Access to Masters Offline Module

# MSc Leadership and Management

Use this worksheet to rate your abilities to find out if this Masters programme is suitable for you.

# Instructions

1. Graph 1 is the profile of a student who is suited to this subject.
2. Circle the statement that you feel best represents you on each of the 12 abilities below.
3. Plot your profile on Graph 2 and compare this with the suitable entry profile.
4. If your scores fall below the suitable entry profile, access the learning materials embedded in this document.
5. After working through the learning materials repeat steps 1 and 2 and compare your profile with the suitable entry profile.
6. If it is a match then you should apply for a place on the programme.



Suitable Profile

Your Profile

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| Ability 1 Referencing |
| How competent am I in Harvard referencing and in-text citations? | **1** | I do not know how to use Harvard referencing when writing assignments. |
| **2** | I understand basic in-text and bibliographic referencing, but do not know if this conforms to Harvard reference standards. |
| **3** | I understand and can apply Harvard in-text and bibliographic referencing for books and journal articles. |
| **4** | I understand and can apply Harvard in-text and bibliographic referencing for a wide range of sources, including websites, newspapers, government documents, books, online journal articles and videos. |
| **5** | I understand and can fully apply Harvard in-text and bibliographic referencing to any source consistently and accurately. |

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| Ability 2 Writing Academic Assessments |
| I would characterise my understanding of writing academic assessments as… | **1** | Being able to describe module material provided by the tutor. |
| **2** | Being able to describe and provide some personal thoughts about the module material as provided by the tutor. |
| **3** | Being able to write about different ideas and concepts from a range of literature around the module topic area and provide some arguments for and against. |
| **4** | Being able to evaluate a broad range of peer-reviewed literature, and provide written coherent arguments. |
| **5** | Being able to evaluate a broad range of peer-reviewed literature, and provide written coherent arguments that are supported by evidence. |

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| Ability 3 Academic Writing Skills |
| I would characterise my understanding of writing academic assessments as… | **1** | I do not feel that I have a robust command of grammar, punctuation, sentence construction or paragraphing. |
| **2** | I have a reasonable command of some of these elements of academic writing. |
| **3** | I have successfully employed all the elements of academic writing but at an undergraduate level. |
| **4** | I am confident that I can develop my writing from undergraduate to postgraduate level. |
| **5** |  I am fully confident and competent at academic writing at Master’s level. |

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| Ability 4 Researching |
| When researching to write my assignments... | **1** | I think I should be able to gather all the reading I need to write my assignments from textbooks. |
| **2** | I think I should be able to gather all the reading I need to write my assignments from textbooks and internet sources. |
| **3** |  I think I should be able to gather all the reading I need to write my assignments from textbooks, internet sources and the module material provided by the tutor. |
| **4** |  I think I will need to read core textbooks and research a range of university library databases to access relevant and reliable journal articles to inform my writing. |
| **5** | I think I will need to read core textbooks and research a range of university library databases to access relevant and reliable peer-reviewed journal articles, as well as accurate case studies, in order to analyse theory and apply to practice. |

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| Ability 5 Source Materials |
| When reading analysing and synthesising source materials… | **1** |  I find it difficult to read and understand academic textbook chapters. |
| **2** | I am able to read and understand academic textbook chapters. |
| **3** | I am able to read and understand a range of appropriate academic sources including books, journal articles and research documents. |
| **4** | I am able to read, understand and evaluate a range of appropriate academic sources in terms of their relevance and applicability. |
| **5** | I am able to read, understand, interpret, evaluate and apply a range of appropriate academic sources in terms of their validity and reliability. |

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| Ability 6 Critical Analysis |
| My understanding of critical analysis is… | **1** | Offering my own opinion on ideas and concepts raised in the module material. |
| **2** |  Recognising that there are differing interpretations of ideas and concepts raised in the module material and describing what these are. |
| **3** | Seeking appropriate academic sources, which offer examples of research which highlights differing interpretations of ideas and concepts, and explaining what each of these, are. |
| **4** | Seeking appropriate academic sources which offer examples of peer-reviewed research, and presenting arguments for and against differing interpretations of ideas and concepts. |
| **5** | Seeking appropriate academic sources which offer examples of peer-reviewed research which highlights differing interpretations of ideas and concepts, and evaluating their methodologies and findings and their application to practice. |

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| Ability 7 Research Methods |
| When considering research and research methods... | **1** | I have no understanding or experience of quantitative or qualitative research methods. |
| **2** | I am familiar with reading both quantitative and qualitative research papers. |
| **3** | I am familiar with reading both quantitative and qualitative research papers and I have limited experience of conducting primary research. |
| **4** |  I have undertaken competent primary research at undergraduate level. |
| **5** | I am competent and confident in reading and conducting both qualitative and quantitative research. |

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| Ability 8 Netiquette |
| When working in an online environment... | **1** | I am not familiar with the concept of ‘netiquette’. |
| **2** | I am aware of the term but I do not understand its ramifications. |
| **3** | I would like to think that I am competent with netiquette but I could do with some reminders of it. |
| **4** | I have experience of, and understand, netiquette. |
| **5** |  I have experience of netiquette and I am confident that I adhere to all aspects of it. |

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| Ability 9 Organisational Skills |
| When it comes to my organisational skills… | **1** | I find it difficult to manage my time and prioritise my tasks. |
| **2** | I am aware of my inability to manage time and prioritise tasks and am trying to change this behaviour. |
| **3** | I can manage my time and prioritise tasks to a certain extent, but know I could do better. |
| **4** | I manage my time and prioritise tasks, by delegating certain responsibilities, and by adopting some strategic thinking. |
| **5** | I am very effective in my time management and prioritisation of tasks, delegation of responsibilities and I am able to consistently think strategically. |

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| Ability 10 Understanding the Business Environment |
| In terms of understanding the external business environment in which organisations operate... | **1** | I have no real understanding of the external environment and how it relates to organisational behaviour. |
| **2** | I have a limited understanding of the external environment and how it relates to organisational behaviour. |
| **3** | I have a good understanding of the external environment but do not fully recognise the impact it has upon organisational behaviour. |
| **4** | I know and can apply the acronym PEST to organisational behaviour. |
| **5** | I know and can critically apply the acronym PEST to make decisions about present and future organisational behaviour. |

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| Ability 11 Team-working |
| When working with teams… | **1** | I have no understanding of team dynamics and how to get teams to work more effectively. |
| **2** | I have limited understanding of team dynamics and how to get teams to work more effectively. |
| **3** | I have some understanding of team dynamics, but would like to know more about how to get teams to work more effectively. |
| **4** | I understand team dynamics, and how to make teams work more effectively; however I would like to know more about my role within a team. |
| **5** | I understand team dynamics; how to make teams work more effectively; and am able to analyse my role within a team. |

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| Ability 12 Leadership Theory |
| In terms of Leadership theory and practice... | **1** | I have no understanding or knowledge of leadership theory and practice. |
| **2** | I have limited understanding of leadership theory and practice. |
| **3** | I have knowledge of leadership theory and practice, but could do with some reminders. |
| **4** |  I have a decent knowledge of leadership theory and practice. |
| **5** | I have an excellent knowledge and understanding of leadership theory and practice. |

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| Here are the Learning resources for Access to Leadership and Management, use these to enhance your ability to be successful on this master’s programme. |  |