Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

MODULE DIRECTORY

LEVEL 4

ACADEMIC DISCIPLINE OF BIRMINGHAM AND LONDON CAMPUS

CERTHE BUSINESS SKILLS FOR THE WORKPLACE

INSTITUTE OF INNER CITY LEARNING

2025-2026

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INTRODUCTION

This Module Directory includes all the modules for Level 4 within the Institute of Inner City Learning in the academic year 2025-2026.

This directory accompanies the Programme of Study Handbook, which will provide you with details of which modules you will be studying for your programme this year in the 'Programme of Study' section. This directory may include modules that are running on other programmes of study within your Academic Discipline/Institute. If you require assistance in identifying the modules for your programme of study, please contact the Programme Manager (whose name and contact details are provided in the accompanying Programme of Study Handbook), or the relevant Institute Office.

The University has made every effort to make the information as full and as accurate as possible, but you should note that minor changes in the organisation of modules between the planning stage and the actual teaching are inevitable. We shall try to keep any such changes to a minimum, and you will receive plenty of advance warning in the event of any alteration. We would also be grateful if you would let us know about any changes that you think might be helpful if introduced into future handbooks.

MODULES

Module Code	**LCLM4001**
Title	**Academic Skills**
Date	**29/07/2022**
Level	**4**
Credits	**20**
Pre-Requisites	

AIM(S)

- To provide the essential academic skills needed to succeed as a student in Higher Education

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Show awareness and ability to apply the key academic skills needed to succeed in higher education;
- Reflect on their learning.

INDICATIVE CONTENT

- Organising study (e.g., time management, organising space and resources)
- Note taking
- Understanding assessments and planning
- Searching for information and assessing sources of information
- Structuring academic work and academic writing
- Academic integrity and referencing
- Preparing and delivering presentations
- Using word-processing and other software to produce academic work
- Importance of reflection and theories

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	**200**	**100%**

ASSESSMENT

Assessment Component 1
(Tick one)
☐ **Written exam** ☒ **Coursework** ☐ **Practical**

Mode of assessment	Volume	Weighting
Portfolio of work made up of 2-3 elements (which may include evidence generated during, classroom activities / reflective reports / structured academic reports / case study analysis / abstracts etc.)	3000 words or equivalent	100%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	**100%**

INDICATIVE READING LIST

Module Code	LCLM4001	
Module Title	Academic Skills	
Classification	Reading List entry	Electronic*
Essential	Cottrell, S. (2019) *The Study Skills Handbook.* Fifth edition. London: Macmillan International Higher Education/Red Globe Press, an imprint of Springer Nature Limited. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100273858902421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,study%20skills&offset=0	☒
Essential	Bedford, D. and Wilson, E. (2020) *Study skills for foundation degrees.* Third edition. Abingdon, Oxon: Routledge. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100335359402421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,academic%20skills&facet=tlevel,include,online_resources&offset=0	☒

Essential	Bailey, S. (2013) *Academic Writing for International Students of Business*. Hoboken: Taylor and Francis. Available at: https://whelf-uwtsd.alma.exlibrisgroup.com/leganto/public/44WHELF_UWTSD/citation/6412110060002421?auth=SAML	☒
Further	McMillan, K. and Weyers, J. (2021) *The Study Skills Book.* 4th ed. Harlow: Pearson Education, Limited. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100441102502421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,study%20skills&offset=0	☒
Further	Smale, B. and Fowlie, J. (2009) *How to succeed at university: an essential guide to academic skills and personal development.* SAGE. Available at : https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma9929779202421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Personal%20%20%20%20Development%20Planning&offset=0	☒
Further	Cottrell. (2017). *Critical thinking skills: effective analysis, argument, and reflection* (3rd. ed.). Palgrave Macmillan. Available at: https://eu.alma.exlibrisgroup.com/leganto/readinglist/citation/6552069510002421?auth=SAML	☒
Further	Open Learn. (2022) 'Skills for study'. Available at : https://www.open.edu/openlearn/skills-for-study	☒

Module Code	**LCLM4002**
Title	**Digital Skills**
Date	**29/07/2022**
Level	**4**
Credits	**20**
Pre-Requisites	

AIM(S)

- To improve the student's basic digital skills needed in a business context.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Demonstrate technical competencies in using technologies to improve workplace efficiency;
- Effectively navigate, identify, and handle a range of digital information/content.

INDICATIVE CONTENT

- Identifying your own digital skills capability
- Introduction to modern workplace technologies
- Explore the use of web-based and mobile applications within the workplace
- Common software used for improving effectiveness and efficiency (For example MS Office suite of software)
- Using digital technologies for communication and collaboration
- Digital safety and wellbeing

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	**200**	**100%**

ASSESSMENT

Assessment Component 1

(Tick one)

☐ **Written exam** ☒ **Coursework** ☐ **Practical**

Mode of assessment	Volume	Weighting
Portfolio of work made up of 2-3 tasks. (For example – Spreadsheets / word-processed documents, software generated reports, digital posters, vlogs/blogs, etc.)	3000 words or equivalent	100%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	100%
Practical	0%
TOTAL	**100%**

INDICATIVE READING LIST

Module Code	**LCLM4002**	
Module Title	**Digital Skills**	
Classification	**Reading List entry**	**Electronic***
Essential	Reedy, K. and Parker, J. (eds.) (2018) *Digital literacy unpacked*. London: Facet. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100279559402421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,digital%20skills&offset=0	☒
Essential	Barnes, M. (2016) *5 skills for the global learner: what everyone needs to navigate the digital world.* Thousand Oaks: Corwin A SAGE Company. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100372244602421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,digital%20skills&offset=0	☒
Further	Van Dijk, J. and Van Deursen, A. (2014). *Digital Skills Unlocking the Information Society*. Palgrave Macmillan US. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100181770902421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,digital%20%20skills&facet=rtype,include,books&offset=0	☒

Further	Hoechsmann, M. and Poyntz, R. (2012). *Media literacies [electronic resource]: a critical introduction.* Wiley-Blackwell. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100107708902421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Media%20literacies%20%5Belectronic%20resource%5D%20:%20a%20critical%20introduction&offset=0	☒

Module Code	**LCLM4003**
Title	**Effective Teamworking and Communication**
Date	**29/07/2022**
Level	**4**
Credits	**20**
Pre-Requisites	

AIM(S)

- To introduce the student to strategies for effective team working;
- To develop the student's awareness of the range of communication skills integral to success within the workplace.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Apply the main theories relating to group dynamics and team working to a business context.
- Demonstrate key communication skills in a business context

INDICATIVE CONTENT

- Working collaboratively: shared ownership, responsibility and issues related to confidentiality
- Group dynamics theories
- Theories of team structures, such as Belbin
- Group strategies: shared objectives, group agreements, meaningful schedules, and effective delegation
- Resolving conflicts and negotiating
- Inter-personal communication including body language, active listening, personal presentation, and context awareness
- Written communication: formats and structures
- Strategies for improving clarity of expression, grammar, syntax, and punctuation
- Presentation formats and structures
- Communication with an audience using visual and electronic resources

Study Time Allocation

The study time for the module is divided as follows:

Activity type	**Hours**	**Percentage**
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	**200**	**100%**

ASSESSMENT

Assessment Component 1
(Tick one)
☐ **Written exam** ☐ **Coursework** ☒ **Practical**

Mode of assessment	**Volume**	**Weighting**

Practical portfolio of set in-class exercises or equivalent (e.g., various communications such as emails, business letters / case study analysis / other evidence generated during classroom activities)	1500 words or equivalent	50%

Assessment Component 2
(Tick one)
☐ **Written exam** ☐ **Coursework** ☒ **Practical**

Mode of assessment	Volume	Weighting
Group presentation	5 minutes per student	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	**100%**

INDICATIVE READING LIST

Module Code	**LCLM4003**	
Module Title	**Effective Teamworking and Communication**	
Classification	**Reading List entry**	**Electronic***
Essential	Bovée, C.L. and Thill, J.V. (2016) *Business communication essentials*. Seventh, global edition. Boston: Pearson. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100126459602421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,business%20communication&facet=tlevel,include,online_resources&offset=0	☒
Essential	Griffith, B.A., and Dunham, E.B. (2017) *Working in teams: moving from high potential to high performance*. Los Angeles: SAGE. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100298359502421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,team%20working&facet=tlevel,include,online_resources&offset=0	☒
Further	Belbin, M.R. (2012) *Team roles at work*. 2nd edn. Oxford: Butterworth-Heinemann. Available at:	☒

	https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100436302202421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Belbin,%20Team%20roles%20at%20work.&offset=0	
Further	Belbin, R. (2010). *Management teams: why they succeed or fail* (3rd ed.). Butterworth-Heinemann. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma9915966402421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,teams&offset=0	☒
Further	Barker, A. (2013). *Improve your communication skills* (3rd edition.). Kogan Page Ltd. Available at : https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100305450702421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,business%20communication&facet=rtype,include,books&offset=20	☒

Module Code	**LCLM4004**
Title	**Problem Solving and Decision Making**
Date	**29/07/2022**
Level	**4**
Credits	**20**
Pre-Requisites	

AIM(S)

- To be able to solve problems and make decisions in a business context.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to demonstrate the ability to:

- Describe a problem, its nature, scope, and impact
- Gather and interpret information to solve a problem
- Evaluate options to make a decision
- Plan, monitor and review the implementation and communication of decisions.

INDICATIVE CONTENT

- Ways to recognise, define, investigate, and analyse problems
- The problem-solving process
- Objective setting in relation to problem
- Environmental analysis technique, such as PESTLE
- Organisational analysis, such as SWOT analysis
- Brainstorming, problem solving and creative thinking techniques
- Cause and effect analysis
- How to evaluate options using decision-making techniques
- The use of simple planning techniques- action plans, Gantt charts
- Monitoring and review techniques to evaluate outcomes of problem-solving activities
- Clear communication of change and importance of involving people to facilitate effective change.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	**200**	**100%**

ASSESSMENT

Assessment Component 1

(Tick one)
☐ **Written exam** ☐ **Coursework** ☒ **Practical**

Mode of assessment	Volume	Weighting
A practical problem-solving and decision-making exercise (such as a role play, presentation, case study)	5 to 10 minutes per student	50%

Assessment Component 2
(Tick one)
☐ **Written exam** ☒ **Coursework** ☐ **Practical**

Mode of assessment	Volume	Weighting
Individual report or equivalent	1500 words individual report	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	**100%**

INDICATIVE READING LIST

Module Code	LCLM4004	
Module Title	Problem Solving and Decision Making	
Classification	Reading List entry	Electronic*
Essential	Proctor, T. (2018) *Creative Problem Solving for Managers: Developing Skills for Decision Making and Innovation.* Fifth edition. Boca Raton, FL: Routledge. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100375898802421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,problem%20solving&facet=tlevel,include,online_resources&offset=0	☒

Essential	Adair, J.E. (2019) *Decision making and problem solving: break through barriers and banish uncertainty at work*. Fourth edition. London: Kogan Page. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100359356302421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,decision%20making%20and%20problem%20solving&facet=tlevel,include,online_resources&offset=0	☒
Further	Chevallier, A. (2016). *Strategic Thinking in Complex Problem Solving.* Oxford University Press. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100143794002421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,problem%20solving&offset=0	☒
Further	Williams, S. (2002). *Making better business decisions understanding and improving critical thinking and problem-solving skills.* SAGE. Available at : https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100298359802421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,problem%20solving&offset=10	☒
Further	Poster presentation (2015) [online] Available at: http://serc.carleton.edu/NAGTWorkshops/assess/poster.html	☒
Further	Problem solving and decision making: Class projects (1996) [online] Available at: http://www.studygs.net/problem	☒
Further	SMART goals (2016) [online] Available at: https://www.projectsmart.co.uk/smart-goals.php	☒
Further	Study Guides and Strategies. (2016), Problem solving and decision making, [online] available at: http://www.studygs.net/problem	☒

Module Code	**LCLM4005**
Title	**Employability and Career Development**
Date	**29/07/2022**
Level	**4**
Credits	**20**
Pre-Requisites	

AIM(S)

- To introduce the student to strategies for personal reflection and career development planning;
- To gain confidence and competence to perform in a business environment.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Understand the skills and knowledge needed for working effectively;
- Demonstrate readiness for employability and personal advancement through an understanding of personal strengths and areas for further development;
- Establish employment goals and develop a personal action plan.

INDICATIVE CONTENT

- Concepts of self-awareness and the various approaches to self-assessment and learning
- The application of background questionnaires and identify personal learning preferences
- An analysis of personal strengths, weaknesses, and tools to support professional development planning
- Ideas relating to the concept of personal confidence, studying, and thinking independently
- Strategies for exploring employment options acquiring, selecting, and collating information from a range of sources
- An introduction to strategies for career advancement: staff recruitment, job evaluation, person specifications, job specifications, interviewing, induction, mentoring, appraisal, and retention issues
- Development of students' confidence and readiness for employability such as responsibility and accountability; interpersonal relationships; effective means for communication; reliability
- Reference to relevant procedures and employment legislation
- Identify good practice relating to respect, effective communication, and effective partnerships in the workplace.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	**200**	**100%**

ASSESSMENT

Assessment Component 1
(Tick one)
☐ **Written exam** ☐ **Coursework** ☒ **Practical**

Mode of assessment	Volume	Weighting
A practical employment or career development exercise (such as a role play, interview, etc.)	10-15mins per student	50%

Assessment Component 2
(Tick one)
☐ **Written exam** ☒ **Coursework** ☐ **Practical**

Mode of assessment	Volume	Weighting
Reflective essay/blog or equivalent	1500 words	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	**100%**

INDICATIVE READING LIST

Module Code	**LCLM4005**	
Module Title	**Employability and Career Development**	
Classification	**Reading List entry**	**Electronic***

Essential	Cottrell, S. (2021) *Skills for success: personal development and employability*. 4th edition. London: Red Globe Press. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100375381502421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,skills%20for%20success&offset=0	☒
Essential	Tarrant, P. (2017) *Reflective practice and professional development.* 1st edn. Thousand Oaks, CA: Sage Publications. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100185560002421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,Tarrant%20Reflective%20practice%20and%20professional%20development.&offset=0	☒
Essential	Neugebauer, J. and Evans-Brain, J. (2016) *Employability: making the most of your career development*. London : Sage Publications. Available at : https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100298460202421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Employability:%20making%20the%20most%20of%20your%20career%20development.&offset=0	☒
Further	Buchanan, D. and Huczynski, A. (2019) *Organizational behaviour*. 10th edn. Harlow: Pearson. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100324160302421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,Buchanan%20Organizational%20behaviour.&offset=0	☒
Further	National Careers Service (2022) 'Interview tips. [Website] Available at: https://nationalcareers.service.gov.uk/careers-advice/interview-advice	☒
Further	Prospects. (2016) 'Career advice '[Website] Available at https://www.prospects.ac.uk	☒

Module Code	**LCLM4006**
Title	**Enterprise and Entrepreneurship**
Date	**29/07/2022**
Level	**4**
Credits	**20**
Pre-Requisites	

AIM(S)

- To develop the student's awareness of enterprise, including self-employment and the skills required to set up a successful business.

LEARNING OUTCOMES

Upon the successful completion of this module, the student should be able to:

- Identify and evaluate a business idea;
- Design an appropriate business plan.

INDICATIVE CONTENT

- The Entrepreneurial Process
- The Business Planning Process
- Opportunity Recognition
- Defining your customers
- Developing a sustainable Business Model
- Industry and Competitor Analysis
- Raising Finance - loans, grants, crowd funding, share options and angels
- Building a Founding team
- Reality Check on your concept
- Entrepreneurial Marketing.

Study Time Allocation

The study time for the module is divided as follows:

Activity type	Hours	Percentage
Scheduled learning	40	20%
Independent learning	160	80%
Placement learning	0	0%
TOTAL	**200**	**100%**

ASSESSMENT

Assessment Component 1
(Tick one)

☐ **Written exam** ☒ **Coursework** ☐ **Practical**

Mode of assessment	Volume	Weighting
Written business plan	1500 words	50%

Assessment Component 2
(Tick one)
☐ **Written exam** ☐ **Coursework** ☒ **Practical**

Mode of assessment	Volume	Weighting
Pitch to a panel.	5-10 minutes per student	50%

Assessment Summary

Activity type	Percentage
Written exam	0%
Coursework	50%
Practical	50%
TOTAL	**100%**

INDICATIVE READING LIST

Module Code	**LCLM4006**	
Module Title	**Enterprise and Entrepreneurship**	
Classification	**Reading List entry**	**Electronic***
Essential	Barrow, C., Barrow, P. and Brown, R. (2012) *The business plan workbook.* 7th ed. London: Kogan Page. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100107807502421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&isFrbr=true&tab=Everything&query=any,contains,writing%20a%20business%20plan&facet=tlevel,include,online_resources&offset=0	☒
Essential	Blackburn, R.A., De Clercq, D. and Heinonen, J. (2017) *The Sage handbook of small business and entrepreneurship.* First edition. Edited by R.A. Blackburn, D. De Clercq, and J. Heinonen. Thousand Oakes, CA: SAGE Publications. Available at: https://librarysearch.uwtsd.ac.uk/discovery/fulldisplay?docid=alma99100371744502421&context=L&vid=44WHELF_UWTSD:44WHELF_UWTSD_VU1&lang=en&search_scope=MyInst_and_CI&adaptor=Local%20Search%20Engine&tab=Everything&query=any,contains,entrepreneurship&facet=tlevel,include,online_resources&offset=0	☒

Further	Careers England. (2022) 'Careers advice in England' [Online] Available at : www.careersengland.org.uk	☒
Further	Princess trust (2022) 'Business Plans' [Website] Available at: https://www.princes-trust.org.uk/help-for-young-people/tools-resources/business-tools/business-plans	☒