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| **Module Specification**  **ARIM001 – INTRODUCTION TO ARCHIVES AND RECORDS MANAGEMENT** |
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**1. Module Details**

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| **Module Title:** | INTRODUCTION TO ARCHIVES AND RECORDS MANAGEMENT |
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| **Short Title:** | INTRO TO ARCHIVE & RECORDS |
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| **Module Code:** | ARIM001 |
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| **Marketing Module Synopsis:** | This first module will give students a general overview of the archives and records management field, and an idea of what's to come in other modules. In this introductory module, we will be looking at a number of basic issues surrounding the creating and keeping of records and finding some resources that will help students in their work. As they work through this module, they will see how the concepts and practices described can be applied in their own workplace. |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Main Campus |
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| **Semester:** | Whole Session |
|  |  |
| **Academic Year:** | 2022-23 |
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| **Faculty:** | Faculty of Humanities and Social Sciences |
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| **School/Institute (Level 2):** | School of Histories, Languages and Cultures |
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| **Curriculum Board (level 1):** | History |
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| **Module Coordinator:** | Victoria Stobo |
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| **Other staff:** | Alexandrina Buchanan |
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| **External Examiner(s):** | Jenny Bunn |
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| **Pre-requisites:** | N/A |
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| **Co-requisites:** | N/A |
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| **Barred Combinations:** | N/A |
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| **CE/CPD Provision:** | Yes |
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| **Overview:** | There are the following non-modular requirements: Applicants must:Be currently employed or active in a records / archives environment;Provide a CV and references;Demonstrate evidence of support from an appropriate line manager / mentor;Have occasional access to computer / internet facilities. |
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| **Notes:** | This module is due to commence in September 2019. No major or minor modifications, administrative updates only 24.05.19.Admin updates 17.02.22 |
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| **Maximum Places:** | 25 |
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| **HESA Cost Centre(s):** | History |
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| **Status:** | Approved |

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| **HECoS Subject** | **Proportion (%)** |
| 100302: History | 100 % |

**The table below is automatically completed from programme data held in Curriculum Manager; during 2019/20 it is likely to have no data or incomplete data until all programme records are in Curriculum Manager.**

| **In Programmes:** | **Programme Validation Status** | **Module Status:** | **Programme Stage / Group / / Sub-group** |
| --- | --- | --- | --- |

**The table below must be completed for module approval, including confirmation that there are zero costs to the student.**

| **Student Cost(s)** | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | | | | **Costs range:** | |
| **Cost Type:** | **Description:** | **Value type** (exact, approximate or max/min range)**:** | **Cost** (exact or approximate): | **Minimum Cost:** | **Maximum Cost:** |
| Student Cost | Reasonable costs including printing and text books. | MUST BE COMPLETED FOR APPROVAL |  |  |  |

**2. Aims and Content**

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| **Educational Aims:** | | | |
| To provide an introduction to the Diploma/Certificate in Professional Studies: Archives & Records Management programme, focusing on the nature of records and archives; To give an overview of record-keeping practices within the different sectoral, national and international environments and thus supply a wider professional context. | | | |
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| **Outline Syllabus:** | | | |
| Topics covered during the module may include: Reasons for creating and keeping records; Concepts and definitions of records and archives;Basic principles and functions of records and archives management; Developments of record keeping over time;National and international bodies and associations; An overview of the range of record keeping environments. | | | |
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| **Reading lists and resources:** | | | |
| **Type** | **Category** | **Title** | **Description** |
| General Resource | Link to Reading Lists | Reading lists are maintaned at readinglists.liverpool.ac.uk | Use the following link to access and maintain reading lists for this module:http://readinglists.liverpool.ac.uk/modules/arim001.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | To explain why records and archives are created and maintained. | Learning Outcomes |
| LO2 | To discuss what is meant by records and archives. | Learning Outcomes |
| LO3 | To analyse the functions of records and archives management. | Learning Outcomes |
| LO4 | To discuss record keeping in a sectoral, national and international context. | Learning Outcomes |
| S1 | Learning skills online studying and learning effectively in technology-rich environments, formal and informal | Skills |
| S2 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |
| S3 | Career and identity management online managing digital reputation and online identity | Skills |
| S4 | Communication, listening and questioning respecting others, contributing to discussions, communicating in a foreign language, influencing, presentations | Skills |
| S5 | Information literacy online, finding, interpreting, evaluating, managing and sharing information | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Module Assignment |

**All fields in the table below must be completed for module approval.**

| **Method** | **Description** | **Type** | **Units of Length** | **Length** | **Min** | **Max** | **Description (re length)** | **Weighting** | **Assessment period(s)** | **Group Work** | **Must Pass** | **Final Assessment** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Coursework | There is a resit opportunity. Standard UoL penalties will apply.This is an anonymous assessment. | Summative | Other | N/A | N/A | N/A | 12 weeks | 100 % | Sem 2 | No | No | Yes |

***Please see Appendix 1 for details of the outcomes tested by the above assessments.***

**5. Learning and Teaching Methods**

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| **Summary of Learning and Teaching Methods:** |
| Blog:Learning blogUnscheduled Directed Student Hours (time spent away from the timetabled sessions but directed by the teaching staff): 4Seminar:Introduction to distance learning and web-based learning. Notes provided for those unable to attend.Work Based Learning: Activities based on student's work environment or other archival resources.Online Test:Test your learning activities. Each module has around 16 tests for students to check their understanding of the content.Self-Directed Learning: Completion of learning materials and assessed work. |

**The following table must be completed for module approval, accounting for all hours associated with the credit value of the module, e.g. for 15 credits there should be 150 hours of learning and teaching activity, including independent learning.**

| **Learning and Teaching Method:** | **Length (Minutes):** | **Times per Week** (if applicable): | **Number of Weeks** (if applicable): | **Calculated Hours** (if applicable): | **Hours:** |
| --- | --- | --- | --- | --- | --- |
| Blog | N/A | N/A | N/A | N/A | 4 |
| Self-Directed Learning | N/A | N/A | N/A | N/A | 139 |
| Seminar | N/A | N/A | N/A | N/A | 7 |

**6. Supplementary Information**

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| **If a risk assessment is required for this module for students under 18, please record a summary of the risks:** | N/A |