CA4: Module Specification

Along with the Course Specification, Module Specifications form the definitive description of any qualification awarded by the University. The Academic Quality and Standards Office (AQSO) is responsible for maintaining up to date records of all definitive documents (course and module specifications). **Any** amendments made to the Module Specification must be submitted to the AQSO via the formal Amendments process outlined in Section 4 of the Academic Quality and Standards Handbook 2019 – Amending Courses.

Indicative sections of the Module Specification should be generic in order to limit the number of amendments to minor details of the module content, e.g. '*students will learn to use current software*' rather than specifying particular software that may change in the future.

*Guidance is provided in blue italics – **please delete this guidance before submission**.*

Definitive Module Title:		Human Resource and Crew Management			
Definitive Module Code:	*If this is a new module, leave this space bank.*	**Definitive Level:**	*Level ,7*	**Definitive Credits:**	*20*
Courses on which the module is taught	*MSc Shipping*				

School/College:	UWL, The Claude Littner Business School/BCA College
Subject Area:	Shipping and Maritime

Document version:	*If this module is being amended, please indicate that here by giving a new version number and writing (amendment, date) afterwards.*
Date document completed:	20-12-2020

1. Date of first delivery (specifying Semester and Academic Year)
Spring Semester, 2020-2021

2. Details of module writer	
Name	Mr. Nikolas Fagogenis
School/College	BCA College
Subject Area	Shipping and Maritime
Email	nfagogenis@bca.edu.gr
Phone	210-7253783
Location	*BCA City Campus*
3. Indicative Module Aims and Content	

Module Aims:
- The module aims to establish knowledge and understanding of the variable structures of Crew department that presently Shipping Companies have adopted.
- To familiarize students with and to appreciate the major aspects related to Seafarers, such as Documentation, Recruitment, Retention, Promotion, Evaluation and Training.
- To present the collaboration of Ship Management Companies with Manning agencies or with their own Manning branches abroad.
- To understand the major importance of self-development by investing in the most valuable asset every individual owns and Company has, its Personnel.

Module Content:

The module begins by examining the Historical review and revolution of Human Resource and Crew Management. Follows, the structure of Crew department and its cooperation with other departments in a Shipping Company. Its daily operation is exhibited in details. Presenting and analysing the variable CBAs and options that the ITF offers, is one of the main subjects. We continue with elaborating further on the major aspects related to seafarers, such as Documentation, Recruitment, Retention, Promotion, Evaluation and Training. We discuss the collaboration of Ship Management Companies with Manning agencies or with their own Manning branches abroad.

The main objective remains that in order to succeed in all the above there is a person in your life that could absolutely support you and that person is YOU, since YOU are your most precious asset. Business life and career are fundamental aspects in our lives and there is a sure way to overcome all challenges if, we understand the totality of things. Investing through one's self is the Key for achieving mastery. Education and consistency will lead you to your best self.

This is a Final Project/Dissertation module *(delete as applicable)*	~~Yes~~/No *(delete as applicable)*

4.	Definitive Learning Outcomes

At the end of the module the learner will be expected to be able to:
1. Provide answers on how Crew Department daily operates
2. Explain the Cooperation of Crew Department with other departments within the Shipping Company
3. Present and analyse the variable CBAs and the options that ITF offers.
4. Work in an efficient and effective way in a Marine Personnel Department.
5. Being able to manage daily challenges and display proper solutions.
6. Know that self-development is the best way to increase the performance of the organization.

5.	Definitive Assessment

Summative Assessment Grid
NB. Information given here about type and weighting of assignments will be stored in Unit-e and must therefore reflect how the marks are to be displayed in Unit-e.

