

Hertfordshire Business School

Title of Programme: FdA Business Management

Programme Code: BSSVBM

For Collaborative: Franchise at USP College

Programme Specification

This programme specification is relevant to students entering:
01 September 2020

Associate Dean of School (Academic Quality Assurance): Veronica Earle

Signature



A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme:

Section	Amendment

If you have any queries regarding the changes please email AQO@herts.ac.uk

Programme Specification FdA Business Management

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	USP College
University/partner campuses	Seevic Campus
Programme accredited by	Not Applicable
Final Qualification	FdA
All Final Award titles (Qualification and Subject)	FdA Business Management
FHEQ level of award	5
UCAS code(s)	N101 – Business management
Language of Delivery	English

A. Programme Rationale

This programme is designed to provide the essential skills, knowledge and understanding of business which will enable students to enter employment and/or progress to the honours top-up in Business disciplines.

The programme structure enables students to experience a comprehensive range of business topics at level 4 and 5. The programme design reflects key professional areas and is structured to give a grounding in different business related careers and an understanding of current issues in the national and international business environment. At the same time the programme helps students to improve their academic skills as well as developing key skills required by employers.

The Programme has been designed to reflect the real life experience of working in a business context, developing the students to work independently, in teams and for themselves. Whilst the Work Based Learning (WBL) module in the programme is the focal point for the engagement with employers, it is not the sole point of employer engagement in the programme.

Full-time students will be mainly school or college leavers who have successfully completed a level 3 qualification. This may be an A level, a National Diploma, an AVCE (Advanced GNVQ) or other suitable qualification. The programme is also accessible by part-time

students who may be similarly qualified or who may be accepted with a wider range of level 3 FE qualifications and/or work experience.

The programme provides opportunity for students to progress to the BA (Hons) Business Administration Level 6 top-up at USP College, giving student the opportunity to graduate with a full honors degree.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- prepare students for a career in business and management;
- provide students with a thorough understanding of business and management practices in local, national and international contexts;
- develop students' practical, transferable, intellectual, study, employability and enterprise skills;
- enable students to apply their learning in work-related contexts;
- equip students for further academic study;
- provide progression routes to appropriate honours degree programmes at the University of Hertfordshire, which may include opportunities for sandwich courses or study abroad options .

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for Business and Management (2015) and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
<p>A1- The intricacies of organisations</p> <p>A2- The complexity of the local, national and international external environments in which organisations operate</p> <p>A3- The wide range of processes, procedures and practices of effective business management</p> <p>A4- The basic principles of ethical considerations of business and organisations</p>	<p>Acquisition of knowledge and understanding is through a combination of lectures, small group tutorials, coursework and Practical assignments, and developed throughout the programme.</p> <p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</p>	<p>Knowledge and understanding are assessed through a combination of coursework and unseen examinations. Assessment is both formative and summative.</p> <p>Coursework assessment types are varied and include presentations, posters, reflective, evaluations, projects, IT-based activities and time-constrained exercises.</p> <p>Some elements of group assessment are also included.</p>
Intellectual skills	Teaching and learning methods	Assessment strategy
<p>B1- Analyse and evaluate business information for decision-making purposes</p>	<p>Intellectual skills are developed through intellectual skills specific to business are developed using the methods and strategies outlined in section A above.</p>	<p>Intellectual skills are assessed through a combination of coursework and unseen examinations,</p>

<p>B2- Utilise cognitive skills of critical thinking, analysis and synthesis</p> <p>B3- Analyse and solve business problems using appropriate techniques</p> <p>B4- Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations</p>	<p>Critical, analytical and problem-solving skills are developed through tutorial work and in-course exercises particularly at level 5.</p> <p>Throughout, the learner is encouraged to develop intellectual skills further by independent study</p>	<p>using the methods described in section A above.</p> <p>Assessment, which is both formative and summative, can take many forms, e.g. essay assignments, project reports, portfolios, presentations and IT-based activities.</p>
Practical skills	Teaching and learning methods	Assessment strategy
<p>C1- Apply a range of appropriate business techniques to analyse data to solve structured business problems</p> <p>C2- Conduct research into business and management issues through creation, extraction and analysis of data from a range of sources</p>	<p>Practical skills are developed throughout the programme by methods and strategies outline in sections A and B above.</p>	<p>Practical skills are assessed through a combination of coursework, unseen examinations, case study reports, presentations, and IT based activities.</p>
Transferable skills	Teaching and learning methods	Assessment strategy
<p>D1- Communicate effectively, both orally and in writing</p> <p>D2- Make effective use of IT tools for business</p> <p>D3- Manage time and resources effectively</p> <p>D4- Work effectively within a team</p> <p>D5- Manipulate, sort and present data</p> <p>D6- Learn to study effectively in preparation for life-long learning</p> <p>D7- Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments</p> <p>D8- Operate in the dynamic global arena and appreciate contemporary and cross cultural difference</p>	<p>Transferable skills are developed through the programme.</p> <p>Skill D1 is developed through coursework, written reports, oral presentations and project reports.</p> <p>Skills D2 and D5 are introduced through modules such as Methods and Systems for Business Decisions and Work Based Learning and developed further through project work and course assessments.</p> <p>Skill D3 is developed as workloads are managed and deadlines have to be met. Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.</p> <p>Skill D4 is developed through tutorials and group-based coursework assessment.</p> <p>Skill D6 is developed and promoted throughout the programme.</p> <p>Skills D7 and D8 are developed and promoted throughout the programme, particularly in the Enterprise, Work Based Learning and Exploring Business Ethics modules.</p>	<p>Transferable skills are assessed through the use of coursework, oral presentations and examinations (Skills D1, D2, D3 and D5).</p> <p>Skill D4 is assessed by group based assessments.</p> <p>Skill D6 is assessed via coursework and examinations.</p> <p>Skill D7 is assessed through practical coursework and group based business simulations.</p> <p>Skill D8 is assessed through examination and in class tests.</p>

Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in full-time (2 years – 4 semesters) and part-time (4 years - 8 semesters) modes, and leads to the award of a Foundation Degree in Business Management.

Entry is normally at level 4 (A-level or equivalent qualifications), but is possible at level 5 with suitable level 4 qualifications. Intake is semester A in September.

Professional and Statutory Regulatory Bodies

N/A

Work-Based Learning

Work based learning (WBL) and engagement with employers is central to the foundation degree concept. It has been embraced through an ethos and definition of WBL as “learning through, for and at work”. The programme is designed to reflect the real life experience of working in a business environment: developing students to work independently, in teams and for themselves in a variety of business-oriented activities. Whilst the WBL modules in the programme are the focal point for developing employability skills and engagement with employers, they are not the sole points in the programme of such engagement. There is an emphasis throughout on real life case studies and briefs, and these culminate in the final-year WBL project module, in which students put “the needs of an organisation” at the heart of their project. Such organisations will commonly be SMEs (small and medium enterprises), but could also include large employers, public services, charities and not-for-profit groups.

Erasmus Exchange programme

N/A

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Foundation Degree award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study

Full-Time (2 years – 4 semesters)
Part-Time (4 years – 8 semesters)

Entry point Semester A

Level 4

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Principles of Marketing	4FBS1466	15	English	0	100	0	A
Accounting for Managers	4FBS1467	15	English	0	100	0	A
Introduction to Research Methods	4FBS1469	15	English	0	100	0	B
Economics for Business	4FBS1470	15	English	0	100	0	B
Introduction to Human Resource Management	4FBS1471	15	English	0	100	0	A
Business Law	4FBS1473	15	English	0	100	0	B
Methods and Systems for Business Decisions	4FBS1472	15	English	50	50	0	A
Developing the Business Professional	4FBS1468	15	English	0	70	30	B

Level 5

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Exploring Business Ethics	5FBS1676	15	English	60	40	0	A
Enterprise	5FBS1677	15	English	0	70	30	B
Global Business	5FBS1678	15	English	0	70	30	B
Work Based Learning Project	5FBS1679	30	English	0	80	20	AB
Marketing Planning	5FBS1680	15	English	70	30	0	A
Management Accounting for Business Decisions	5FBS1681	15	English	80	20	0	A
Product Innovation	5FBS1682	15	English	0	80	20	B

Progression to level 5 requires a minimum of 120 credits points at level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board. Progression to level 5 will not be permitted with less than 90 credits.

