University of Bedfordshire

This Course Information Form provides the definitive record of the designated course

General Course Information

Course Title	Business and Management (top-up)
Qualification	BA (Hons)
FHEQ Level	Level 6
Intermediate Qualification(s)	None
Awarding Institution	University of Bedfordshire
Location of Delivery	**Off Campus:** University Campus Oldham
Mode(s) of Study and Duration	Full-time over 1 year
Professional, Statutory or Regulatory Body (PSRB) accreditation or endorsement	N/A
UCAS Course Code	N/A
External Benchmarking	QAA Subject Benchmark Statement Business and Management (2015) available at: http://www.qaa.ac.uk/en/Publications/Documents/SBS-business-management-15.pdf QAA framework for higher education qualifications: level 6 (2014), available at: http://www.qaa.ac.uk/en/Publications/Documents/qualifications-frameworks.pdf
Entry Month(s)	October

Why study this course

This dynamic Business and Management top-up programme has been designed to prepare students for exciting graduate careers in a range of business disciplines. Utilising strong partnerships with local employers, it uses live projects and practical assignments to develop in students the management skills necessary to add graduate-level value in the work place. It responds directly to the demands of the local and regional economy, to prepare graduates to take advantage of increasing, highly skilled, employment opportunities within Oldham and Greater Manchester. The programme contains a range of innovative units that will develop

students' abilities as independent learners and require them to work autonomously, within a group, and with business professionals.

Educational Aims

The aim of this degree is to prepare individuals for working or further study across the broad range of business management roles within industry.

Specific aims are:

- To support students in entering the workforce equipped to perform effectively and respond to the economic priorities in the business sector and/or progress to Honours level study.

- To provide students with a balanced, authentic and innovative programme of study that integrates intellectual, scholarly and practical skills together with the ability to apply these in a business management setting.

- Develop in students the ability question, evaluate, problem solve and communicate critically, creatively and effectively, while embedding the ability to reflect on and learn from their experiences of management in a variety of business settings.

- To develop practical and effective business management skills which demonstrate a sound understanding of the professional standards required in operational settings, including project management and marketing.

Course Structure

The Units that make up the course are:

Unit Code	Level	Credits	Unit Name	Core or option
BCP	6	40	Business Consultancy Project	Core
LIC	6	20	Leading Innovation and Change	Core
SMDA	6	20	Service Management in the Digital Age	Core
SIM	6	20	Strategic Issues in Management	Core
SP	6	20	Specialist Project	Core

Course-Specific Regulations

Academic Regulations for the University of Bedfordshire apply to this programme.

Entry requirements

Standard:
Standard entry requirements for UK students-http://www.beds.ac.uk/howtoapply/ukugentryreqs
Students from the European Union - http://www.beds.ac.uk/howtoapply/eu/guides
International students - http://www.beds.ac.uk/howtoapply/international/apply

Additional:
This is a level 6 top-up programme designed for students coming directly in to the final year of a degree programme. Students will be expected to have completed some business-related course at Level 5.

This award is also being used for students coming from Level 5 degrees, where the likely onward career is to be involved in setting up a small business or working in management alongside practice.

Graduate Impact Statements

The course is designed to develop graduates who are able to:

- Network purposefully with stakeholders, external and internal and enhance the success of initiatives within the organisation.

- Evaluate alternative management solutions to a real business issue and select the most appropriate response with supporting reasons using a range of intellectual tools to reach a desired outcome

- Bring practical experience and academic knowledge to the workplace and contribute positively to work-related activities.

Course Learning Outcomes

Upon successful completion of this course, students will be able to:

LO1.   Analyse relevant management theories and their relevance to organizational functions including Markets, Customers, Finance, People, Operations, Information Systems, Communication and Information Technology, Business Policy and Strategy in a global, inter-connected business context.

LO2.   Appraise current management applications and practices within various organizational contexts including locally, nationally and across international boundaries combined with the ability to evaluate the impact of internal and external factors on those organizational contexts, including legal, political, environmental, social and technological.

LO3.   Apply a range of professional skills, including communications skills, numeracy, team working & critical evaluation skills, as well as the development of inter-personal attributes, and managerial skills and the ability to apply them in a range of appropriate contexts.

LO4.   Comprehend and evaluate the increasingly important information management needs of organizations as well as be aware of the techniques that organizations use to handle information.

LO5.   Select, propose and implement a research project through utilization of appropriate and innovative methodology (such as gathering information, analysing information and making informed decisions) and the ability to use these research skills to solve problems in a business context.

PSRB details

N/A

Learning and Teaching

The teaching and learning strategies used enable students to take a central role in their own development, learning and assessment, and to become increasingly independent learners.

The student's timetable consists of taught periods in lectures and seminars specific to each unit and weekly group/individual tutorials. At induction, all students will be assigned a Personal Tutor who they will meet with regularly and who will monitor their progress.

This programme and its units of study are designed to enable students to develop a sound theoretical knowledge in conjunction with the development of practical skills from work-based case studies, real-world settings, scenarios and simulations.

The use of industry experts and industry-experienced tutors will support student engagement and ensure that taught content can be applied to a work environment. A combination of group discussion, interactive tutorials, workshops and presentations will allow students to develop verbal and non-verbal communication skills and management techniques. Key methods will include: lectures, workshops and seminars, group and individual tutorials, IT workshops, planning and taking part in live and/or simulated events, carrying out case-studies, participation in work-based and real-life sessions, working in small groups, independent study and research, and technology-enhanced learning using the Virtual Learning Environment.

Personal Tutor System:

Every student has an allocated Personal Tutor, who is a member of the programme teaching team. It is the responsibility of the Personal Tutor to supervise and monitor their tutee's progress and well-being, both personal and academic. Wherever possible, a students' personal tutor will remain the same for the duration of the programme.

Assessment

The assessment on this course takes a variety of forms, including essays, research proposals and exams. Many of the assessments are focused on employability thus tend to be based on real case studies, project work and other employability-focused activities.

Assessment tasks are designed to give an appropriate level of support and challenge at each stage of the programme. Initially, there will be close involvement with the tutor and a gradual introduction of more complex tasks designed to test and confirm autonomous working and self-directed investigations.

Assessment Map

Unit Code			Weeks																									
	C/O	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
BCP													WR-I 60%						WR-I 40%								
LIC									WR-I 60%			Ex 40%															
SIM						WR-POST 40%			WR-I 40%																		
SP							WR-I 10%					WR-I 90%															
SMD									WR-I 60%			EX 40%															

Ex = Unseen examination, WR-I = Individual report, WR-Post = Poster

Developing your employability

Employability skills, including key transferable skills such as presentation and communication skills, are embedded into all units. Practice-based learning, including industry case studies, mentoring and business simulations are used in several units to enhance students' opportunities to apply learning to real-world scenarios. External speakers and visits to relevant organisations are used as a vehicle for applying learning and developing employability.

After Graduation

The programme prepares graduates effectively to enter employment or to continue their studies to Masters level. Anticipated careers might include marketing, human resource management, operational management in various contexts and project management. Many graduates will want to continue their studies to Level 7 and this programme provides students with the necessary research and cognitive skills to do this successfully, either at the University of Bedfordshire or elsewhere.

Additional Information

UCO Library Resource Centre (LRC)

The UCO Library Resource Centre provides access to resources to support all courses at UCO, both in print and electronic formats. There are also a number of rooms that make up the LRC that students can use in a way that suits their preferred learning styles – group study rooms, silent study, IT facilities, and an innovative flexible space that students can use as they wish. UCO LRC staff also offer a comprehensive library induction, various training sessions and workshops throughout the year.

Improving students' learning

All students who are non-native English speakers have a diagnostic test at the start of the course and a programme of supportive English tuition tailored to their needs.

All units are designed to maximise student interaction, and peer group learning is encouraged by means of appropriate seminar discussion. In addition, all staff are required to make themselves available to students for fixed and advertised periods for personal consultation in addition to any formal tutorials. Feedback and moderation is of critical importance, and the 2Q system is fully implemented.

