Programme Specification





Programme Title and Name of Award	FdA Business Management		
Professional Qualifications / Accreditation	n/a		
Academic Level	Level 5	Total Credits	240
UCAS Code	N200	JACS Code	N100
Criteria for Admission to the Programme	 The University's standard criteria for admissions apply. Please refer to the <u>Applicant Information</u> pages of the University website for mori information. For <u>APL</u>, please refer to the University website. Applicants must have successfully gained a minimum of 48 UCAS points* Academic requirements*: A minimum of 2 A Levels BTEC National Extended Diploma/Diploma Access to Higher Education Diploma Level 3 NVQ *Other qualifications or relevant life/work experience may also be considered. Successful interview, supported by personal statement and portfolio, and suitable reference. All applicants will additionally require GCSE English at Grade C or equivalent. Mathematics at GCSE Grade C will also be desirable. 		ersity website for more ersity website. himum of 48 UCAS bloma /work experience may I statement and English at Grade C or vill also be desirable. he can be found on the
Teaching Institution	Southport College		
Owning Department	Department of Business, Law, Policing and Social Science		
Programme delivered in conjunction with	University of Cumbria		
Principal Mode of Delivery	Face to Face and Blended learning		

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Pattern of Delivery	Full time and Part time
Delivery Site(s)	Southport College
Programme Length	Full time 2 years standard, 6 years maximum; Part time 3/4 years standard, 6 years maximum
Higher Education Achievement Report (HEAR)	Upon successful completion of this programme, you may receive a Diploma Supplement/Higher Education Achievement Report (HEAR).
Exit Awards	Learners may be awarded one of the following Exit Awards if they fail to achieve the requirements of the full programme. CertHE Business Management (120 credits)

Programme Features

This programme is distinctive in the following ways:

Foundation Degree programmes provides a specialist work-related programme of study that covers Business Management, Strategy and Marketing knowledge, with a focus on the development of the understanding of and practical skills required in the Business Management sector.

This programme provides opportunities for learners to apply their knowledge and practical skills in the workplace. Learners will be advised that they can do this through formal work placements, part-time employment experience or employer driven live briefs.

The programme is designed to equip students with academic, research, analytical and problem solving skills ideally suited for a range of careers in the Business Management Industry or progression onto a level 6, subject related, honours programme.

This Foundation Degree is designed to deliver an understanding of the broader context of business management practices. In order to enhance your employability, career potential and personal effectiveness this Foundation Degree recommends a work placement experience to allow you to engage in practical experience whilst undertaking your academic studies.

The college recognises that a learner on this programme may be employed or, as recommended, undertaking a voluntary placement within a related Business setting. A local induction with details of key information, contacts and services available within the College will be provided for you. The College is aware of its responsibility to maximise industry related opportunities and to review the suitability of the setting for both the student and the placement provider.

The programme is bespoke to learners in the local area. Modules have been selected to educate students within areas of local relevance. The College offers smaller cohorts than local universities, direct access to tutors and extensive pastoral support. Personal development planning ensures students are fully prepared for work following completion of the programme. Personal development is integrated into all modules to ensure students are fully prepared for the working environment. Role play scenarios and in class debates are used to assess students. In addition, accounts for local companies will be analysed. Assessments are varied and include power point presentations, creating a website, reports, essays and exams, fully preparing students for work in a business management role. The College has close links with local businesses in different sectors of the economy and guest speakers will be invited in throughout the programme.

Southport College engages with local employers and local industry in various sectors of the economy.

In the hospitality sector the College engages with The Ramada Hotel. Fletchers Solicitors (personal injury solicitors) and Trinity Newspapers are other local companies the College works closely with. In the public sector the college engages closely with HMRC, Southport and Ormskirk Hospital, The Royal Liverpool Hospital and Liverpool Women's Hospital. Trips are also organised to visit local companies including Land Rover to provide an awareness of jobs available upon completion of the degree programme.

Please note;

Part time students will study alongside full time students on an infill basis. In such cases, an individualised programme delivery structure, programme duration, and timetable will be agreed between the student and the programme leader.

On successful completion of the FdA Business Management you will be eligible to progress onto the BA (Hons) Business Management top-up at the University of Cumbria.

