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| **Module Specification****RIMB015 – PRINCIPLES AND PRACTICE OF APPRAISAL**  |
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**1. Module Details**

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| **Module Title:** | PRINCIPLES AND PRACTICE OF APPRAISAL |
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| **Short Title:** | APPRAISAL |
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| **Module Code:** | RIMB015 |
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| **Marketing Module Synopsis:** |  This module introduces and explains appraisal theories and methodologies  |
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| **Credits:** | 15 |
|  |  |
| **Level:** | Level 6 |
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| **Delivery Location(s)** | Off-campus |
|  |  |
| **Semester:** | Semester 2 |
|  |  |
| **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:** | James Lowry |
|  |  |
| **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:** | This module is due to commence in January 2020. No major or minor modifications, administrative updates only. 24.05.19.Admin 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 (%)** |
| 101248: French 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:** |
| The overall aim of the module is to introduce and explain appraisal theories and methodologies to enable the student to apply them appropriately within the records management programme of a specific organisation. |
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| **Outline Syllabus:** |
| The module learning materials cover the theory and implementation of appraisal, particularly in the context of the UK public sector and, in particular: the link between appraisal and the regulatory environment the role of functional analysis and risk analysis in appraisal, assigning values to records: identifying organisational value which values matter to the organisation vital records identification doumenting appraisal decisions, including retention scheduling methodologies disposal options; transfer to archive services strategies for determining storage media and methods |
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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/rimb015.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Assess the place of appraisal within the whole records management process and at different stages of the records life-cycle | Learning Outcomes |
| LO2 | Describe the benefits of appraisal and the problems associated with non-implementation. | Learning Outcomes |
| LO3 | Identify the appraisal criteria of most relevance to your working environment    | Learning Outcomes |
| LO4 | Assess the usefulness and appropriateness of various tools available to make the appraisal process effective | Learning Outcomes |
| LO5 | Understand the relationship between good appraisal decisions and effective retention management | Learning Outcomes |
| S1 | Business and customer awareness | Skills |
| S2 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |
| S3 | Self-management, flexibility, resilience, self-starting, initiative, integrity, readiness to improve own performance based on feedback/reflective learning | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Submission at end of Week 10 after module start Anonymous assessment is not possible due to it 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 | c3000 words | 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:** |
| Group-work:A campus-based introduction to the module syllabusDistance learning:Students work through a series of directed readings, information gathering and analytical exercises, and reflective exercises which both tests of directed readings, information gathering and analytical exercises, and reflective exercises which both 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 |