***Note:*** *This sheet does not form part of the specification and will not be published. The information on this sheet provides contextual and supporting information for the approval process and should provide answers to questions that commonly arise in the consideration of new and revised modules. Please type directly into the form, boxes will expand as needed.*

***NB: specifications with errors in formatting, typos and/or on incorrect or incomplete templates will not be considered for approval until corrected.***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | **YES** | | **NO** |
| 1. New module (if yes, complete numbers 3-8, 10-14) Title of module: | | | | | | | | |  | | X |
| 1. Revised module (if yes, complete numbers 3-14) Title and SDS/KV codes: BUSN4010 (CB4010) Modern Business and Employability Skills | | | | | | | | | X | |  |
| 1. State which stage this module will be applicable to (information required by KentVision) Stage 1 | | | | | | | | | | | |
| 1. Is this module (or any consequently withdrawn modules) compulsory in any courses   (i) in the Division that owns the module? | | | | | | | | | X | |  |
| (ii) that are owned by other Divisions? | | | | | | | | |  | | X |
| 1. Does the introduction/revision of this module, or the withdrawal of other modules, potentially require changes to those courses? | | | | | | | | |  | | X |
| 1. If so, are those potential changes the result of:   (i) Changes to the Learning Outcomes of this module? | | | | | | | | |  | | X |
| (ii) Changes to the term(s) in which this module is delivered? | | | | | | | | |  | | X |
| (iii) Changes to pre- and co-requisite modules? | | | | | | | | |  | | X |
| (iv) Other (please specify) | | | | | | | | |  | | X |
| 1. If the answer to any of questions 4.2 to 6 is Yes - confirm that all the owners of the courses listed in section 7 of the specification have been informed | | | | | | | | |  | |  |
| 1. Will any modules be withdrawn as a result of the introduction of this module/changes to the module? *If yes, please provide the module code and title and information required (see Annex B of the Code of Practice* [*https://www.kent.ac.uk/teaching/qa/codes/taught/annexb.html*](https://www.kent.ac.uk/teaching/qa/codes/taught/annexb.html)*)* | | | | | | | | |  | |  |
| 1. Please indicate which sections of the specification have been revised. NB the approval panel will look at the whole specification and may comment on sections that have not been revised in this submission | | | | | | | | |  | | |
|  |  |  |  | 13 |  |  |  | |
| 1. Are there any implications for learning resources, including staff, library, IT and space? If yes, please confirm the Division has considered and planned for the allocation of the resources required | | | | | | | | |  | | X |
| 1. Term and year the revised version/new module will start: September 2021 | | | | | | | | | | | |
| 1. Date this version of the module specification was approved by the Divisional ESEC/GSSEC (and Board of Studies if appropriate): Chair’s action 27/09/21 | | | | | | | | | | | |
| 1. Rationale: please provide any contextual information that will assist members of the approval panel who may not be familiar with the discipline and custom and practice in your Division. AP updated for Covid – requested to be permanent for 21/22 to match busn3910 | | | | | | | | | | | |
| 1. Please provide any additional information that may assist the approval panel, for example the rationale for assessment or an explanation of the learning and teaching methods if these vary from a commonly seen pattern | | | | | | | | | | | |
| 1. High risk of non-delivery: confirm that more than one person is available to teach this module and that the Divisional Plan includes consideration of resources, cover and succession planning | | | | | | | | X | |  | |
| 1. Division to confirm that consideration has been given to the title and curriculum description to ensure these are not overly constraining | | | | | | | | X | |  | |
| 1. Division to confirm that the proposed change is compliant with CMA (Competition and Markets Authority) guidance and whether it represents a change to ‘material information’ (refer to Annex B section 13). | | | | | | | | X | |  | |

***Please complete this proforma if this is a request for a module AMENDMENT. Delete it if this is NOT for an amendment and use the NEW module proforma on previous page***

|  |  |
| --- | --- |
| MODULE CHANGE REQUEST  Note : Date the changes take effect must be supplied in order for these changes to be made | |
| Module Code: BUSN4010 (CB4010) | **Change Required:**  Change in assessment. |
| Current Module Title: Modern Business and Employability Skills | |
| New Module Title: n/a | |
| Add a delivery Campus: | **Medway** |
| Change week beginning: | |
| Credit Change From: | **To:** |
| Change to Assessment Pattern: n/a  Detailed Assessment Pattern Component Breakdown:   |  |  | | --- | --- | | *Individual Report (2500-3000 words)* | *60%* | | *MCQ Online Moodle test* | *15%* | | *Seminar Groupwork* | *15%* | | *VLE Employability Award* | *10%* | |  |  | | |
| Change in reassessment method: 100% coursework | |
| Date changes take effect: Sep 2021 – should have been updated permanently per Covid AP and to match busn3910 but convenor didn’t advise in time! | |

1. **Title of the module**

BUSN4010 (CB4010) Modern Business and Employability Skills

1. **Division or partner institution which will be responsible for management of the module**

Kent Business School

1. **The level of the module (Level 4, Level 5, Level 6 or Level 7)**

Level 4

1. **The number of credits and the ECTS value which the module represents**

15 credits (7.5 ECTS)

