

1 Module overview

1.1 Introduction, aims and summary of content

Welcome!

This module focuses on equipping students with the skills and knowledge necessary to have a basic understanding of how organisations manage human resources and the design and application of management systems that enable them to do this effectively and efficiently. This module therefore introduces you to areas such as recruitment and management and leadership styles. As part of your learning experience you will undertake various 'fun' activities and reflections that have been designed by the teaching team to help you understand the key concepts through an inductive process of learning-by doing.

This module aims to:

- a) Provide you with the basic skills required to develop job descriptions, prepare a recruitment plan, and implement the recruitment process.
- b) Provide you with fundamental knowledge of personality traits and its relevance in the workplace as well as leadership styles and management issues
- c) Enable and encourage you to apply team-building principles.
- d) To develop the skill of self-reflection in order to continuously improve Personal Development.

The following is a guide to the content that you will be learning in this module:

- Overview of People management in organisations
- HR need assessment for quality and quantity of people required
- Process of Job analysis, job description, job specification and job evaluation.
- Basic use of theories of Motivation and Leadership
- The recruitment process
- Management and Leadership
- Team and team dynamics
- People assessment systems - an introduction
- Self-reflection and professional development

Expectations students can have of tutors:

- Drop-in support during office hours will be offered and dates/times published on Blackboard.
- Formative feedback will be provided on one assignment draft per assessment during week

- Seminar materials will be made available on Blackboard one day prior to lecture.
- Assessment marks and summative feedback will be given within ten working days from the assessment submission deadline.

What do we expect from you as students?

- Being a positive/active learner with a “ can do” attitude.
- Punctuality and regular attendance.
- Inform tutor via email when you are not able to attend classes.
- Independent; being responsible for own learning and development.
- Academic honesty, avoiding plagiarism.
- Completion of all tasks by the due date - submitted through Turnitin in compliance with instructions.
- Active involvement in seminars and at all levels.
- Appropriate materials brought to each session.
- Team spirit – helping and sharing.
- Respect other student’s learning environment.
- Respond positively to feedback.

1.2 Learning outcomes to be assessed

To successfully complete this module you (the student) should have demonstrated the following learning outcomes:

LO1 Knowledge of the underlying theory in the recruitment and selection process.

LO2 Demonstrate understanding of the recruitment and selection process in a practical context.

LO3 Understand the concept of personality traits and its application in a management context.

LO4 Recognise the challenges arising from working with others and employ techniques for dealing with such issues.

LO5 Demonstrate a self-reflective approach in one’s own professional conduct.

1.3 Scheduled contact hours

Teaching Contact Hours	48 hours
Independent Study Hours	152 hours
Total Learning Hours	200 hours

2 Assessment and feedback

2.1 Summative assessment grid

Type of Assessment	Word Count or equivalent	Weighting	Pass Mark	Submission due-date & time	Method of Submission & Date of Feedback
Report Plan	500 words	20	40%	Week 5	Submit slides to Turnitin, individually Feedback -15 working days after submission
Written Assignment	1500 words max	80%	40%	23.59 on Sunday night of week 15	Submission via Turnitin Feedback -15 working days after submission

2.2 Learning materials

The reading list for this module is available in our library and in the module area and online library. Further reading materials, videos, case studies where appropriate will be given to you by your Lecturer including links and how to download all relevant materials. Remember to log into Blackboard regularly for all the latest information and announcements.

You are reminded that the College applies penalties to students who commit an academic

offence, in which case the [Academic Offences Regulations](#) will be used to deal with any cases of academic misconduct including examination offences, plagiarism, use of ghost writing services and other means of cheating to obtain an advantage.

You can access the college's academic misconduct policy [here](#)

Remember to log into Blackboard daily to receive all the latest news and support available at your module sites!

Subject guides are also available to help you find relevant information for assignments, with contact details of the Academic Support Librarian for your School.

Essential Reading

Mullins, L. J. (2016) Management and Organisational Behaviour, 10th ed.: Pearson UK.

Leatherbarrow, C., Fletcher, J., Currie, D. (2014,) Introduction to Human Resource Management – A Guide to HR Practice. 3rd Edition. CIPD: UK

Further Reading

1. Cole G A, (2010) Personnel and Human Resource Management. 5th Edition: Cengage Learning.
2. Torrington, D, Hall, L and Taylor, S.(2005) Human Resource Management. 9th Edition, Essex: FT/Prentice Hall – E-book also available.
3. Beardwell I. Holden L. and Claydon T. (2015) Human Resource Management, A Contemporary Approach. FT/Prentice Hall – E-book also available.

