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| **Module Specification**  **ARIM009 – RECORDS MANAGEMENT** |
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| **Contents** |
| 1. Module Details |
| 2. Aims and Content |
| 3. Module Outcomes (learning outcomes, skills and other attributes) |
| 4. Assessments |
| 5. Learning and Teaching Methods |
| 6. Supplementary Information |

**1. Module Details**

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| **Module Title:** | RECORDS MANAGEMENT |
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| **Short Title:** | RECORDS MANAGEMENT |
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| **Module Code:** | ARIM009 |
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| **Marketing Module Synopsis:** | This module is intended to build on the understanding of Records Management developed in ARIM002 by going into more detail on systems and processes involved with managing both analogue and digital records in an organizational environment. |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Online |
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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 |
|  |  |
| **CE/CPD Provision:** | Yes |
|  |  |
| **Overview:** | MUST BE COMPLETED FOR APPROVAL |
|  |  |
| **Notes:** | No major or minor modifications, administrative updates only. 06.07.19.Admin updates 17.02.22 |
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| **Maximum Places:** | 30 |
|  |  |
| **HESA Cost Centre(s):** | History |
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| **Status:** | Approved |

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| **HECoS Subject** | **Proportion (%)** |
| 100916: Information Services | 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 | For full costs information, please visit the University's webpage. | MUST BE COMPLETED FOR APPROVAL |  |  |  |

**2. Aims and Content**

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| **Educational Aims:** | | | |
| To explore issues relating to records management practice and theory and to enable the student to apply these within their own organization. | | | |
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| **Outline Syllabus:** | | | |
| he purposes and benefits of records management; Identifying record keeping requirements;Identifying user requirements; Principles of records and record keeping systems design;Surveying and appraisal;Retention schedules;Managing the movement of records;Classification, indexing and metadata capture;Managing electronic records. | | | |
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| **Reading lists and resources:** | | | |
| **Type** | **Category** | **Title** | **Description** |

**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Articulate the concepts underpinning records management within the workplace. | Learning Outcomes |
| LO2 | Start and maintain a records management programme within an organization. | Learning Outcomes |
| LO3 | Describe the legal background and apply the law as it applies to records management. | Learning Outcomes |
| LO4 | Apply standards to records management programmes. | Learning Outcomes |
| LO5 | Understand the principles behind electronic records management. | Learning Outcomes |
| LO6 | Undertake some indexing and prepare classification schemes. | Learning Outcomes |
| LO7 | Demonstrate awareness of key issues which face the records management profession today. | Learning Outcomes |
| LO8 | Articulate the benefits and risks associated with good and poor records management. | Learning Outcomes |
| S1 | Business and customer awareness basic understanding of the key drivers for business success – including the importance of innovation and taking calculated risks – and the need to provide customer satisfaction and build customer loyalty. | Skills |
| S2 | Information technology (application of) adopting, adapting and using digital devices, applications and services. | Skills |
| S3 | Learning skills online studying and learning effectively in technology-rich environments, formal and informal. | Skills |
| S4 | Positive attitude / self-confidence A 'can-do' approach, a readiness to take part and contribute; openness to new ideas and the drive to make these happen. | Skills |
| S5 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Online learning blog in Canvas designed to encourage interaction with other students;Online test your learning quizzes designed to test whether learning outcomes have been achieved;Activities are suggested for students to undertake in their workplace in order to test theory and reflect on learning achieved. |

**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 | Standard UoL penalties will apply. There will be a resit opportunity.This will be marked anonymously. | Summative | Words | N/A | N/A | 3000 | N/A | 100 % | Sem 1 | 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 blog.Online Quiz:Xerte-based online test your learning quizzes.Work Based Learning:Activities designed to be carried out in the workplace.Self-Directed Learning: Students are given access to online learning materials which include reading, quizzes, blog and suggested activities which are carried out according to the student's requirements. |

**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:** |
| --- | --- | --- | --- | --- | --- |
| Self-Directed Learning | N/A | N/A | N/A | N/A | 150 |

**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 |