

MODULE DESCRIPTOR

TITLE	Consultancy Project
MODULE CODE	44-605432
LEVEL	6
CREDITS	20
ECTS CREDITS VALUE	10
FACULTY	Sheffield Business School
DEPARTMENT	Finance, Accounting and Business Systems
SUBJECT GROUP	Business Systems and Operations
DATE APPROVED	June 2016

MODULE AIM

This module provides a further opportunity for students to engage with the working environment on a number of levels, with the aims of developing their knowledge of the employment market whilst developing student's ability to manage their future career. As well as a short lecture series and one-to-one coaching and mentoring throughout the semester, students, in small teams, will structure and complete a substantial consultancy project for an external client over a period of several months, the output of which will result in reflective learning and further career planning. This module will be key to the transition from the academic life to the professional career which will follow after the completion of the student's course.

LEARNING OUTCOMES

LO Ref	Learning Outcome
1	Understand the nature of consultancy processes (including team working) and the factors which a consultant needs to consider to design and manage a successful intervention using structured approaches, relevant concepts and theoretical frameworks to advise clients facing complex problem situations
2	Demonstrate professional consultancy skills appropriate to the role of advisor or change agent whilst managing relationships in consultancy practice and the inevitable tensions of the client-consultant intervention
3	Critically evaluate skills, knowledge, experiences and achievements to date in line with the needs of the current graduate employment market
4	Use information gained through reflective practice and from external sources, to inform future career planning to improve career potential, drawing upon concepts and frameworks in career management theory

INDICATIVE CONTENT

The module does not seek to provide students with an extensive amount of new body of knowledge. The module is concerned with the development, synthesis and application of the knowledge that students will have acquired elsewhere in their studies. It is also concerned with the development of personal skills, interpersonal and communication skills via the real world consultancy intervention.

The nature of the current environment will inevitably determine the topic areas and project interventions covered in the module and the module offers suitable levels of flexibility to reflect a balance between the traditional and current emerging issues.

Areas covered:

- Involvement in a range of business problems, decisions and projects which will vary in nature and will be presented from a variety of organisational situations
- Introduction to as wide a range of situations as possible, to allow students the opportunity to experience decision making situations and to develop relevant skills in this area from the viewpoint of managers and other stakeholders in public, private and third sector organisations
- Sharing and reflecting of experiences of working in small teams and lessons learned
- Reflection on current knowledge, achievements, skills, abilities and aptitudes in relation to graduate employability
- Action planning to improve employment potential and career planning in the context of the chosen degree and career aspirations

LEARNING, TEACHING AND ASSESSMENT STRATEGY

Students will be supported in their learning, to achieve the above outcomes, in the following ways

The module will place great emphasis on further developing students' ability to research information and synthesise facts and opinions from a variety of sources. Student learning will be facilitated and encouraged via activities that require active participation in critical analysis, evaluation, research, reflection and action planning.

The consultancy interventions will also foster effective study habits and positive behaviours that support productive and successful learning, including regular attendance and completion of tutor and self-directed learning. Students will also be responsible for the consultancy planning, day-to-day project management and management of the client relationship.

A variety of classroom-based and independent learning activities will be used to develop confidence, consolidation and progression by using context-specific materials which link to the other modules on the course. VLE and e-learning support provides further opportunities for students' independent and collaborative learning.

The tutor input will be complemented by a programme of structured and co-ordinated independent learning sessions in order to consolidate and re-enforce student learning via focused practice activities and to facilitate integration.

ASSESSMENT INFORMATION

This module is assessed by 100% coursework.

All learning outcomes will be assessed through coursework and practical tasks. The assessment package will focus upon the problem solving, synthesis, personal, interpersonal and professional skills which are the key learning outcomes from this module.

Task No.	Description of Assessment Task	Assessment Task Type Coursework (CW) Written Exam (EX) Practical (PR)	Word Count or Exam Duration	Task Weighting %
1	Presentation & Written Submission of Findings	CW	2,000 words	50%
2	Individual Reflective Report	CW	2,000 words	50%

FEEDBACK TO STUDENTS

Students will receive feedback on their performance in the following ways

Regular, constructive oral and/or written formative feedback will be provided for all assessment tasks. The feedback will be based on the assessment criteria outlined for each task. It will highlight areas of strengths and weaknesses and it will include elements of 'feed-forward' so that students can improve in similar assignments in the future, not only on this module but also in their subject-specific modules.

LEARNING RESOURCES FOR THIS MODULE

The module uses a RLO ([RLO Home Page](#)) which will be available to students via their blackboard site. Some typical resources are included below:

- Case studies and other written materials relating to the students' subject specialisms
- Subject specific articles, resources, audio and videos
- Organisational information
- Input from recent alumni
- Resources on Alumni Website (SHU and SBS)
- Employability related E-learning resources available via Careers Central
- Use of University Carers Guidance Resources
- VLE site containing module related electronic resources
- Access to real-world project/consultancy intervention experience

Text books:

Brilliant Employability Skills: How to stand out from the crowd in the graduate job market (2012), Frances Trought, Pearson Education.

Brilliant Graduate Career Handbook (2011), Judith Done & Rachel Mulley. Pearson Education

Brilliant Workplace Skills for Students and Graduates (2012), Bill Citron. Pearson Education

Employability skills (2007), David Hind and Stuart Moss, Business Education Publishers

Career Skills - Opening Doors into the Job Market (2004), David Littleford, John Hals tread and Charles Murrain, Palgrave Study skills

Careers Robot (2010), John Lees, McGraw-Hill Professional

Planning your career in a week (2012), Wendy Hirsh and Charles Jackson, Teach Yourself

Successful Networking in a week (2012), Alison Straw and Dena Machete, Teach Yourself

The Chaos Theory of Careers: A new perspective on working in the twenty-first century (2011), Robert Pryor and Jim Bright. Rutledge.

How to win as a final-year student -Essays, exams and employment (2000), Phil Race, Open University Press

Lumley, Maryvonne; Wilkinson, James; Developing employability for business, Oxford University Press, 2014

Career Choice. Business and Management. Inside Careers 2009

Professional Development and Management Skills. Chris Routledge & Jan Carmichael. Chartered Institute of Personal Development 2007

Leadership and Management Development: Developing Tomorrows Managers. Kevin Dalton 2010

Management Consultancy: The Official career guide to the profession. Inside Careers. Institute of Management Consultancy 2009

The Official Graduate Career Guide to Management Consulting. Cambridge Market Intelligence 2010

Management Consulting: Boundaries and Knowledge in Action. Andrew Sturdy 2009

Management Consulting: A Handbook for Best Practice. Philip Sadler 2011

The Firm: The Inside Story of McKinsey, the world's most controversial management consultancy. Duff McDonald 2015

Research Methods in Management. A Concise Introduction to Research in Management and Business Consulting. Geoffrey Lancaster 2005

Weiss, Antonio E.; Key Business Solutions: Essential Problem-Solving Tools and Techniques That Every Manager Needs to Know (Financial Times Series), Prentice Hall, 2011

Aken, Joan Ernst van; Berends, Hans; Bij, Hans van der; Problem solving in organizations: a methodological handbook for business and management students, Cambridge University Press, 2012

Useful journals:

Journal of behavioural decision making

Harvard business review

Leadership quarterly

Institute of Management Consultancy

Journal of Management Consulting

Journal of Management

Useful websites:

www.windmillsonline.co.uk

www.shu.ac.uk/careers

www.careerscentral.shu.ac.uk

www.graduatesyorkshire.co.uk

National HE Careers websites include:

www.prospects.ac.uk

www.thegraduate.co.uk

www.ukces.org.uk

www.careersbox.co.uk

<http://www.targetjobs.co.uk>

<http://www.bbc.co.uk/news>

<http://www.ft.com>

MODULES INCLUDING RESEARCH PROJECTS AND/OR TEACHING-RELATED RESEARCH PROJECTS

<p>Will the assessment for this module require approval by Faculty Research Ethics Committee? If YES, please detail below how students will seek approval for their research</p> <p>In line with other Consultancy Project modules in SBS, ethics documentation will be signed by the Client and the Project Supervisor and retained by the Module Leader.</p>	YES
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NOTIONAL STUDY HOURS FOR THIS MODULE

Module Study Hours by Type (see KIS definitions)		
Scheduled Learning and Teaching Activity	No. of Hours	KIS category
Lecture	12	Scheduled L&T
Seminar	36	Scheduled L&T
Tutorial		Scheduled L&T
Project Supervision with tutor		Scheduled L&T
Demonstration		Scheduled L&T
Practical classes and workshops		Scheduled L&T
Supervised time in studio/workshop/laboratory		Scheduled L&T
Fieldwork		Scheduled L&T
External visits		Scheduled L&T
Scheduled Learning and Teaching Activities sub-total	48	
Guided Independent Study	152	Independent
Placement or Work-based Learning**		Placement
TOTAL NUMBER OF NOTIONAL STUDY HOURS FOR MODULE	200	

REVISIONS

Date	Reason
08/12/2016	Transferred to new Module Descriptor template as a result of validation of BA (hons) Accounting and Economics.
15/09/2017	Updated as a result of validation BA Hons Accounting and Finance for International Business (Top Up)
05/02/2018	DB3FABS08-1718