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| **Module Specification**  **RIMB014 – COMPLIANCE AND THE REGULATORY ENVIRONMENT** |
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**1. Module Details**

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| **Module Title:** | COMPLIANCE AND THE REGULATORY ENVIRONMENT |
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| **Short Title:** | COMPLIANCE |
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| **Module Code:** | RIMB014 |
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| **Marketing Module Synopsis:** | Successful completion of the module will demonstrate a student's understanding of the legal and regulatory requirements relating to the management of records and information within their own professional context. |
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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:** | 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:** |  |
|  |  |
| **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 |
|  |  |
| **Overview:** | MUST BE COMPLETED FOR APPROVAL |
|  |  |
| **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 |
|  |  |
| **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 module will provide students with an understanding of the regulatory requirement relating to the management of records and information within the UK public sector, within the context of generic tensions between access, privacy and information security. The module will demonstrate the central role of Record and Information Management practice in keeping organisations compliance and encourage students to consider how to introduce good practice within their organisations. | | | |
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| **Outline Syllabus:** | | | |
| Topics covered during this module may include: Data Protection; Freedom of Information provisions and their impact on records management practice; privacy versus access issues; The wider regulatory environment; other information-related legislation; international / national / European standards, codes of best practice, codes of conduct and ethics; The role of the records professional in ensuring organisational compliance and accountability; Legal issues within the life-cycle framework; Ethical issues; Legal admissibility; information security developing technologies and their impact on the admisibility of records and records systems;Sources of information and sector-specific guidance. | | | |
|  | | | |
| **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/rimb014.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Identify, understand and comply with relevant legal and regulatory requirements relating to records and information management (RIM) in the workplace. | Learning Outcomes |
| LO2 | Minimise the risk exposure associated with legal and regulatory requirements relating to RIM | Learning Outcomes |
| LO3 | Use compliance requirements to enhance the effectiveness of a RIM programme | Learning Outcomes |
| LO4 | Understand some of the particular issues relating to compliance in the e-environment. | 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, self-starting, time management | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Submission at end of week 10 following start of moduleAnonymous 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 | 3000 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 intro to the module syllabus.Unscheduled Directed Student Hours (time spent away from the timetabled sessions but directed by the teaching staff): Distance learningSelf-Directed 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. |

**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 |