3 Things you need to know

3.1 Engagement

Teaching at OBC during the academic year 2021-22 may involve a range of on site and online teaching and learning activities. Whether you are engaging with teaching and learning activities on site or via the college's Virtual Learning Environment (VLE), we expect the same level of commitment and engagement from you. If you are unable to attend scheduled on site or online activities or complete activities in the time frames set out, you should let your tutors know. You should aim to stick to assessment deadlines; if you are concerned that you will not be able to complete your assessments on time, you should talk to your tutors. Your engagement, whether online or on site, will be tracked and if we see that you are not engaging, we will get in contact with you. However, we encourage you to let us know if you are having problems so we can work with you to find solutions and get you back on track as soon as possible. Give yourself the best possible chance to succeed by engaging with the full range of learning and teaching activities available to you.

All students should refer to the Attendance and Engagement Monitoring Policy which can be downloaded from [here](#)

3.2 Need help, just ask

We recognise that there are times when you may encounter difficulties during your course of study and provisions are made to help you. If you think you will be unable to meet deadlines please talk to us, whether it's your course/module leader, personal tutor or any member of staff, so they can get you the support you need to succeed. You can extend your deadline if you have a good reason why you are not able to submit a piece of coursework on time before your deadline. If an extension is not sufficient and circumstances beyond your control are preventing you from completing your assessment, then you can apply for mitigation.

Please remember late submission without extension or mitigation may result in penalties depending on how late it is, see University [Academic Regulations](#).

As a student of the University of West London you are expected to behave in line with UWL expectations, irrespective of whether your interactions with staff and other students are in person or online. As you will be engaging with others online and with a range of online materials, it is important to consider how to stay safe online and ensure your communications are secure and appropriate. If you have any questions about how to manage your online activities, please contact your module leader.

If you have an issue about the module, you should speak to your Module Leader or Course Leader informally in the first instance. Your Course Representative can also raise your concerns at Course Committees, which take place each semester. If you are unable to resolve it informally, you should refer to our Complaints Procedure which is outlined on our website through this link <https://www.oxfordbusinesscollege.ac.uk/news/how-to-make-a-complaint/>

The College will always aim to ensure that issues are resolved informally as quickly as possible to have minimum impact on your studies.

3.3 Getting support for your studies

Throughout your course of study, you will have access to a wide variety of sources of support depending on your individual circumstances and needs. Your first point of call for getting general academic support is your Personal Tutor. As well as approaching your Module Leader with any questions specifically related to your module and your Course Leader with questions on your Course, do contact your Personal Tutor or Partnership Support Link Tutor for academic advice in relation to your studies and your academic development.

Oxford Business College takes pride in its student support, guidance and wellbeing, complemented by our ethos that every student is an individual. Staff are committed to the College's mission statement "to provide each learner with the most positive learning experience".

We ensure that students at the College can expect a supportive and responsive experience from the initial inquiry by completing a course and progression within or outside the College. This demonstrates our commitment to provide support for inclusive, high-standard students and provides students with a foundation for high achievement.

Our students' changing needs and their varied reason for learning guide our approach to providing innovative learning opportunities from entry-level to higher learning that promotes individual progress. Either for personal development & wellbeing, academic progression or career advancement, whilst supporting those facing learning barriers to overcome them and succeed. The College is committed to helping its student's Academic and Professional Development (APD) via examples currently in place, such as personal tutorials, a mentor system and pastoral care.

PERSONALISED SERVICE

Oxford Business College provides a personalised service adapted to the different needs of different students by:

Developing effective individual learning plans

Effective pastoral care. The College has a dedicated Student Welfare Officer and Counsellor, and students may, in addition, meet the Head of academics or Principal to discuss their concerns

Tutorial meetings

A mentor system with a tutor or member of the academic team

Peer mentor

You can read more on our support services via the link below:

<https://www.oxfordbusinesscollege.ac.uk/support-wellbeing/>

3.4 Module evaluation – have your say!

Towards the end of the module you will be invited to provide some anonymous feedback to the Module Leader through an online survey. This is your opportunity to give some direct feedback about the module through a series of questions and free text. Your constructive feedback will help the Module Leader and teaching team to understand the module experience from your perspective and helps inform the development of the module. At the end of the survey period, a response to the survey will be available so that you can see exactly how your voice has been heard.