



## Business and Change Management Course Descriptor

Course Title	Business and Change Management	Faculty	EDGE Innovation Unit (London)
Course code	NCHAP684	Course Leader	Professor Scott Wildman (interim)
Credit points	15	Teaching Period	This course will typically be delivered over a 6-week period.
FHEQ level	6	Date approved	June 2020
Compulsory/Optional	Compulsory for IT Consultant specialism, or, Business Analyst Specialism		
Pre-requisites	None		
Co-requisites	None		

### COURSE SUMMARY

This course offers learners an opportunity to discuss and apply principles, tools, and methods to successfully implement change and innovation within organizations. The use of multiple perspectives to assess organisational performance seeks to ensure that students are not trapped by a "one-best-way" approach to change management. Discusses strategies to design, implement, communicate, and sustain change; techniques for mapping and assessing when and where change is needed in an organisation; organisational development techniques; as well as barriers and enablers to foster an environment conducive to change and innovation.

### COURSE AIMS

- Train learners in the principles, tools and methods used to implement change.
- Train learners to understand that multiple perspectives must be taken into consideration when assessing organizational performance.
- Expose learners to strategies used to communicate change to stakeholders.
- Expose learners to the barriers and enablers to foster change.

## LEARNING OUTCOMES

On successful completion of the course, learners will be able to:

### KNOWLEDGE AND UNDERSTANDING

- K1c Assess the impact of changes that occur in organisations and their relationship to innovation.
- K2c Utilise mapping and assessing techniques to identify where changes are needed in an organization.

### SUBJECT SPECIFIC SKILLS

- S1c Anticipate resistance to change from both people and organizations.
- S2c Assess various techniques change managers use to overcome identified barriers to change.

### TRANSFERABLE AND PROFESSIONAL SKILLS

- T1ci Implement approaches and strategies to bring about and sustain change.
- T1cii Utilise an advanced level of technical proficiency of written English, while effectively applying scholarly terminology, to critically evaluate, analyse and make judgements and apply these appropriately to a range of diverse contexts.
- T2c Consider multiple perspectives to ensure a diversified approach in implementing change management initiatives.

## TEACHING AND LEARNING

This is an e-learning course, taught throughout the year.

This course can be offered as a standalone short course.

Teaching and learning strategies for this course will include:

- On-line learning
- On-line discussion groups
- On-line assessment

Course information and supplementary materials will be available on the College's Virtual Learning Environment (VLE).

Learners are required to attend and participate in all the formal and timetabled sessions for this course. Learners are also expected to manage their self-directed learning and independent study in support of the course.

The course learning and teaching hours will be structured as follows:

- Off-the-job learning and teaching (6 days x 7 hours) = 42 hours
- On-the-job learning (12 days x 7 hours) = 84 hours (e.g. 2 days per week for 6 weeks)
- Private study (4 hours per week) = 24 hours

Total = 150 hours

Workplace assignments (see below) will be completed as part of on-the-job learning.

## ASSESSMENT

### FORMATIVE

Learners will be formatively assessed during the course by means of set assignments. These will not count towards the final degree but will provide learners with developmental feedback.

### SUMMATIVE

Assessment will be in two forms:

AE	Assessment Type	Weighting	Online submission	Duration	Length
1	Report based on workplace case study	70%	Yes	Requiring on average 25-35 hours to complete	2,500 words +/- 10%, excluding data tables
2	Written assignment	30%	Yes	-	1,500 words +/- 10%, excluding data tables

### FEEDBACK

Learners will receive formal feedback in a variety of ways: written (via email or VLE correspondence) and indirectly through online discussion groups. Learners will also attend a formal meeting with their Academic Mentor (and for apprentices, including their Line Manager). These bi- or tri-partite reviews will monitor and evaluate the learner's progress.

Feedback is provided on summatively assessed assignments and through generic internal examiners' reports, both of which are posted on the VLE.

### INDICATIVE READING

Note: Comprehensive and current reading lists for courses are produced annually in the Course Syllabus or other documentation provided to learners; the indicative reading list provided below is used as part of the approval/modification process only.

### BOOKS

- Thompson, J.L., (2017), *Strategic management: awareness and change*, Andover : Cengage Learning
- Carnall, C.A., (2003), *The change management toolkit*, London: Thomson

### JOURNALS

Learners are encouraged to consult relevant journals on change management.

### ELECTRONIC RESOURCES

Learners are encouraged to consult relevant electronic resources on change management.

**INDICATIVE TOPICS**

- Collecting data and insights that direct innovation efforts
- Communicating changes to internal stakeholders
- Involving and motivating people in the process of change

<b>Title: NCHNAP684 Business and Change Management</b>					
<b>Approved by: Academic Board</b>					
<b>Location: Academic Handbook/Programme specifications and Handbooks/ Undergraduate Apprenticeship Programmes/BSc (Hons) Digital &amp; Technology Solutions Programme Specification/Course Descriptors</b>					
Version number	Date approved	Date published	Owner	Proposed next review date	Modification (As per AQF4) & category number
2.1	May 2022	May 2022	Scott Wildman	June 2025	Category 1: Corrections/clarifications to documents which do not change approved content.
2.0	January 2022	April 2022	Scott Wildman	June 2025	Category 3: Changes to Learning Outcomes
1.0	June 2020	June 2020	Scott Wildman	June 2025	