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| **Module Specification****RIMB002 – PRINCIPLES AND TOOLS FOR MANAGING RECORDS**  |
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**1. Module Details**

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| **Module Title:** | PRINCIPLES AND TOOLS FOR MANAGING RECORDS |
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| **Short Title:** | PRINCIPLES/TOOLS FOR REC MAN |
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| **Module Code:** | RIMB002 |
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| **Marketing Module Synopsis:** | This is the second of the core modules for the Certificate in Professional Studies: Records and Information Management. As one of the core modules, its focus is at the macro level. It provides a basic introduction to the underlying principles and investigates the range of tools and techniques for managing records in organisations. It is the organisational context which provides the framework for this module and it will be examined from four perspectives: the organisation itself, the user, systems and business continuity. |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Main Campus, Off-campus |
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| **Semester:** | Semester 1 |
|  |  |
| **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:** |  |
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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:**  | MUST BE COMPLETED FOR APPROVAL |
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| **Notes:** | No major or minor modifications, administrative updates only. 24.05.19Admin updates 17.02.22 |
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| **Maximum Places:** | 25 |
|  |  |
| **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)** |
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|  | **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:** |
| The module aims to equip the student with tools for managing records in an organisational context by introducing them to generic tools and techniques and by exploring the interrelationship between the organisation and the records and information it produces or receives in conducting its business.  |
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| **Outline Syllabus:** |
| Subjects covered may include:Business process analysis;Function analysis;Records audits; Information mapping and information flow; User needs analysis;Systems design methodologies;Organisational structures and cultures and their implications for records management;Risk analysis and risk management;Business continuity planning and business resumption. |
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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/rimb002.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Understand the implications for record keeping of organisational structure and culture and identify the needs of users as creators / users of records and information within different structures / cultures | Learning Outcomes |
| LO2 | Explain the principles and practice of systems analysis and design as applied to records management and be familiar with the range of analytic tools | Learning Outcomes |
| LO3 | Analyse the functions, activities, processes and transactions of an organisation | Learning Outcomes |
| LO4 | Describe the key elements of business continuity planning, in relation to an organisation's records and apply the principles of risk analysis in to a specific context | 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 literacy online, finding, interpreting, evaluating, managing and sharing information | Skills |
| S3 | 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 |

**4. Assessments**

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| **Assessment Strategy:** |
| Submission date 10 weeks after start of module Anonymous assessments are not possible due to them being workplace specific. |

**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 penalty applies for late submission. This is not an anonymous assessment. | Summative | Words | N/A | N/A | 3000 | 3000 minutes. | 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:** |
| Group-work:A campus-based introduction to the module syllabus.Distance learning:Students work through a series of directed readings, information gathering and analytical and reflective exercises which test their academic understanding and ability to relate theory to its implementation in practice.Unscheduled Directed Student Hours (time spent away from the timetabled sessions but directed by the teaching staff): 144 |

**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 |  |
| Group Work | N/A | N/A | N/A | N/A | 6 |
| Other | N/A | N/A | N/A | N/A | 144 |

**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 |