

Course Information Form (CIF)

The CIF provides core information to students, staff teams and others on a particular course of study.

Section 1 - General Course Information	
Course Title	Business Management
Qualification	FdA
Intermediate Qualification(s)	Certificate of Higher Education
Awarding Institution	University of Bedfordshire
Location of Delivery	AD University Campus Milton Keynes
Mode(s) of Study and Duration	Part Time - typically over 3 Years
Core Teaching Pattern	Core Pattern 1
FHEQ Level	5
University of Bedfordshire Employability accreditation	
Route Code (SITS)	FDBUSADP
Subject Community	Business Management
UCAS Course Code	Not Applicable
Relevant External Benchmarking	UK Quality Code for Higher Education Part A Foundation Degree Qualification Benchmark (May 2010) QAA Quality Code section A2: Subject Benchmark: General Business and Management (2007) Sector Skills Council for Business and IT : e-skills UK SEEC Credit Level Descriptors for Higher Education UK Quality Code for Higher Education Part B: Assuring and Enhancing Academic Quality

Section 2 - Published Information

Course Structure

The Units which make up the course are:

Unit Code	Level	Credits	Unit Name	Core or option
BBS007-1	4	30	Introduction to Business Management	C
BBS009-1	4	15	Foundations of Marketing Management	C
BBS008-1	4	30	Working in the Business Environment	C
LAW009-1	4	15	Foundations of Business Law	C
AAF007-1	4	30	Introduction to Financial & Management Accounting	C
BBS002-2	5	30	Managing Effectively in the Workplace	C
BBS011-2	5	15	Operations and Project Management	C
AAF009-2	5	15	Accounting for Business Management	C
BBS005-2	5	30	Management in Context	C
BBS004-2	5	30	Business Enterprise	C

Why study this course

If you work full or part-time and wish to study a vocationally oriented foundation degree in Business Management, the course seeks to utilise and build upon your work experience, to enable you to apply your learning in an organisational context, improving your business knowledge, employability and career prospects.

Course Summary – Educational Aims

The aim of the course is to provide advanced, broad based education for careers in management, and to develop your general intellectual competence. Successfully completing the course will equip you for a management career and you should expect to progress to higher levels of responsibility.

More specifically the aims are to:

- Provide a vocationally useful, challenging and varied course to support careers in a management role in a range of organisational settings;
- Develop your understanding and skills related to management which will promote your ability to interrelate a wide range of business and organisational activities;
- Encourage a critical awareness of current management practice;
- Equip you for a career in management and for progression to senior levels of decision-making;
- Encourage the habit of continuous learning, and to provide a firm grounding for further academic or professional activity within the management or business studies areas.

Entry requirements

Standard:

Standard entry requirements for UK students – <http://www.beds.ac.uk/howtoapply/ukugentryregs>

Students from the European Union - <http://www.beds.ac.uk/howtoapply/eu/guides>

International students - <http://www.beds.ac.uk/howtoapply/international/apply>

Additional:

Applicants must be employed or have had employment and be prepared to participate in voluntary or placement work during the course. Students will be expected to be working for a minimum of 14 hours per week normally, which can include paid employment, voluntary work and/or internship.

Applicants without the formal 'standard' entry requirements but who have significant experience in an appropriate management role may be considered if their experience and training can be demonstrated (through a combination of RPL and RPEL) to be equivalent to the 'standard' entry requirements.

PSRB details
N/A
Graduate Impact Statements
<p>The course has been designed to develop graduates who are able to:</p> <ul style="list-style-type: none"> • Use their knowledge of business management and apply that to their workplace, to be able to work with colleagues confidently on work projects and day to day operational activity; • communicate ideas, search for information effectively and problem solve confidently for stakeholders at all levels in their organisation; • Understand the process and application of self-review and personal development, so that they are able to continuously apply new learning by seeking opportunities to demonstrate initiative and resourcefulness, proactively seeking solutions to challenges that arise.
Higher Education Achievement Report - Additional Information
<p>At each level there are work-based learning assessments with specific links to the application of learning to the student's workplace. The assessments test the student's ability to directly apply course and unit learning to relevant business issues their employer faces.</p>
Learning and Teaching
<p>This is a part-time course taken over three years requiring attendance on one day a week.</p> <p>In the class sessions you will be introduced to the assessed syllabus of the units making up the course. Across the course a blended approach will be used to create a flexible delivery model to meet your needs and the needs of employers; this will include some formal work in the classroom, workshops, case studies and role play. In addition, there will be extensive opportunities for you to meet the learning outcomes supported by resources available on-line. Much of your learning will also be reinforced through the use of group working; project work and problem based learning, as far as possible aligning these activities with the work-based elements of the course and assessment activities.</p> <p>An essential element of the course is to encourage you to develop your understanding and skills through reflection. Each year begins with an induction allowing you to discuss and develop personal learning plans and to review progress; similarly the year ends with extended sessions reflecting on your learning in the workplace. Where you are required to learn in the workplace you will be supported by the unit tutor and a workplace mentor; you will also have access to resources on-line and your work in the other units. This process underpins the Personal Development Planning (PDP) process and skills development. You are expected to self-assess your skills development using evidence from the workplace and/or your University work. You will be supported through this process and encouraged to use reflection for personal and professional development by your tutors and workplace mentor.</p>
Developing your employability
<p>The course seeks to utilise and build upon your work experience. Your learning focuses on developing your skills and knowledge to enable you to apply that learning to your working environment.</p> <p>This course will develop your knowledge in a range of business management areas, including People Management, Marketing Management, Financial Management, Operations and Project Management, as well as developing your skills in managing. You will also study entrepreneurship and setting up a new business.</p> <p>There is a close relationship between practice, theory and vocational considerations throughout the course with an emphasis on applying theory to practice through work based learning.</p> <p>The course has a focus on management within an organisational context. You will develop your decision making skills, based on analysis of research, problem solving, data analysis and/or financial analysis.</p> <p>One of the critical skills sought by employers, in potential employees is the ability to work effectively as part of a team. Because of this, the course is designed to place heavy emphasis on group working and you have the opportunity for team work in most units.</p> <p>Teams will encounter difficulties at times and in the later years of the course you are encouraged to resolve difficulties within your team with minimal staff intervention. In higher level units you have the opportunity to</p>

