

MODULE SPECIFICATION PROFORMA

Module Title:	Introduction to Bid Writing Skills	Level:	4	Credit Value:	20
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Module code:	YCW408	Is this a new module?	Yes	Code of module being replaced:	N/A
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Cost Centre:	GALB	JACS3 code:	X300
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Trimester(s) in which to be offered:	1 or 2 or 3	With effect from:	April 16
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School:	Social & Life Sciences	Module Leader:	Jess Achilleos
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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 show a broad and relevant understanding of external funding – and its importance in today’s world
2. To relate knowledge and understanding of the funding environment to own situation
3. To develop a practical awareness and the skills required to actively take part in funding processes
4. To understand the importance of organisational readiness

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	
1	Analyse the funding environment in relation to their own area of interest	KS3	KS10
		KS5	KS8
		KS6	
2	Identify at least 4 different sources of funding in relation to their own area of interest	KS2	KS4
		KS5	KS6
		KS7	
3	Investigate own organisation’s readiness to apply for funding (use of case study if required)	KS2	KS5
		KS7	KS1

Transferable/key skills and other attributes

1. Team working
2. Financial awareness
3. Governance awareness
4. Policy and Political Awareness
5. Assessment skills

Assessment:

1. Students will analyse the funding environment for their own sector and identify potential sources of future funding. Students will source one bid/tender document relevant to their situation, justify an organisational decision to bid for the funds and identify the information required to fulfil the requirements of the bid process. This will include a negotiated learning task – one element of the bid document will be completed in full and submitted for appraisal by the tutor.
2. Students will assess own organisation's readiness to apply for funding (use of case study available if required) and present a portfolio of organisational evidence based on the checklist undertaken on the course. Students will demonstrate how their own organisation (or through using a case study) is prepared to enter the tendering/bidding process and will identify appropriate funding sources which are relevant to their own work situation

Assessment number	Learning Outcomes to be met	Type of assessment	Weighting (%)	Duration (if exam)	Word count (or equivalent if appropriate)
1	1,2	Report	50		1000
2	3	Portfolio	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 and organisational readiness for their own situation.

Syllabus outline:

1. An overview of external funding
2. What is organisational readiness?
3. The 'language' of Bidding & Tendering
4. The "bid / no bid" process
5. Key bid and project management features
6. How to become "Fit For Funding"

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