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| **Module Specification****RIMB001 – INTRODUCTION TO RECORDS AND INFORMATION MANAGEMENT**  |
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**1. Module Details**

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| **Module Title:** | INTRODUCTION TO RECORDS AND INFORMATION MANAGEMENT |
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| **Short Title:** | INTRO TO RECORDS & INFO MGT |
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| **Module Code:** | RIMB001 |
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| **Marketing Module Synopsis:** | This is a general introduction which aims to provide students with an overview of the basic concepts underpinning records and information management, including the purpose and nature of records and information, the requirements for their management, and national and international context in which public sector records and information management professionals work. |
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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:** | 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 are usually already working with government records and information at any level. The programme is also relevant to many areas of the public sector more broadly. Two references are required. This is the first of the 4, 15-credit modules which are required to obtain the Certificate in Records and Information Management. Four further modules must then be completed by students to achieve the Diploma in Records and Information Management. It is compulsory for all students to attend a Study Skills Day prior to commencing this module. The Study Skills Day is interactive and provides the opportunity for students to meet each other and also the tutors. Modules for which this is a pre-requisite:RIMB002RIMB014RIMB015RIMB016RIMB017RIMB018RIMB019ARIM006ARIM010 |
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| **Notes:** | 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 (%)** |
| 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:** |
| To introduce students working within a public sector records and information management context to understand the basic concepts which underpin RIM and to relate these to their own activities;To enable students to recognise the nature of their own contribution to meeting organisational objectives;To enable students to recognise the broader, societal context in which public sector RIM professionals operate. |
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| **Outline Syllabus:** |
| Topics covered may include:Key concepts (records, records management, information);Overview of the life cycle and the continuum/models and approaches to RM;The relationship between records management and information management, records management and archives management;Justification and benefits of effective records management;Organisational risks associated with poor records management;Ownership and safekeeping issues;Legal and compliance issues; Sectoral, national and international contexts of records management in central government and the wider public sector;Policy, programme and procedures for creation, retention, disposal, transfer and preservation;Organisational place of records management;User needs;The development of the profession / records management staff and their roles;Professional ethics;Current issues in records management. |
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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 | Analyse the relationship between RIM principles and theory and their implementation in their own working environment | Learning Outcomes |
| LO2 | Explain the benefits and justify the costs of effective records management | Learning Outcomes |
| LO3 | Demonstrate awareness of current issues and challenges in records and information management and in the specific working environment | Learning Outcomes |
| LO4 | Demonstrate awareness of current issues and challenges in records and information management and in the specific working environment | Learning Outcomes |
| LO5 | Analyse the relationship between RIM principles and theory and their implementation in their own working environment  | 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 | 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 |
| S3 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |
| S4 | Self-management readiness to accept responsibility (i.e. leadership), flexibility, resilience, self-starting, initiative, integrity, willingness to take risks, appropriate assertiveness, time management, readiness to improve own performance based on feedback/reflective learning | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Submission:Assessment 1 Week 5 after start of moduleAssessment 2 Week 10 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 | Standard UoL penalties will apply. There will be a resit opportunity. | Summative | Words | N/A | N/A | 1000 | N/A | 50 % | Sem 1 | No | No | No |
| Coursework | Standard UoL penalties will apply. There will be a resit opportunity. | Summative | Words | N/A | N/A | 2000 | N/A | 50 % | 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 both test their academic understanding and ability to relate theory to its implementation in practice.Notes: Learning materials are provided in paper and through Canvas. |

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

**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 |