Student Support during the course

Attendance in class is monitored to allow early identification of students at risk of not accessing the full range of resources to assist in their learning. Unit tutors use this information to contact students as soon as possible to find out the reasons for non-attendance and to encourage and enable students to make best use of the teaching and support on offer.

The Academic Success Team provides individual tutorial support to students seeking to improve their study skills, including planning, structuring and writing assignments, developing critical and analytic thinking skills, effective reading and research strategies, and grammar and spelling.

UCO provides a network of support and guidance enabling students to develop in a supportive environment and to leave the University better equipped to face the future. Information on student support (such as counselling, finance, disability and welfare) as well as the Careers and Employability Service, is available via the UCO reception desk.

Academic Integrity

Correct referencing using the Harvard system is a prerequisite for all assessments and is emphasised in all units.

Course Equality Impact Assessment

Question	Y/N	Anticipatory adjustments/actions
The promotion of the course is open and inclusive in terms of language, images and location?	Y	
Are there any aspects of the curriculum that might present difficulties for disabled students? For example, skills and practical tests, use of equipment, use of e-learning, placements, field trips etc.	N	
Are there any elements of the content of the course that might have an adverse impact on any of the other groups with protected characteristics[1]?	N	
If the admission process involves interviews, performances or portfolios indicate how you demonstrate fairness and avoid practices that could lead to unlawful discrimination.	N/A	
Confirm that you have considered that the course learning outcomes and Graduate Impact Statements are framed in a non-discriminatory way.	Y	
Confirm that the course handbook makes appropriate reference to the support of disabled students.	Y	

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[1] Age, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion and belief, Sex, Sexual orientation

Administrative Information – Faculty completion

Faculty	**Business School**
Portfolio	**Undergraduate**
Department/School	**Department of Strategy & Management**
Course Coordinator	**Shamim Warwick**
Trimester pattern of operation	**Oct (Trimester 1)**
PSRB renewal date (where recognised)	**N/A**
Version number	**1/17**
Approved by (c.f. Quality Handbook ch.2)	**University Approval Panel**
Date of approval (dd/mm/yyyy)	**3rd of August 2017**
Implementation start-date of this version (plus any identified end-date)	**2017**
Study model type (e.g. study centre)	**Study Centre**

Form completed by:

Name: ……Dr Jasmine Tehrani………   Date: …29/09/2017…………………………….

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:**
19/09/2017	Administrative and assessment details are revised	
22/09/2017	Revised education aims	
29/09/2017	Revised CIF version and format	

Administrative Information – Academic Registry completion	
Route code (post approval)	*BABAMATF*
JACS / HECoS code (KIS)	
SLC code (post approval)	
Qualification aim (based on HESA coding framework)	

 University of Bedfordshire

Annexes to the Course Information Form

*These annexes will be used as part of the approval and review process and **peer academics** are the target audience.*

General course information

Course Title	Business and Management (top-up)
Qualification	BA (Hons)
Route Code (SITS)	*BABAMATF*
Faculty	Business School
Department/School/Division	**Department of Strategy & Management**
Version Number	1/17

Annex A: Course mapping of unit learning outcomes to course learning outcomes

Unit code	BCP	LIC	SIM	SP	SMD												
Level	6	6	6	6	6												
Credits	40	20	20	20	20												
Core or option	CORE	CORE	CORE	CORE	CORE												
Course Learning Outcome *(number)*	*Insert LO1 and/or LO2 for each unit into cell corresponding to the course learning outcome*																
LO1	LO1	LO1	LO1	LO1	LO1												
LO2	LO1/LO2	LO2	LO1/LO2														
LO3		LO1	LO1/LO2	LO2	LO2												
LO4	LO2		LO1		LO2												
LO5	LO1	LO1/LO2	LO2	LO2	LO1/LO2												

Annex B: Named exit or target intermediate qualifications

This annex should be used when Schools wish to offer intermediate qualifications which sit under the main course qualification as named exit or target awards, rather than unnamed exit/default awards.