reflect on your group's working and critically evaluate your team's performance.

Personal Development Planning is a focus throughout the course and you will be expected to reflect on your progress and completing Personal Action Plans during each year of study. You will have a personal academic tutor throughout their course, who is available to support you.

Department (s)

Management and Business Systems

Assessment

The course uses a range of assessment types and methods, as appropriate, to ensure the validity and fairness of assessment. Formative assessment is used to provide feedback to you to support your progress, and diagnostic assessment is used to assess your current knowledge or skills. Summative assessment for most units includes a combination of coursework and tests or examination.

Most units include elements of individual and group activity to reflect the type of work undertaken in business and management. Coursework is mainly individually assessed and focuses on tasks which develop vocational skills, underpinned by subject knowledge, requiring higher levels of cognition in the later years of the course.

The assessment of the work based learning units will include input from the employer, supervisor or work place mentor according to the specific arrangements made in the unit.

Assessment takes a variety of forms, including essays and reports, portfolios, presentations, research proposals and exams.

All coursework has an assignment specification, with grading criteria, which is issued to you, normally at the beginning of the year, but at least 3 weeks prior to the deadline. All marked work is returned to you following the university guidelines, with written on-line feedback, including advising you on how they can improve your work next time.

All coursework submitted is subject to university procedures for the detection of plagiarism.

After Graduation

Career:

If you are already in employment you will be encouraged to engage with career development and progression opportunities with your employer. If you are undertaking voluntary work, you will be encouraged and supported to grow your work experience with a view to seeking employment opportunities in the future.

The foundation degree prepares participants for a variety of roles and you are able to develop within all areas of management including finance, marketing and HRM as well as general management. The curriculum develops management skills suitable to support a career in large organisations, but it also considers the importance of entrepreneurial activity and the issues related to management practice in smaller organisations and managing business start-ups.

On attaining this award you would be able take on a degree of managerial responsibility within your work place, take up a management training post, start your own enterprise or seek a post requiring some level of managerial capability such as:

- Public Administration;
- Sales and Marketing;
- Technical sales;
- Team leader;
- Financial services.

Further study:

- Final year top-up to Honours Degree in Business or Management, such as BA(Hons) Business Management at University of Bedfordshire's Bedford campus or BA(Hons) Business Administration at the Luton campus;

- CMI Postgraduate Certificate (an entry qualification for the MBA)

Student Support during the course

You will have access to the full range of student services and support offered by UCMK, including a personal academic tutor (PAT) and work-placement mentor. Additional help is also provided for learners who may need support because of a disability, sensory impairment, learning difficulty or medical condition.

You will be advised to raise any unit specific issues with your Unit Tutor in the first instance. In the event that the Unit Tutor is unable to satisfactorily resolve the issue, it will be brought to the attention of the Course Co-ordinator for appropriate action. You will also have access to an elected Student Representative for your course, who will represent students on the course at the Portfolio Committee.

In addition to the support at UCMK you have access to all the on-line resources available through the Bedfordshire Resources for Education On-line (BREO). You can seek advice and support from Professional and Academic Development (PAD) unit with respect to study skills and maths support.

Students with disabilities

There are no elements of the course that should cause particular difficulties if you have a disability. For example, documents such as course notes, exercises and examination papers can be produced in larger fonts and on different coloured paper and/or you may be given additional time to complete assessment. As advised by the Special Needs Adviser other adjustments or allowances can be made as appropriate.

Individual requirements will be considered, particularly with respect to any field trips or work placements.