Aims of the Programme

The overall aims of the Programme are:

- 1. To create awareness of business and the broader contexts of and scope of influence within which business operates.
- 2. To study business and management disciplines, drawing on a range of perspectives in the fields of Business Management.
- 3. To develop your critical thinking, conceptual thinking and reasoning skills in the evaluation of the body of knowledge and research relating to business and management.
- 4. To develop your ability to carry out independent research in the field of business and management.
- 5. To augment your intellectual and transferable skills especially in relation to management and business.

Level Descriptors

Level Descriptors describe in general terms the expected outcomes you will achieve at each level of study as you progress through your programmes. They describe the relative demand, complexity, depth of learning and learner autonomy associated with a particular level of learning and achievement. The University's Level Descriptors are aligned to the national <u>Framework for Higher Education</u> <u>Qualifications</u> (FHEQ) and are a key mechanism for ensuring the academic standards of the University's provision.

At Level 4: (Usually Year 1 undergraduate), you will be able to demonstrate that you have the ability:

- To apply a systematic approach to the acquisition of knowledge, underpinning concepts and principles and deploy a range of subject specific, cognitive and transferable skills.
- Evaluate the appropriateness of different approaches to solving well defined problems and communicate outcomes in a structured and clear manner.
- Identify and discuss the relationship between personal and work place experience and findings from books and journals and other data drawn from the field of study.

At Level 5: (Usually Year 2 undergraduate), you will be able to demonstrate that you have the ability:

- To apply and evaluate key concepts and theories within and outside the context in which they were first studied.
- Select appropriately from and deploy a range of subject-specific, cognitive and transferable skills and problem solving strategies to problems in the field of study and in the generation of ideas effectively communicate information and arguments in a variety of forms.
- Accept responsibility for determining and achieving personal outcomes.
- Reflect on personal and work place experience in the light of recent scholarship and current statutory regulations.

Programme Outcomes – Knowledge and Understanding

The programme provides opportunities for you to develop and demonstrate the following:

After 120 credits of study (CertHE) you will be able to demonstrate knowledge and understanding of:

K1 Some of the contexts within which business operates including economic, environmental, cultural, digital, political, ethical, legal and regulatory contexts.

K2 The essential functions and processes of organisations.

K3 A range of theories and models informing the practice of business and management at an introductory level.

K4 The nature of markets, marketing and sales, customer behaviour, finance and resource allocations in a limited range of business settings.

K5 Aspects of organisational behaviour, leadership and management, people and their personal development, difference and diversity.

K6 Fundamental considerations in business ethics, values and social responsibility.

K7 Essential research methodologies and practices related to the field, and straightforward data analysis within the business and management discipline.

After 240 credits of study (FdA) you will be able to demonstrate knowledge and understanding of:

K8 The interrelated contexts within which business operates including economic, environmental, cultural, digital, political, ethical, legal and regulatory contexts.

K9 The functions and processes of organisations and the role and contribution of management to the organisational mission.

K10 A range of advanced theories and models informing the practice of business and management.

K11 Markets, marketing and sales, customer behaviour, finance and resource allocations in familiar contexts.

K12 Organisational behaviour, leadership and management, people and their personal development, difference and diversity and strategies for managing these.

K13 Operations management, information systems and business intelligence, communications, and digital business.

K14 Business policy and strategy, business innovation and enterprise development in a range of

sectors.

K15 Business ethics, values and social responsibility applied to practice.

K16 Research methodologies and practices, and data analysis as applied in the business and management discipline.

Programme Outcomes – Skills and other Attributes (including Employability Skills)

The programme provides opportunities for you to develop and demonstrate the following:

After 120 credits of study (CertHE) you will be able to demonstrate skills in:

S1. People management and leadership: to include essential communications, team building, leadership and motivating others in a small team.

S2. Problem solving and critical analysis: analysing straightforward facts and circumstances to determine the cause of a problem and identifying and selecting appropriate solutions.

S3. Research: the ability to interpret a range of business data, multiple sources of information and appropriate methodologies, which includes basic digital literacy and to use that research for evidence-based decision-making.

S4. Commercial acumen: based on an awareness of the key drivers for business success, causes of failure and the techniques for delivering customer satisfaction.