The award of an FdA Business Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project

Award classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in [UPR AS14](#), Section D.

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

Final Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
Foundation Degree	Business Management	240 credit points including at least 120 at level 5	5	All programme learning outcomes (see Table 2)

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
University Certificate		45 credit points at level 4	4	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Certificate of Higher Education		120 credit points at level 4	4, 5	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm

Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, [UPR AS11](#), [UPR AS12/UPR AS13](#) (*delete as applicable*) and [UPR AS14](#)) with the exception of those listed below, which have been approved by the University:

The specific regulation that relates to the Work-Based Learning Project module:

- Final compensation cannot be awarded for the Work-Based Learning Project module, as work-based learning is a key defined element of a Foundation degree.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- A Programme Manager, who is responsible for the day-to-day management of the programme. The Programme Manager co-ordinates all activities at the college including delivery and assessment.
- An HE Manager or equivalent supporting the Programme Manager and ensuring the smooth implementation of UH policies and procedures at college level
- The Head of UK and International Collaborations, HBS, who has overall responsibility for this programme. Programme management is additionally supported by the University of Hertfordshire Academic Partnership Office.
- A Collaborative Partnership Leader (CPL) who has responsibility for co-coordinating the programme, liaising between the University and the college, and for providing guidance and support to the Programme Managers
- A University Admissions Tutor with specific responsibility for admissions and progression onto university-based programmes.
- A designated University Administrator who liaises with programme staff and co-ordinates registration, assessment, examinations, boards and results.
- Module Leaders who are responsible for the day-to-day activities of specific modules.

- A Programme Committee which meets regularly to monitor the delivery of the programme and to achieve changes to the programme, chaired by the CPL. Members include Programme Managers and student representatives from each college
- Programme Managers meetings, chaired by the CPL to discuss day to day management, learning, teaching and assessment issues, and to make recommendations to the Programme Committee.

Support

Students are supported by:

- An extensive Learning Resources Centre, incorporating a library and computer centre
- Guided student-centred learning through the use of StudyNet.
- A substantial Student Services Centre that provides advice on issues such as finance, University regulations, legal matters etc.
- An Equal Opportunities Officer
- The Students' Union
- A careers service for all current students and graduates.

Hertfordshire Business School provides:

- A CPL to help students understand the programme

USP provides:

- A programme Leader to manage the programme.
- A dedicated HE Student Support Tutor to provide pastoral support
- A Programme Support Tutor to provide academic support.
- Student representatives on programme committees.
- Induction activities at the beginning of and during the programme.
- A designated programme administrator (also at UH.)
- An extensive Learning Resource Centre incorporating a library and computer centre (also at UH.)

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules via:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide/ Canvas website for each constituent module.

The [Ask Herts](#) website provides information on a wide range of resources and services available at the University of Hertfordshire including academic support, accommodation, fees, funding, visas, wellbeing services and student societies.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: <http://www.herts.ac.uk/secreg/upr/>. In particular, [UPR SA07](#) 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

In accordance with section 4(5) of the Higher Education and Research Act 2017 (HERA), the UK Office for Students (OfS) has registered the University of Hertfordshire in the register of English higher education providers. The Register can be viewed at: <https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/>. Furthermore, the OfS has judged that the University of Hertfordshire delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK. Consequently, the University received a Gold award in the 2018 Teaching Excellence and Student Outcomes (TEF) exercise. This award was made in June 2018 and is valid for up to 3 years. The TEF

panel's report and conclusions can be accessed at: <https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-outcomes/#/provider/10007147>

G. Entry requirements

The normal entry requirements for the programme are:

96 or more UCAS points together with a minimum of GCSE grade 4 English Language and GCSE grade 4 Maths, or a University of Hertfordshire accepted equivalent. (qualifications recognised as equivalent by the University on its website at <http://www.herts.ac.uk/apply/entry-requirements/undergraduate-degrees/gcse-equivalent-entry-requirements>)

A minimum IELTS score of 6.0* or qualifications recognised as equivalent by the University on its website at <http://www.herts.ac.uk/apply/entry-requirements/undergraduate-degrees> will be accepted as alternative to GCSE English Language at grade 4.
[*IELTS at no lower than 5.5 in every band]

Applicants with prior relevant undergraduate study and who meet the necessary English and Mathematics requirements are eligible to be considered for entry to the programme at Level 5. They should have 120 credit points at Level 4 or equivalent to join at Level 5. The modules making up the previous 120 credit points of study must normally be passed at the first attempt and should contribute to an overall grade average of at least 50%.

