

Professional and Business Practice

Module Descriptor

Module Code: PRO4BPR
Version: V3.00
Status: Final
Date: 11/12/2024

Summary Module Details

Module details

Module Title: Professional and Business Practice

Module Leader: Sukhi Lidher

Module Mode: Supported online learning

Semester: Spring (UK)

Level: 4

Credits: 20

Learning Hours: 200

Contact & Study Hours

Directed Study Time: 90 hrs (45%)

Self-directed Study Time: 50 hrs (25%)

Assessment Study Time: 60 hrs (30%)

Assessment Type

Coursework: 45%

Computer Based Assessment: 55%

Portfolio: 0%

Presentation: 0%

Project: 0%

Practical: 0%

Self-directed Research: 0%

Module Summary

This module introduces corporate organisation structures that support the services offered and the importance of client management and the recognition of diversity within the workplace. It provides an appreciation of business planning and the accounting concepts used to support decision making. As employees, the module considers data protection, professional indemnity and health and safety. It further explores the concept of 'professional' and how the professional bodies promote professional and ethical practice.

Taken on which Programmes

BSc (Hons) Building Control (C)

BSc (Hons) Building Surveying (C)

BSc (Hons) Construction Management (C)

BSc (Hons) Quantity Surveying (C)

BSc (Hons) Real Estate Management (C)

BSc (Hons) Architectural Design Technology (C)

Professional and Business Practice

Certificate of Higher Education (CertHE) Built Environment Studies (C)

Core (C) or Elective (E)

Module Aims

This module aims to:

- Develop an appreciation of organisational structures and responsibilities as employees.
- Develop an understanding of the role, governance, regulatory frameworks, and professional codes of conduct as defined by professional bodies.
- Develop an awareness of the meaning and relevance of EDI in the construction industry.
- Develop an understanding of business planning and accounting concepts.

Module Learning Outcomes

- LO1. Describe organisational structures and how professionals are appointed including effective client care.
- LO2. Outline the legal requirements of employers.
- LO3. Outline the role of the rules, regulations and professional standards that support professional conduct within the sector.
- LO4. Perform and describe basic accounting operations.

Indicative Module Content

Module topics

- **Organisations**

An appreciation of the different types of organisations within the sector, the diversity of their service lines and the organisational structures and infrastructure that exists to support them. An awareness of EDI and the benefits of diversity in the workplace. A consideration of the employers' responsibility in relation to H&S, Fire Safety, Data Protection, and Insurance to inform the students appreciation of their duties/ boundaries of responsibility as an employee.

- **Professional Appointments**

Client relationships. An appreciation of scope of services and forms of appointment. Client management from a personal and business perspective.

- **Status of Professional Accrediting Bodies**

Examination of the relevance and application of the rules and regulations, the codes of practice and professional standards for the relevant professional, statutory, and regulatory bodies.

- **Business planning: Accounting procedures and principles**

The role of SWOT analysis in supporting business planning. Understanding of accounting concepts and the format and preparation of management and company accounts, including profit and loss statements, cash flow statements and balance sheets to support business plans.

Professional and Business Practice

This content will be reviewed and updated regularly to reflect the legal, ethical, and financial changes in professional standards and practice.

Overview of Summative Assessment

Module learning outcomes	Assessment	Word count or equivalent	Weighting
LO1	Assessment 1 Coursework	1,350	45%
LO2, LO3	Assessment 2 Computer Based Assessment (CBA)	1,200 word equivalent	40%
LO4	Assessment 3 Computer Based Assessment (CBA)	450 word equivalent	15%

Module Pass Mark (as a weighted average of all assessments): 40%

Key Module Learning Resources

Core Sources and Texts

The core reading resources within each module will be provided via the specific Virtual Learning Environment (VLE) module pages and within the e-Library. Additional reference material and supplementary resources to support your studies are available through the UCEM e-Library.

Module tools

Students will have access to study materials, dedicated academic support, student forums, and learning activities via an online learning platform (VLE).

The module page on the VLE is broken down into structured study weeks to help students plan their time, with each week containing a mixture of reading, case studies, videos/recordings, and interactive activities to go through. Online webinars/seminars led by the Module Leader can be attended in real time and provide opportunities to consolidate knowledge, ask questions, discuss topics and work through learning activities together. These sessions are recorded to support students who cannot attend and to enable students to recap the session and work through it at their own pace. Module forums on the VLE provide further opportunities to discuss topics with other students, complete collaborative work and get extra help from the module team.

Professional online resources

The e-Library provides access to trusted, quality online resources, selected by subject specialists, to support students' study. This includes journals, industry publications, magazines, academic books, and a dissertation/work-based library. For a list of the key industry specific and education resources available please visit [the VLE e-Library](#).

Other relevant resources

Access is also provided to further information sources that include the British Library and Open University UK catalogues, as well as providing a monthly current awareness service entitled, **Knowledge Foundations** - a compendium of news, research and resources relating to the educational sector and the Built Environment.

The module resource list is available on the module VLE page and is updated regularly to ensure materials are relevant and current.