S5. Innovation, creativity and enterprise: the ability to act entrepreneurially to generate, develop and communicate ideas, recognises the significance of intellectual property, gain support and deliver successful outcomes.

S6. Numeracy: the use of quantitative skills to present data, and to understand business problems, functions and phenomena.

S7. Networking: an awareness of the interpersonal skills of effective listening, negotiating, persuasion and presentation and their use in generating business contact.

Generic skills, attributes and behaviours

S8. Ability to work collaboratively both internally and with external customers and an awareness of mutual interdependence.

S9. Communication and listening including the ability to produce clear, structured business communications in a variety of media.

S10. Emotional intelligence and empathy.

S11. Self-reflection: self-analysis and an awareness/sensitivity to diversity in terms of people and cultures. This includes a continuing appetite for development.

After 240 credits of study (FdA) you will be able to demonstrate skills in:

S12. People management and leadership: to include detailed communications, team building, leadership and motivating others in a range of situations.

S13. Problem solving and critical analysis: analysing complex facts and circumstances to determine the cause of a problem in order to identify and select appropriate solutions.

S14. Research: the ability to evaluate and interpret a range of business data, multiple sources of information and appropriate methodologies, which includes digital literacy and to use that research for evidence-based decision-making.

S15. Commercial acumen: based on an awareness of the key drivers for business success, causes of

failure and the techniques for delivering customer satisfaction and building customer loyalty.

S16. innovation, creativity and enterprise: the ability to act entrepreneurially to generate, develop and communicate ideas, manage and protect intellectual property, gain support and deliver successful outcomes.

S17. Numeracy: the use of quantitative skills to manipulate data, evaluate, estimate and model business problems, functions and phenomena with accuracy.

S18. Networking: an awareness of the interpersonal skills of effective listening, negotiating, persuasion and presentation and their use in generating business contact.

Generic skills, attributes and behaviours

S19. Emotional intelligence and empathy.

S20. Conceptual and critical thinking, analysis, synthesis and evaluation.

S21. Self-management: a readiness to accept responsibility and flexibility, to be resilient, self-starting and appropriately assertive, to plan, organise and manage time.

External and Internal Reference Points

The following Subject Benchmark Statements and other external and internal reference points have been used to inform the Programme Outcomes:

Academic Regulations: <u>http://www.cumbria.ac.uk/media/university-of-cumbria-website/content-assets/public/aqs/documents/academicregulations/AcRegs.pdf</u>

QAA (2015) Subject Benchmark Statements:-<u>http://www.qaa.ac.uk/en/Publications/Documents/SBS-business-management-15.pdf</u>

QAA Foundation Degree Qualification Benchmark: <u>http://www.qaa.ac.uk/en/Publications/Documents/Foundation-degree-qualification-benchmark-</u> 2010.pdf

Teaching, Learning and Assessment Strategies employed to enable the Programme Outcomes to be Achieved and Demonstrated

Teaching and learning methods are aligned to programme outcomes and support learners in becoming problem solvers, critical thinkers, independent enquirers and effective communicators. HE lecturers engage in a range of scholarly activities and ensure that appropriate links are made between theory and practice. Lecturers develop relevant and up-to-date teaching materials that allow learners to apply their learning to actual events and activities within the sector.

The development of learners' independent learning skills is promoted through self-directed study, which may include reflective journals, blogs and personal development records, facilitated by full access to the Virtual Learning Environment and the University Centre. We use our employer network to provide practical insight into our curriculum to complement the rigorous academic thinking that characterises foundation degree level study. For further information please read <u>College Strategic Plan</u> <u>Booklet 2016-2019</u>.

This programme integrates theory and practice by providing inputs to the student learning from guest speakers, lectures, practicing managers and through supporting assessment. Students will have opportunities to give and receive peer review on formative assessment and will be guided throughout

in developing their skills in this vocational aspect of their personal development.

Primarily, delivery is face to face. However, good use is made of the College's VLE. The team uses a wide range of teaching methods including lectures, seminars, workshops, field work, work-based learning including placements, employer based case studies, live projects, guided learning, simulation and discussion groups.

Exams have been included to assess level 4 units. As learners progress onto level 5 the assessment methods are designed to nurture the learners growing autonomy and independence as they develop the higher level critical academic skills. The Foundation Degree aims to fully prepare learners to work within a management role in a Business related environment. The variety of assessments directed at level 5 units are aimed at fully preparing them for the diverse nature of different management roles.

Learners will also be asked to work in small groups which encourages collaborative learning.

We will motivate learners through learning and engagement in the following ways:

- (a) We will balance out the assessment calendar the best we can to reduce the stress of multiple submission during the same timeframe.
- (b) Through learners' engagement they will have the ability to make informed judgements in relation to their own work; by engaging with any and all opportunities to evaluate their experience as a learner.
- (c) We will provide learners with timely effective feedback and feed forward i.e. looking ahead to the next assignment.

The Southport College model of teaching and learning is based on the active purposeful engagement of learners. It encourages the development of independent learners whom are able to take responsibility and ownership for their learning. The challenge is to achieve consistency whilst addressing the needs of individual learners and developing their aspirations and potential. In meeting this challenge, the emphasis must be on ensuring that as far as possible learners become independent learners in all situations. For further information please see <u>Model for Learning</u>

Student Support

As a student on this programme that may be employed or undertaking a voluntary placement within a related business setting, a local induction with details of key information, contacts and services available within the College will be provided for you. The College is aware of its responsibility to maximise industry related opportunities and to review the suitability of the setting for both the student and the placement provider. Induction includes the expectations of HE study and of the programme, with additional practical sessions related to the library and accessing information and supportive study skills materials. A student handbook is provided which outlines the structure of the programme and contains more thorough guidance to support learners and gives an overview of each module and details of progression and articulation pathways which are aligned to the Academic Regulations of the University of Cumbria.

Module Handbooks are provided for each module outlining the module requirements and providing very clear guidelines on the type of assessment learners will be expected to undertake.

Learners will be issued with a timetable/academic calendar of events which highlight holiday periods and the expected assessment schedule. They will be given an opportunity to take part in formative feedback as a means of clarifying their understanding of the information. This will help them to achieve their potential in summative assessments and hence their learning during the course of their studies.

The processes of student support learners will be entitled to receive whilst a student at Southport

College include:-

Regular tutorials with personal learning and target setting. You will be allocated a personal tutor who will be with you for the duration of your course; they are an important point of contact to ensure your success on the programme. You will have a tutorial session once a week that will focus on employability (writing CVs, interview techniques), developing presentation skills, academic skills including referencing, writing academic assignments and validity of sources. Tutorials will also provide one to one support for students needing any specific help/direction to achieve their potential. This is also a crucial link between you and your curriculum tutors.

Contact with the programme leader who will monitor progress overall and provide ongoing guidance and support;

A dedicated learning portal site with information about the programme, including your programme handbook and resources available for each module;

A separate module site will be maintained by each of the tutors, who will also provide updates on issues of current significance;

Access to tutors and administrative staff via email, telephone and post;

A range of facilities are available to support students with special needs and/or learning disabilities. You will be supported on an individual basis, as appropriate, and, if necessary, changes made to the curriculum, teaching styles and assessment practices. Arrangements are made to ensure that you receive appropriate support during your work based learning experience.

Technicians will be on-hand to help with the use of learning technologies throughout the programme. The Learning Support Centre team can assist with accessing literature aligned to the specific modules and electronic access to appropriate and authoritative sources.

Learners are supported throughout their studies to engage in activities designed to elicit their feedback aligned to the content and delivery of the programme and are encouraged to offer their opinions on the teaching and learning experiences as well as any relevant peripheral issues. There are regular student meetings during which an elected student representative will collect and collate the feedback and present to the Programme Leader.

Previous students are periodically invited back to discuss their experiences with current learners in terms of progression, both academically and professionally, and offer advice and guidance in relation to maximising potential in their studies and help with the work placement element of the programme. This is further supported by inputs offered from HEI representatives regarding articulation routes available to the learners upon completion of their Foundation Degree.

Learners will also be allocated a Personal Tutor. The Personal Tutor will be proactively involved in the delivery of the programme and will have contact with learners throughout their time at the College. They will support learning and development, including tutorials. Personal tutors will also be able to signpost students to other agencies they may need during their student career.