Type of assignment	Module learning outcome	Word count or equivalent	Weighting	Pass mark	Threshold	Indicative due date (week no.)
Written Assignment	L.O.1, LO.2, LO.3, L.O.4	*5000 words*	*100%*	*50%*	*N/A*	Week 8 Cwk1 Week 13 Cwk2

Assignment type
Written Examination: a seen or unseen examination
Oral Examination: a face-to-face discussion with a panel of examiners
Written Assignment: eg report, essay, short essay, review, analysis, case study, creative and/or professional brief, dissertation, thesis, literature review, research method essay, research proposal, multiple choice questionnaire (MCQ), mathematical/statistical problem, online task, web-based exercise, translation
Oral Assignment: individual or group presentation, discussion, defence, pitch, performance, teaching
Portfolio: a series of short written, creative, linguistic or mathematical tasks collected as part of one assignment
Artefact: visual, audio, software, composition, design, culinary, artistic
Practical: experiment, clinical, educational or hospitality practice-based assignment

6. Definitive Percentage of Assessment types

Examination	
Coursework	100%
Practical	%

7. Definitive Pass requirements for the module

Overall Pass Mark 50%

8. Indicative Assessment Details

Formative:
Plans or drafts of written work, with real/daily case studies. A discussion or classroom online session focusing on a particular topic or project.

Summative:
Common case studies

9. Module Guided Learning hours

Definitive Total Module Guided Learning Hours	*200*
Consisting of: *fill in as appropriate, eg, if there is no placement, leave that box blank*	
Indicative Teaching Contact Hours	*36*
Indicative Guided Independent Study	*12*
Indicative Independent Study Hours	*152*
Indicative Placement Hours	*-*

10. Pre-requisite module(s)

None

11. Learning resources

University provision Library resources and Academic Support	BCA has a fully- equipped library, with over 3,000 titles in the programmes offered. The library collections consist of books and journals covering fields such as: Business, Management-Marketing, Economics, English Language, Hotel Management, Public Relations, Accounting, Finance, Logistics, Human Resources, Shipping and Maritime, Communication and Psychology. The collection consists of Greek language and foreign language books. The BCA library's catalogue is available online on BCA's ilearn on the following web address https://librarybca.openabekt.gr/ The library in order to facilitate users' access to material located in other libraries provides assistance through the searching process. Users can make requests for learning material (usually journal articles) with the help of librarians by filling a form available on the National Documentation Centre of Greece's website. BCA's Library is open from 09.00 to 21.00 during the weekdays and from 10.00 to 16.00 on certain Saturdays. The library also provides access to self-service print/copy/scan facilities. BCA has also created "The Student Academic Support Services Department" to offer additional support to its students. The specialized staff of this department, respecting each student's learning needs and style, help them develop tools and strategies to make their learning process and later their working life more efficient, organized and successful. Students are advised to book an appointment at: library@bca.edu.gr for a face-to face meeting or contact the staff of this department via email.
Student learning resources (Reading Lists)	**Basic Textbook:** • Nikolas Fagogenis (2021). *Human Resource & Crew Management*, BCA. **Further Reading:** • A. WEINTRIT and T. NEUMANN, (2016). Human Resources and Crew Management. Kindle Edition. • M. Grech, T. Horberry, T. Koester, (2019). *Human Factors in the Maritime Domain.* CRC Press. • S.K.Hacker. (2012). *How to Coach Individuals, Teams, and Organizations to Master Transformational Change: Surfing Tsunamis (The Human Resource Management and Organizational Behavior Collection).* Kindle Edition. **Sites:** • IMO • ITFGLOBAL • STCW.ONLINE • EMSA • MIND VALLEY ACADEMY **Journals:** • Lloyd's Maritime Reports • Maritime Policy and Management Journal, IAME Journals • Maritime Economics & Logistics Journal, IAME Journals • Journal for maritime research • WMU journal of maritime affairs • MAST – Maritime Studies **Newspapers & Magazines** • Lloyd's List Newspaper (**online**) • Tradewinds Newspaper (**online**)

	• Worldwide Coaching Magazine (**online**)

12. External Assessor or Examiner approval	
Name of External Assessor/ Examiner (please print):	*Modules are signed off by External Assessors as part of the formal approval or re-approval of courses. If the module is being amended in between approvals, it can be signed off by the External Examiner*
Signature of External Assessor/Examiner:	
Date:	

13. Head of School/College approval	
Name of Head of School/College (please print):	
Signature of Head of School/College:	
Date:	