Section 1: General course information

Intermediate Qualification(s) and titles	N/A
Mode(s) of Study and Duration	
Type of Intermediate Qualification(s)	
Route Code(s) (SITS) of Intermediate Qualification(s)	

Section 2: Qualification unit diet

One table to be used for each intermediate qualification

Confirmation of unit diet for:	N/A	
The units to achieve the credits required may be taken from any on the overall diet for the main course qualification		☐
A combination of units from a restricted list must be taken to achieve the credits required (specify the list below)		☐
A specific set of units must be taken to achieve the credits required (specify units below)		☐

List of units (if applicable):-

Section 3: Course structure and learning outcomes

One table to be used for each intermediate qualification

Intermediate qualification and title				N/A										
The Units which make up this course are:					**Contributing towards the learning outcomes** *Insert LO1 and/or LO2 for each unit into cell corresponding to the course learning outcome*									
Unit Code	Level	Credits	Unit Name	Core or option	1	2	3	4	5	6	7	8	9	10

Annex C: Course mapping to FHEQ level descriptor, subject benchmark(s) and professional body or other external reference points

One set of mapping tables to be produced for the course and each named intermediate qualification

Course (or intermediate) qualification and title	BSc (Honours) Business and Management Year 3 (Against FHEQ L6 Descriptors)

FHEQ Descriptor for a higher education qualification	*(insert level and title)*	Course Learning Outcome(s)								
		1	2	3	4	5	6	7	8	9
Bachelor's degree with honours are awarded to students who have demonstrated:										
A systematic understanding of key aspects of their field of study, including acquisition of coherent and details knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline		√	√	√		√				
An ability to deploy accurately established techniques of analysis and enquiry within a discipline				√	√	√				
Conceptual understanding that enables the student to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline				√	√	√				
Conceptual understanding that enables the student To describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline				√	√					
An appreciation of the uncertainty, ambiguity and limits of knowledge				√	√	√				
An ability to manage their own learning and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline).		√		√	√					
Typically, holders of the qualification will be able to:										
Apply the methods and techniques that they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects				√	√	√				
Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem			√	√	√	√				
Communicate information, ideas, problems and solutions to both specialist and non-specialist audiences				√	√	√				
And holders will have:										

The qualities and transferable skills necessary for employment requiring the exercise of initiative and personal responsibility		√	√	√	√				
The qualities and transferable skills necessary for employment requiring decision making in complex and unpredictable contexts	√	√	√	√	√				
The qualities and transferable skills necessary for employment requiring the learning ability needed to undertake appropriate further training of a professional or equivalent nature	√	√	√	√	√				

Subject Benchmark Statement(s)	QAA Business and Management subject benchmark statements (2015)	Evidence and/or Course Learning Outcome(s) *How the course takes account of relevant subject benchmark statements*
Demonstrate relevant knowledge and understanding of organisations, the business environment in which they operate and their management. Programmes emphasise understanding, responding and shaping the dynamic and changing nature of business and the consideration of the future of organisations within the global business environment, including the management of risk		LO1, LO2,
The internal aspects, functions and processes of organisations including their diverse nature, purposes, structures, size/scale, governance, operations and management, together with the individual and corporate behaviours and cultures which exist within and between different organisations and their influence upon the external environment		LO1, LO2, LO5
Business environment: this encompasses the fast pace of change within a wide range of factors, including economic, environmental, cultural, ethical, legal and regulatory, political, sociological, digital and technological, together with their effects at local, national and global levels upon the strategy, behaviour, management and sustainability of organisations		LO1, LO3, LO2
Management: this encompasses the various processes, procedures and practices for effective management of organisations. It includes theories, models, frameworks, tasks and roles of management, including the management of people and corporate social responsibility, together with rational analysis and other processes of decision making within different organisations		LO1, LO3, LO4, LO5
A clear link between the development of relevant skills and employability of graduates		LO3, LO5

A range of cognitive and intellectual skills together with competencies specific to business and management. Graduates should also be able to demonstrate relevant personal and interpersonal skills. These include both subject-specific and generic skills	LO3, LO4, LO5

The format of the following mapping tables may be adjusted.

Qualification Characteristic	*(insert title and year where appropriate)*	**Evidence** *How the course takes account of relevant qualification characteristics documents*

Professional body or other external reference points	*(insert title and year)*	**Evidence** *How the course takes account of Professional body or other external reference points*