ProMonitor is used by students and staff to monitor the performance of individual students. Students have individual learning plans and are able to monitor their attendance, punctuality and performance. Tutors use the system to put support in place and set targets for students who are of concern. Regular reviews take place to monitor progress made and ensure students are achieving their potential on the programme.

Library and Student Guidance Services

Library and Student Guidance Services offer a wide range of support, including; access to library learning resources, academic skills, careers and employability, financial help, counselling, health and wellbeing and support for disabled students and those with specific learning requirements. We know that learners want to get the most out of their programme, make the best use of their time and find or continue in the career they have always aspired to. Access college support and facilities easily and quickly via our Guidance and Support link.

Learners can access a suite of online self-help resources accessible 24/7 via the college's website and VLE site, Moodle. It also provides group and individual advice and guidance accessible through and alongside your course and by different means such as face to face, email or virtual.

Module leaders will collaborate with Library advisers to ensure that your reading lists are current and items are available via the library collections. In order to maximise access, availability and usefulness, e-books and electronic journal titles will, in most cases, be prioritised. Learners can access a wide range of great electronic and print content and they can find out more about key texts and journals for your subject by accessing the library via this link: <u>Library Learning Centre</u>

In addition to the range of guidance above, you have the opportunity to further develop your personal, academic and professional skills by taking part in a number of initiatives.

Programme Curriculum Map					
Academic Level	Module Code	Module Title	Credits	Module Status*	Programme Outcomes achieved
4	UCBP4010	Fundamentals of the Business Environment	20	Compulsory	K1, K4, K5, K6 S2, S5, S7, S8, S9, S10, S11
4	UCBP4008	Business Organisations in Context	20	Compulsory	K1, K3, K4, K6, K7 S2, S3, S6, S8, S11
4	UCBP4009	Exploring the Concepts of Business Finance	20	Compulsory	K1, K3, K7 S2, S3, S6
4	UCBP4007	Organisational Management	20	Compulsory	K1, K2, K3, K5 S1, S2, S4, S7,S8, S9, S10, S11
4	UCBP4011	Introduction to the Principles of Marketing	20	Compulsory	K1, K4, K5 S2, S3, S4, S5, S7, S8, S9, S11
4	UCBP4012	Fundamentals of Cost and Management Accounting	20	Compulsory	K3, K5, K7 S2, S3, S6
5	UCBP5011	Contemporary Issues in Organisational Behaviour	20	Compulsory	K3, K5, K8, K9, K10, K12 S1, S2, S7, S8, S9, S10, S12, S18, S19, S21
5	UCBP5022	Managing operations	20	Compulsory	K7, K16 S2, S3, S6, S14, S17, S20, S21
5	UCBP5013	Events Management	20	Compulsory	K4, K8, K13 S1, S4, S5, S7, S8, S9, S10, S11,

					S12, S13, S16, S18, S19, S20, S21
5	UCBP5012	Introduction to Responsibility, Ethics and Sustainability in Action	20	Compulsory	K1, K3, K5, K6, K10, K15 S2, S8, S11, S13
5	UCBP5015	Business Ideas and Start Ups	20	Compulsory	K1, K4, K6, K11, K14, S5, S6, S7, S9, S15, S16, S20, S21
5	5 UCBP5016 International Economic Concepts 20 Compulsory K1, K3, K8 S2, S6, S7, S9, S13, S20				
Notes	Notes				
This program	This programme operates in accordance with the University of Cumbria's Academic Regulations and Academic Procedures and Processes:-				
http://www.cu	http://www.cumbria.ac.uk/media/university-of-cumbria-website/content-assets/public/aqs/documents/academicregulations/AcRegs.pdf				
Module pass n	Module pass mark: 40% (Undergraduate)				
Section G for guidance on progression and the carrying of fails.					
* Key to Module Statuses					
Compulsory M	Compulsory Modules Must be taken although it may possible to carry as a marginal fail (if the award permits)				