1. **Which term(s) the module is to be taught in (or other teaching pattern)**

Autumn

1. **Prerequisite and co-requisite modules**

None

1. **The programmes of study to which the module contributes**

BSc (Hons) Business and Management

BSc (Hons) Finance and Investment

1. **The intended subject specific learning outcomes.  
   On successfully completing the module students will be able to:**
   1. Demonstrate knowledge and understanding of a variety of business types and functions.
   2. Demonstrate knowledge and understanding of major forces that shape the world of modern business such as innovation and knowledge creation, technology, ethics and sustainability, internationalisation, and entrepreneurship.
   3. Evaluate the business environment in terms of key PESTEL influences as well as major forces shaping business developments such as sustainability, innovation and internationalisation from the perspectives of managers from various management career contexts.
   4. Demonstrate knowledge and understanding of theories underlying key employability skills.
   5. Use theory to inform practice by analysing and reflecting on a range of key employability skills in the context of personal development and business management.
2. **The intended generic learning outcomes.  
   On successfully completing the module students will be able to:**
   1. Research topics independently to extract and synthesise information from a range of academic and online sources to formulate and support a well-reasoned and structured line of argument.
   2. Make sound judgements to distinguish between fact and opinion; relevant and irrelevant information, and between opposing views based upon conflicting evidence.
   3. Evaluate leadership, communication, and teamwork skills
   4. Exercise personal responsibility.
   5. Relate knowledge of theory to practice and experience to enhance employability.
3. **A synopsis of the curriculum**

This module provides fundamental knowledge of a range of business organisations, business purpose, ownership types and stakeholder influence. It further introduces organisational structures, functional areas and the impact of the external environment on business. Furthermore, this module introduces the many factors that shape the nature of organisations operating in an increasingly complex business environment such as innovation, internationalisation, entrepreneurship, and sustainability. Module participants explore this dynamic nature of business and consider successful existence within modern organisations through studying and applying employability skills such as leadership, teamwork, and resilience.

1. **Reading list (Indicative list, current at time of publication. Reading lists will be published annually)**

Cottrell, S. (2015) *Skills for Success: Personal Development and Employability* London: Palgrave Macmillan

Lumley, M., and Wilkinson, J. (2014) *Developing Employability for Business*, Oxford: OUP

[Wetherly](https://www.amazon.co.uk/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Paul+Wetherly&search-alias=books-uk&field-author=Paul+Wetherly&sort=relevancerank), P. and Otter, D. (2018) *The Business Environment: A Global Perspective,* Oxford: OUP

[Worthington](https://www.amazon.co.uk/s/ref=dp_byline_sr_book_1?ie=UTF8&text=Ian+Worthington&search-alias=books-uk&field-author=Ian+Worthington&sort=relevancerank), I, [Britton](https://www.amazon.co.uk/s/ref=dp_byline_sr_book_2?ie=UTF8&text=Chris+Britton&search-alias=books-uk&field-author=Chris+Britton&sort=relevancerank), C., [Thompson](https://www.amazon.co.uk/s/ref=dp_byline_sr_book_3?ie=UTF8&text=Dr+Ed+Thompson&search-alias=books-uk&field-author=Dr+Ed+Thompson&sort=relevancerank), E. (2018) *The Business Environment: Themes and Issues in a Globalizing World,* Pearson

1. **Learning and teaching methods**

Total contact hours: 20

Private study hours: 130

Total study hours: 150

1. **Assessment methods**
   1. Main assessment methods

Individual report, 2500-3000 words (60%)

MCQ Online Moodle test (15%)

Seminar Groupwork (15%)

VLE Employability Award (10%)

* 1. Reassessment methods

Reassessment Instrument: 100% coursework

1. **Map of module learning outcomes (sections 8 & 9) to learning and teaching methods (section12) and methods of assessment (section 13)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Module learning outcome** | *8.1* | *8.2* | *8.3* | *8.4* | *8.5* | *9.1* | *9.2* | *9.3* | *9.4* | *9.5* |
| **Learning/ teaching method** |  |  |  |  |  |  |  |  |  |  |
| Lectures | X | X | X | X | X | X | X | X | X | X |
| Seminars | X | X | X | X | X | X | X | X | X | X |
| Private Study | X | X | X | X | X | X | X |  | X | X |
| **Assessment method** |  |  |  |  |  |  |  |  |  |  |
| Individual report | X | X | X | X | X | X | X | X | X | X |
| MCQ Test | X | X | X | X | X |  |  |  |  |  |
| Seminar Groupwork | X | X | X | X | X | X | X | X | X | X |
| VLE Employability Award (test) |  |  |  | X | X |  |  | X | X | X |

1. **Inclusive module design**

The Division recognises and has embedded the expectations of current equality legislation, by ensuring that the module is as accessible as possible by design. Additional alternative arrangements for students with Inclusive Learning Plans (ILPs)/ declared disabilities will be made on an individual basis, in consultation with the relevant policies and support services.

The inclusive practices in the guidance (see Annex B Appendix A) have been considered in order to support all students in the following areas:

a) Accessible resources and curriculum

b) Learning, teaching and assessment methods

1. **Campus(es) or centre(s) where module will be delivered**

Medway

1. **Internationalisation**

The module introduces all students to several globalisation issues facing modern business. It will also give students an appreciation of business challenges faced nationally, regionally and internationally. The individual assessment tasks, and some of the formative group-based tasks, will require students, on the International Business degree in particular, to observe and analyse modern business issues in a global context and situations in cross-cultural contexts.

**DIVISIONAL USE ONLY**

**Revision record – all revisions must be recorded in the grid and full details of the change retained in the appropriate committee records.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date approved | Major/minor revision | Start date of the delivery of revised version | Section revised | Impacts PLOs (Q6&7 cover sheet) |
|  |  |  |  |  |
|  |  |  |  |  |