Assessment Map

Unit Code	C/O	Weeks																											
		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
BBS007-1	C			WR-I			F				CW-Ess			F															
BBS008-1	C						PR-Oral			F									WR-Bus			F	CW-RW			F			
BBS009-1	C																					WR-I				F	EX		
LAW009-1	C															EX-PT			F							CW-CS		F	
BBS002-2	C			WR-I			F																	WR-WB		CW-RW	F		F
OPS & PM	C				I-PR			F				I-WR			F														
BBS013-1	C													WR-I			F									EX			
BBS005-2	C					PR-Oral			F							WR-I			F								EX		
BBS003-2	C	Ex-PT			F		Ex-PT			F	WR-I			F															
BBS004-2	C	WR-I								CW-RW			F	WR-Bus			F							RE			F		

F = Feedback and marks

Section 3 - Academic Information

Course Learning Outcomes

Upon successful completion of this course, a student should be able to demonstrate:

- 1: A sound knowledge and understanding of the principles of management, including theories, models, conceptual frameworks from the cognate areas of Marketing, Finance, Human Resource Management, Operations and Project Management;
- 2: The ability to successfully apply a range of knowledge and skills learnt throughout the course in the workplace or in contexts other than that in which they were learnt;
- 3: A knowledge of the main methods of enquiry used in business management and the ability to evaluate critically the appropriateness of different approaches to solving and applying these in a work context;
- 4: An awareness of the internal and external factors that impact upon the management function within a variety of different types of commercial and non-commercial organisations;
- 5: A range of skills to include effective communications, numeracy, team working, critical evaluation, inter-personal attributes, self-direction and management;
- 6: Qualities and transferable skills necessary for employment and progression to other qualifications or roles requiring the exercise of personal responsibility and decision-making;
- 7: Effective communication of information, arguments, and analysis, in a variety of forms, to specialist and non-specialist audiences;
- 8: A clear insight into the increasingly important need to manage information and have developed information handling skills, both within an operational and learning context.
- 9: The ability to undertake a practical research project to identify and/or address a defined management problem using an appropriate methodology;
- 10: An understanding of the difficulties and problems relating to the effective management of projects, and implementing key management techniques effectively in the workplace.

Course-specific regulations

N/A

Teaching, Learning and Assessment

This is a part-time course taken over three years requiring attendance on one day a week.

In the class sessions students are introduced to the assessed syllabus of the units making up the course. Across the course a blended approach will be used to create a flexible delivery model to meet their needs and the needs of employers; this will include some formal work in the classroom, workshops, case studies and role play. In addition, there will be extensive opportunities for them to meet the learning outcomes supported by resources available on-line. Much of the learning will also be reinforced through the use of group working; project work and problem based learning, as far as possible aligning these activities with the work-based elements of the course and assessment activities.

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Additional Academic Information
<p>Peer-assisted learning (PAL)</p> <p>The Faculty PAL Co-ordinator will facilitate arrangements for PAL when this is implemented.</p>
<p>Initial Assessment</p> <p>BBS007-1 Introduction to Business Management</p>
<p>Improving students' learning</p> <p>Students build a portfolio of evidence of skills development and achievements in the level 4 units Introduction to Business Management and Working in the Business Environment. The portfolios are continued and developed in the level 5 unit Managing Effectively in the Workplace. These units also include and assess Personal Development Planning (PDP) and encourage students to reflect on their learning, both in the class and in the workplace, and implement personal action plans each term.</p> <p>In years 2 and 3 students are encouraged and supported to continue their PDP and reflect on progress in units and at course level. In some units this forms part of the assessment.</p> <p>Students are encouraged to make use of the range of support within the university, such as careers advice and study skills support. As indicated above, these elements are central to the course objectives and key to supporting PDP.</p> <p>Students have a Personal Academic Tutor available for further support.</p>
<p>Academic Integrity</p> <p>Initial guidance is included at Induction and in the first year unit, Working in the Business Environment. You will receive guidance on good academic practice and how to research and reference your research sources in all assignment submissions.</p> <p>Feedback is given throughout the course following each assignment to ensure your understanding of good academic practice in assessment submissions.</p>
<p>HEAR implementation</p>
<p>Internationalisation</p> <p>No business course can be studied without consideration of the broader context of international business; each unit will include elements to help you understand the global nature of enterprise.</p>
<p>Sustainability</p> <p>Sustainability is a theme developed as a core value of contemporary business management. The emphasis in this course is increasingly focused on the application of ethical business values, giving consideration to understanding how to deliver to current business stakeholders but with consideration to the needs of future generations.</p>

Section 4 - Administrative Information

This section will be used as part of the approval and review process and peer academics are the target audience.

Faculty	University of Bedfordshire Business School
Portfolio	Business Fds
Department/School/Division	Management & Business Systems
Course Coordinator	Patricia Wilson
Version Number	1/2015
Approved by (cf Quality Handbook ch.2)	FTQSC
Date of approval (dd/mm/yyyy)	April 2016
Implementation start-date of this version (plus any identified end-date)	2015-2016

Form completed by:

Name: Patricia Wilson/Diane Richardson

Date: April 2016

Authorisation on behalf of the Faculty Teaching Quality and Standards Committee (FTQSC)

Chair:

Date:

Course Updates		
Date (dd/mm/yyyy)	Nature of Update	FTQSC Minute Ref: