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| **Module Specification****RIMB016 – DESIGN AND MANAGEMENT OF RECORDKEEPING SYSTEMS**  |
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**1. Module Details**

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| **Module Title:** | DESIGN AND MANAGEMENT OF RECORDKEEPING SYSTEMS |
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| **Short Title:** | DESIGN AND MANAGEMENT |
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| **Module Code:** | RIMB016 |
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| **Marketing Module Synopsis:** | This module will enable students to support and contribute to the design, development and maintenance of records systems, based on the principles of information storage, retrieval and access . |
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| **Credits:** | 15 |
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| **Level:** | Level 6 |
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| **Delivery Location(s)** | Off-campus |
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| **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:** |  |
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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: Students taking the module as part of the DPS:RIM must have successfully complete the CPS:RIM |
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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 |
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| **HESA Cost Centre(s):** | History |
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| **Status:** | Approved |

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| **HECoS Subject** |  **Proportion (%)** |
| 100302: 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)** |
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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:** |
| This module aims to enable students to support and contribute to the design, development and maintenance of records systems within their own working environment, based on the principles of information storage, retrieval and access.    |
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| **Outline Syllabus:** |
| The module may cover:         Tools for designing records systems, eg systems analysis and design; risk management; business continuity; functional analysis;Design of corporate file plans including metadata, retention scheduling and security implications;Application of the principles of classification and indexing, thesaurus implementation and use;Documenting systems and file-level activities – audit trails, procedures;Maintenance, development and integration into electronic records systems of legacy systems and paper-based systems;Physical storage options and issues; format and migration issues; the records centre;Change management; training and development; the role of the systems user.  Students work through module materials which are designed to provide a structured and supportive opportunity for learning and professional development, at their own pace. A written assignment, based on workplace experience, completes the module. |
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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/rimb016.html |
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**3. Module Outcomes (learning outcomes, skills and other attributes)**

| **Ref No.** | **Learning Outcome / Skill:** | **Category:** |
| --- | --- | --- |
| LO1 | Explain how electronic records differ from those in other formats, and the management issues that arise from these differences | Learning Outcomes |
| LO2 | Contribute to the design, development, evaluation and maintenance of a records system, or part of a system  | Learning Outcomes |
| LO3 | Demonstrate an understanding of the current methodologies available to assist the development of a new records system | Learning Outcomes |
| LO4 | Explain how to incorporate existing records systems within a new records system | Learning Outcomes |
| LO5 | Assist in the determination of requirements for documenting a records system and for training users. | Learning Outcomes |
| S1 | Problem solving/ critical thinking/ creativity analysing facts and situations and applying creative thinking to develop appropriate solutions. | Skills |
| S2 | Business and customer awareness and the need to provide customer satisfaction | Skills |
| S3 | Self-management | Skills |

**4. Assessments**

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| **Assessment Strategy:** |
| Assignment at end of 10 week period 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 | 3500 | 3500 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.Notes: 1 day short course to introduce the module Distance 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 |  |
| 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 |