

Liverpool John Moores University

Title: MANAGING THE PROFESSIONAL ROLE
Status: Definitive
Code: **5511EYCUGP** (115394)
Version Start Date: 01-08-2014

Owning School/Faculty: Nursing and Allied Health
Teaching School/Faculty: Stockport College

Team	Leader
Amanda Davis	Y

Academic Level: FHEQ5
Credit Value: 24.00
Total Delivered Hours: 33.00
Total Learning Hours: 240
Private Study: 207

Delivery Options

Course typically offered: Semester 1

Component	Contact Hours
Lecture	30.000
Tutorial	3.000

Grading Basis: 40 %

Assessment Details

Category	Short Description	Description	Weighting (%)	Exam Duration
Report	AS1	Project management task, based on an aspect of student's own professional practice. (2,000 words)	40.0	
Essay	AS2	Assignment: analysis of a critical incident from occurring within the student's place of work. This will include a discussion of management techniques applied to the specific issue. (3,000 words)	60.0	

Aims

To consider management theory and practice, and to develop practical skills in this field. To understand organisational structures and communication systems within a variety of settings providing services for children and young people.

Learning Outcomes

After completing the module the student should be able to:

- 1 Discuss the sources and uses of information to support decision making
- 2 Analyse alternative styles and approaches in effectively managing the workforce.
- 3 Discuss theories of motivation and performance enhancement.

Learning Outcomes of Assessments

The assessment item list is assessed via the learning outcomes listed:

Project Management Task	1	
Critical Incident Analysis	2	3

Outline Syllabus

Methods, techniques and processes in relation to analysis and handling of information: Time and task management; Management systems and techniques; Project and curriculum management, action planning and the setting of realistic objectives and targets; Teamwork and motivational techniques. Effective policy writing, and the importance of policies within an early years setting; Issues surrounding confidentiality and data protection; Motivation and performance management; Appraisal, training and development; Recruitment and selection procedures and principles. Management to enhance and maintain quality services.

Learning Activities

Lecture, student directed study, workshops presenting models of management use in the practice setting. Reflection of personal management style.

References

Course Material	Book
Author	Baldock, P.
Publishing Year	2001
Title	Regulating Early Years Services.
Subtitle	
Edition	
Publisher	London, David Fulton.
ISBN	

Course Material	Book
Author	Calloway, G.
Publishing Year	2005
Title	The Early Years Curriculum
Subtitle	a view from outdoors.
Edition	
Publisher	London, David Fulton.
ISBN	

Course Material	Book
Author	Cooper, H
Publishing Year	2003
Title	Working across the Early Years, 3-7
Subtitle	curriculum coherence and continuity.
Edition	
Publisher	London, Routledge.
ISBN	

Course Material	Book
Author	Whalley, M.
Publishing Year	2002
Title	Management in Early Childhood Settings.
Subtitle	
Edition	
Publisher	London, Paul Chapman.
ISBN	

Notes

This module is concerned with enhancing the student's ability to understand and evaluate processes and techniques for managing the early years setting. It will analyse management and leadership styles and examine the effectiveness of teams and individuals. Work-based learning will involve students examining the management process within their workplace and comparing and contrasting to current literature.