annotated bibliography - A review of the key texts/readings used in the project/experience.
- Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them.
LO1,2,3,4,5

Word Count: Up to 4,000 words |

| **Updated by**:
Date: Grace Allen 12/07/2017 | **Approved by**:
Liz Larner 13/07/2017 | Date: |

<u>**SECTION A: DEFINITIVE MODULE RECORD**</u>. *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.*

MODULE CODE: NSTM6046	MODULE TITLE: Negotiated Study (Medium)

CREDITS: 30	FHEQ LEVEL: 6	JACS CODE: NA

PRE-REQUISITES: None	CO-REQUISITES: None	COMPENSATABLE: N

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and supported by tutorials. Guidance is provided to students on selection of a suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also allowed.

ELEMENTS OF ASSESSMENT *[Use HESA KIS definitions}*

WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		**C1** Project	100%	**P1**	
E2		**C2**		**P2**	

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SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE

Professional body minimum pass mark requirement: NA

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES:
At the end of this module students will be expected to be able to:
1. Negotiate, either achieved or planning learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
2. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes, <u>or</u>
3. Describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
4. Reflect upon experiential learning from past of current practice or from investigation findings.
5. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	**FACULTY/OFFICE:** Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	**SCHOOL/PARTNER:** GSM London
DATE(S) OF APPROVED CHANGE:	**TERM:** Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. <u>Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students.</u> Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	NATIONAL COST CENTRE: NA
MODULE LEADER: See module handbook	OTHER MODULE STAFF: See module handbook

Summary of Module Content
The contents of this module are individually negotiated with the student. The module can be used for reflection on past or current practice or as a piece of action research on a future topic. Negotiated learning outcomes on this module will be aligned to level 6.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*		
Scheduled Activities	Hours	Comments/Additional Information
Project Supervision	10	Regular meetings with supervisors to discuss projects. Meetings either take place individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings take place either virtually or in person.
Guided independent study	290	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study includes preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, their supervisors and where appropriate, by employers.
Total	300	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

Category	Element	Component Name	Component weighting	Comments Include links to learning objectives

| Coursework | C_ | **Written Assignment** | 10% | Learning Contract -Outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be demonstrated. LO2 |
| | | **Portfolio** | 90%
100% | Portfolio to include:
-Reflective log- A reflective record of the main events of the project/experience.
-Annotated bibliography - A review of the key texts/readings used in the project/experience.
- Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them.
LO1,2,3,4,5

Word Count: Up to 8,000 words |

Updated by: Date: Grace Allen 12/07/2017	**Approved by**: Liz Larner 13/07/2017	Date:

MODULE CODE: NSTL6045	**MODULE TITLE:** Negotiated Study (Large)

CREDITS: 45	**FHEQ LEVEL:** 6	**JACS CODE:** NA

PRE-REQUISITES: None	**CO-REQUISITES:** None	**COMPENSATABLE:** N

SHORT MODULE DESCRIPTOR:

This flexible module is essentially based upon individual study and supported by tutorials. Guidance will be provided to students on selection of a suitable study, formulation of appropriate learning outcomes and agreed assessment criteria. Although this module is suitable for individuals working alone, groups of professionals working together on a common task is also allowed.
.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions}					
WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
E1		**C1** Project	100%	**P1**	
E2		**C2**		**P2**	
SUBJECT ASSESSMENT PANEL Group to which module should be linked: GSMEE					

Professional body minimum pass mark requirement: NA

MODULE AIMS:
This module is designed to support professionals in investigating and making changes to an aspect of their own practice or those who wish to explore a topic of their own interest and relevance.

ASSESSED LEARNING OUTCOMES:
At the end of this module students will be expected to be able to:
1. Negotiate, either achieved or planning learning outcomes and other study achievements compatible to their professional development and professional practice, and appropriate to the level of study.
2. Draw up and implement a project learning contract proposal which identifies and potentially validates the learning outcomes, or
3. Describe an already achieved project or learning experience that demonstrates the achievement of the learning outcomes.
4. Reflect upon experiential learning from past of current practice or from investigation findings.
5. Identify ways in which the study helped/can help to inform and improve professional practice.

DATE OF APPROVAL: 14-15/01/2015	**FACULTY/OFFICE:** Academic Partnerships (AP)
DATE OF IMPLEMENTATION: October 2015	**SCHOOL/PARTNER:** GSM London

DATE(S) OF APPROVED CHANGE:	TERM: Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. <u>Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students.</u> Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2017/2018	NATIONAL COST CENTRE: NA
MODULE LEADER: See module handbook	OTHER MODULE STAFF: See module handbook

Summary of Module Content
The contents of this module are individually negotiated with the students. The module can be used for reflection on past or current practice or as a piece of action research on a future topic. Negotiated learning outcomes on this module will be aligned to level 6.

SUMMARY OF TEACHING AND LEARNING *[Use HESA KIS definitions}*		
Scheduled Activities	**Hours**	**Comments/Additional Information**
Project Supervision	20	Regular meetings with supervisors to discuss projects. Meetings take place either individually or in small groups of students, to plan, discuss, and monitor progress on a particular piece of work, such as a dissertation or extended project. Meetings take place either virtually or in person.
Guided independent study	430	Guided independent study as appropriate to the agreed learning outcomes. Guided independent study includes preparation for scheduled sessions, follow-up work, wider reading or practice, completion of project tasks. Students are expected to be responsible for their own learning, with appropriate support being provided by the institution, their supervisors and where appropriate by employers.
Total	**450**	**(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)**

Category	*Element*	*Component Name*	*Component weighting*	*Comments Include links to learning objectives*	

| Coursework | C_ | Written Assignment | 10% | Learning Contract –An outline of what is to be the basis of the learning, along with a statement of the method and the learning outcomes to be demonstrated. LO2 |
| | | Portfolio | 90%
100% | Portfolio to include:
-Reflective log- A reflective record of the main events of the project/experience.
-Annotated bibliography - A review of the key texts/readings used in the project/experience.
- Project submission – indicatively a written submission that demonstrates the negotiated learning outcomes and the process of achieving them.
LO1,2,3,4,5

Word Count: Up to 10,000 words |

Updated by: Date:	**Approved by**: Date:
Grace Allen 12/07/2017	Liz Larner 13/07/2017