Module Code		Delivery Pattern		Approximate Assessment Deadline
	Module Title	Autumn Semester / Spring Semester	Method(s) of Assessment	
UCBP4008	Business Organisations in Context	Autumn Semester	Set exercise 70% Written assignment 30%	November January
UCBP4010	Fundamentals of the Business Environment	Autumn Semester	Oral assessment/presentation 40% Written assignment 60%	November January
UCBP4009	Exploring the Concepts of Business Finance	Autumn Semester	Controlled Assessment 50% Written assignment 50%	November January
UCBP4007	Organisational Management	Spring Semester	Written assignment 60% Portfolio 40%	March May
UCBP4011	Introduction to the Principles of Marketing	Spring Semester	Set exercise 100%	Мау
UCBP4012	Fundamentals of Cost and Management Accounting	Spring Semester	Report 100%	Мау
Students exiting at this point with 120 credits would receive a CertHE Business Management				
UCBP5011	Contemporary Issues in Organisational Behaviour	Autumn Semester	Oral assessment/presentation 20% Written assignment 80%	November January
UCBP5015	Business Ideas and Start Ups	Autumn Semester	Report 100%	January

UCBP5013	Events Management	Autumn Semester	Written assignment 40% Portfolio 60%	November January
UCBP5012	An Introduction to Responsibility, Ethics and Sustainability in Action	Spring Semester	Written assignment 100%	Мау
UCBP5022	Managing Operations	Spring Semester	Written assignment 100%	Мау
UCBP5016	International Economic Concepts	Spring Semester	Written assignment 60% Oral assessment/presentation 40%	March May
	Students exiting at this point with 240 credits would receive a FdA Business Management			

Please note:

Part time students will study alongside full time students on an infill basis. In such cases, an individualised programme delivery structure, programme duration, and timetable will be agreed between the student and the programme leader.

Programme	e Delivery Structure: Part Time			
		Delivery Pattern		Approximate
Module Module Title	Module Title	Autumn Semester / Spring Semester	Method(s) of Assessment	Assessment Deadline
UCBP4008	Business Organisations in Context	Autumn Semester Year 1	Set exercise 70% Written assignment 30%	November January
UCBP4010	Fundamentals of the Business Environment	Autumn Semester Year 2	Oral assessment/presentation 40% Written assignment 60%	November January
UCBP4009	Exploring the Concepts of Business Finance	All Year 2	Controlled Assessment 50% Written assignment 50%	January May
UCBP4007	Organisational Management	Spring Semester Year 1	Written assignment 60% Portfolio 40%	November January
UCBP4011	Introduction to the Principles of Marketing	Spring Semester Year 2	Set exercise 100%	Мау
UCBP4012	Fundamentals of Cost and Management Accounting	All year 2	Report 100%	Мау
Students exiting at this point with 120 credits would receive a CertHE Business Management				
UCBP5011	Contemporary Issues in Organisational Behaviour	Autumn Semester Year 3	Oral assessment/presentation 20% Written assignment 80%	November January
UCBP5015	Business Ideas and Start Ups	All Year 2	Report 100%	Мау

UCBP5013	Events Management	Autumn Semester Year 4	Written assignment 40% Portfolio 60%	November January
UCBP5012	An Introduction to Responsibility, Ethics and Sustainability in Action	Spring Semester Year 3	Written assignment 100%	Мау
UCBP5022	Managing Operations	Spring Semester year 4	Written assignment 100%	Мау
UCBP5016	International Economic Concepts	All Year 4	Written assignment 60% Oral assessment/presentation 40%	May
	Students exiting at this point with 240 credits would receive a FdA Business Management			

Methods for Evaluating and Improving the Quality and Standards of Learning			
Mechanisms used for the Review and Evaluation of the Curriculum and Learning, Teaching and Assessment Methods	 Module Evaluation Programme Validation and Revalidation Annual Evaluatory Reports Peer Review Learning Walks External Examiner reports Southport College Higher Education Quality Improvement group UoC Student Success and Quality Assurance Committee University of Cumbria Annual Partnership Review 		
Mechanisms used for gaining and responding to feedback on the quality of teaching and the learning experience – gained from: Students, graduates, employers, WBL venues, other stakeholders, etc.	 Student Focus Groups Student Council Student Governor Module Evaluation Forms Programme Evaluation: National Student Survey, Module/Programme/Personal tutorials 		

Date of Programme Specification Production:	05.04.2017
Date Programme Specification was last updated:	22.05.2019

For further information about this programme, refer to the programme page on the University website

https://www.southport.ac.uk