

MODULE SPECIFICATION PROFORMA

Module Title:	Developing Bid Writing Skills and a Funding Strategy	Level:	4	Credit Value:	20
----------------------	--	---------------	---	----------------------	----

Module code:	YCW407	Is this a new module? Yes	Code of module being replaced:	N/A
---------------------	--------	----------------------------------	---------------------------------------	-----

Cost Centre:	GALB	JACS3 code:	X300
---------------------	------	--------------------	------

Trimester(s) in which to be offered:	1 or 2 or 3	With effect from:	April 16
---	-------------	--------------------------	----------

School:	Social & Life Sciences	Module Leader:	Jess Achilleos
----------------	------------------------	-----------------------	----------------

Scheduled learning and teaching hours	80 hrs
Guided independent study	120 hrs
Placement	
Module duration (total hours)	200 hrs

Programme(s) in which to be offered	Core	Option
Standalone module aligned to Professional Education and Training (PET) for QAA and assessment purposes	<input type="checkbox"/>	<input type="checkbox"/>

Pre-requisites
None

Office use only

Initial approval April 16

APSC approval of modification April 16

Have any derogations received SQC approval?

Version 1

Yes No N/A

Module Aims

1. To demonstrate competent skills in bid and tender responses
2. To demonstrate a full understanding of the external funding environment in relation to own situation
3. To understand the importance of an organisational portfolio of funding opportunities identifying a range of funding streams

Intended Learning Outcomes

Key skills for employability

- KS1 Written, oral and media communication skills
 KS2 Leadership, team working and networking skills
 KS3 Opportunity, creativity and problem solving skills
 KS4 Information technology skills and digital literacy
 KS5 Information management skills
 KS6 Research skills
 KS7 Intercultural and sustainability skills
 KS8 Career management skills
 KS9 Learning to learn (managing personal and professional development, self-management)
 KS10 Numeracy

At the end of this module, students will be able to

Key Skills

At the end of this module, students will be able to		Key Skills	
1	Analyse a tender/bid document in preparation for a response	KS1	KS5
		KS3	KS8
		KS4	
2	Be able to provide a full response to a tender/bid document using the skills learned	KS1	KS5
		KS3	KS8
		KS4	
3	Outline a funding strategy for own organisation (or a case study)	KS1	KS6
		KS2	KS8
		KS5	KS10

Transferable/key skills and other attributes

Assessment:

1. The task will include negotiated learning; one section of a relevant tender document will be completed by the student and submitted for scoring by the tutor.
2. Students will submit a management report outlining a funding strategy for their own situation (a case study will be provided if necessary). This will include organisational overview of governance requirements, an outline bidding process.

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1-2	Negotiated Learning	50		1000
2	3	Report	50		1000

Learning and Teaching Strategies:

This module is delivered online through e-learning.

Sessions will comprise the presentation of information, reading, practical activities and discussion.

Work-based learning (or if not employed use of case studies) and self-directed tasks form a large part of this module and are used to inform the assessment.

Work-based learning: During this module students will be expected carry out the following tasks within the workplace:

1. reflect on their own practice and knowledge in light of the learning from this module.
2. start to recognise and record funding information relevant to their own situation.
3. observe how their knowledge of the funding environment informs the funding strategy for their own situation.

Syllabus outline:

1. An understanding of the external funding in relation to own situation
2. The skills required for successful Bidding & Tendering
3. The importance of a funding strategy for an organization and what it should contain

Bibliography:
Essential reading
Lewis, H (2012), <i>Bids, Tenders and Proposals: Winning Business Through Best Practice</i> ; 4th ed. London: Kogan Page.
Jaques, E (2013), <i>The Winning Bid: A Practical Guide to Successful Bid Management</i> , London: Kogan Page
Other indicative reading
http://www.theguardian.com/voluntary-sector-network/2011/mar/21/perfect-funding-bids
https://www.qub.ac.uk/sites/media/Media,151059,en.pdf