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in [UPR SA03](#)), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:

k.timarchi2@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk

FdA Business Management

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

	Module Title	Module Code	Knowledge & Understanding				Intellectual Skills				Practical Skills			Transferable Skills								
			A1	A2	A3	A4	B1	B2	B3	B4	C1	C2		D1	D2	D3	D4	D5	D6	D7	D8	
Level 4	Principles of Marketing	4FBS1466	X	X	X	X	X	X		X		X						X	X	X	X	
	Accounting for Managers	4FBS1467			X		X	X	X		X	X		X			X				X	
	Introduction to Research Methods	4FBS1469		X	X		X	X	X		X	X		X	X	X				X	X	
	Economics for Business	4FBS1470		X			X	X	X	X		X			X	X				X		
	Introduction to Human Resource Management	4FBS1471	X	X	X	X		X		X		X				X	X	X	X	X	X	
	Business Law	4FBS1473	X	X			X	X			X	X		X	X				X	X		
	Methods and Systems for Business Decisions	4FBS1472			X		X	X	X		X	X		X							X	
	Developing the Business Professional	4FBS1468	X		X		X	X	X		X	X		X	X	X			X		X	
Level 5	Exploring Business Ethics	5FBS1676	X	X		X		X		X		X			X		X	X	X		X	
	Enterprise	5FBS1677	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	
	Global Business	5FBS1678	X	X		X		X		X	X	X		X	X	X	X	X	X		X	
	Work Based Learning Project	5FBS1679	X	X	X	X	X	X			X	X		X	X	X		X	X	X	X	
	Marketing Planning	5FBS1680	X		X		X	X	X	X	X	X		X	X			X			X	
	Management Accounting for Business Decisions	5FBS1681			X	X	X	X	X	X	X	X		X	X	X					X	X
	Product Innovation	5FBS1682	X	X		X		X	X	X		X			X	X	X	X	X			X

KEY TO PROGRAMME LEARNING OUTCOMES

Knowledge and Understanding

- A1. The intricacies of organisations
- A2. The complexity of the local, national and international external environments in which organisations operate
- A3. The wide range of processes, procedures and practices of effective business management
- A4. The basic principles of ethical considerations of business and organisations

Intellectual Skills

- B1. Analyse and evaluate business information for decision-making purposes
- B2. Utilise cognitive skills of critical thinking, analysis and synthesis
- B3. Analyse and solve business problems using appropriate techniques
- B4. Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations

Practical Skills

- C1. Apply a range of appropriate business techniques to analyse data to solve structured business problems
- C2. Conduct research into business and management issues through creation, extraction and analysis of data from a range of sources

Transferable Skills

- D1. Communicate effectively, both orally and in writing
- D2. Make effective use of IT tools for business
- D3. Manage time and resources effectively
- D4. Work effectively within a team
- D5. Manipulate, sort and present data
- D6. Learn to study effectively in preparation for life-long learning
- D7. Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments
- D8. Operate in the dynamic global arena and appreciate contemporary and cross cultural difference

Section 2

Programme management

Relevant QAA subject benchmarking statements

Type of programme

Date of validation/last periodic review

Date of production/ last revision of PS

Relevant to level/cohort

Administrative School

Characteristics Statement, Foundation Degree (2015)

Business and Management (2015)

Foundation Degree

October 19

n/a

Choose a level entering September 2020

Hertfordshire Business School

Table 3 Course structure

Course details		
Course code	Course description	HECOS Code
BSSVBM	Foundation Degree in Business Management	100078