

PROGRAMME SPECIFICATION

1. General information

Awarding body / institution	Leeds Trinity University
Teaching institution	Leeds Trinity University
Professional accreditation body	n/a
Final award	BA (Hons) [Single Honours]
Title of programme	Business
Subsidiary awards	Cert HE, Dip HE, BA [Ordinary]
In the case of a Scheme of Study, the other Scheme(s) with which it may be combined	n/a
Duration and mode(s) of study	3 years full-time / 6 years part-time
Start date (this version)	September 2012
Periodic review next due	AY 2016/17
UCAS course code & code name	N100 BA/BUSINSH
Venue(s)	–

2. Aims of the programme

Rationale and general aims
<ol style="list-style-type: none"> 1. To develop an understanding of the development, strategy and operations of businesses overall, associated managerial functions with the focus on such <u>generic areas as project management, entrepreneurship and customer services.</u> 2. To develop an understanding of the impact and influence of the external environment and internal management requirements on the <u>operation of business, organisations and SMEs</u> in particular. 3. To engage students with the theoretical approaches used in the study of the <u>management of business organisations and entrepreneurship.</u> 4. To develop intellectual skills of critical analysis, evaluation, synthesis, hypothesis formulation and testing and problem solving. 5. To develop confidence and competence in oral and written communication utilising appropriate register and the effective application of ICT. 6. To develop study skills and enthusiasm for learning including the ability to work effectively both independently and as part of a team. 7. To develop the necessary knowledge, skills and experience to work effectively in a <u>management role within a business organisation or as an entrepreneur.</u>

3. Student learning outcomes of the programme

Learning outcomes in terms of:

- knowledge and understanding (K)
- intellectual / cognitive / 'thinking' skills (I)
- physical skills specific to the subject (P)
- key / transferable skills (T)

The 'K1', etc codes are used in section 7c) and module descriptors to refer to each of these learning outcomes.

On successful completion of the BA (Hons) Business programme students will be able to:

Knowledge and understanding (K)

- demonstrate knowledge and understanding of the external environment of business, including legal and ethical frameworks, and how this affects the management and business, as well as the development and the operation of economies and markets for resources, goods and services (K1);
- demonstrate knowledge and understanding of the nature, purposes, structures, governance and activities of organisations including individual behaviour, team management and corporate cultures (K2);
- demonstrate knowledge and understanding of key functional specialisms such as marketing, finance, accounting, operations and people management (K3);
- demonstrate knowledge and understanding of the importance of customer needs, services and relations (K4);
- demonstrate knowledge and understanding of business strategy formulation within a changing environment and how to meet stakeholder interests (K5);

Intellectual / cognitive / 'thinking' skills (I)

- collect, order, analyse and evaluate quantitative and qualitative information and data (I1);
- use critical thinking, analysis and synthesis to identify assumptions, evaluate statements, question logic and reasoning and identify implicit values (I2);
- make informed choices in areas of ethical behaviour, social responsibility and equal opportunities practice as they apply to business and people management (I3);
- demonstrate effective problem solving and decision making abilities using appropriate quantitative and qualitative skills (I4);

Key / transferable skills (T)

- communicate effectively and appropriately both orally and in writing using the range of media typically used in business and management including the preparation of reports and presentations (T1);
- apply numerical and quantitative skills to the solution of business and management problems (T2);
- use ICT effectively (T3);
- apply effective self-management skills and qualities including planning, time management, initiative and enterprise (T4);
- demonstrate a capacity for autonomous learning including being reflective, adaptive and collaborative (T5);
- demonstrate effective performance as part of a team utilising interpersonal and group working skills and exercising leadership (T6);
- demonstrate an appropriate degree of self-awareness, openness and sensitivity to diversity in terms of people, cultures and business and management issues (T7).

See also the generic objectives set out in section 4 below.

Statement of congruence with the relevant published subject benchmark statements
(including appropriate references to the FHEQ and any PSRB requirements)

The aims, objectives and learning outcomes of the programme are consistent with the General Business and Management benchmark statement. In this programme there is particular emphasis on knowledge relevant to sections 3.4, 3.5 and 3.6 of the statement.

The pattern of core and option modules facilitates good coverage of the material in section 3.7.

4. Learning outcomes for subsidiary awards

Guidance	
<p>The assessment strategy is designed so that each of these outcomes is addressed by more than one module at Level 4.</p>	<p>Generic learning outcomes for the award of <u>Certificate of Higher Education</u>:</p> <p>On successful completion of at least 100 credits, students will have demonstrated an ability to:</p> <ul style="list-style-type: none"> i) interpret and evaluate data appropriate to the discipline; ii) make sound judgements in accordance with basic disciplinary theories and concepts; iii) evaluate the appropriateness of different approaches to solving problems within the discipline; iv) communicate the results of their work coherently; <p>and will have had specific opportunities to display transferable skills relevant to employment related to the discipline.</p>
<p>The assessment strategy is designed so that each of these outcomes is addressed by more than one module over Levels 4 & 5.</p>	<p>Generic learning outcomes for the award of <u>Diploma of Higher Education</u>:</p> <p>On successful completion of at least 200 credits, students will have demonstrated, in addition to the outcomes for a Certificate:</p> <ul style="list-style-type: none"> i) critical understanding of disciplinary principles; ii) application of concepts outside their initial context; iii) use of a range disciplinary techniques; iv) proficient communication of the results of their work; <p>and will have had the opportunity to develop transferable skills relevant to employment related to the discipline including successful completion of at least one professional placement or school based training component.</p>
<p>The assessment strategy is designed so that each of these outcomes is addressed</p>	<p>Generic learning outcomes for the award of an <u>Ordinary Degree</u>:</p> <p>On successful completion of at least 260 credits, students will have demonstrated, in addition to the outcomes for a Diploma:</p>

by more than one module over Levels 4, 5 & 6.

- i) an ability to make flexible use of disciplinary concepts and techniques;
- ii) critical evaluation of approaches to solving problems in a disciplinary context;
- iii) an ability to work autonomously within a structured learning experience;
- iv) effective communication of the results of their work in a variety of forms;

and will have had the opportunity to develop transferable skills relevant to employment related to the discipline including successful completion of two professional placements or school-based training placements.

5. Content

Summary of content by theme

(providing a 'vertical' view through the programme)

The BA (Hons) Business programme provides the essential knowledge and understanding, skills and experience required for graduates to operate effectively and successfully in a business environment. Core areas of the programme focus on the contemporary business concepts, the understanding of business and management functions, operations and external context, including legal issues. Core modules also provide knowledge relating to e-commerce, service management and marketing foundations.

Integrated within the study of the subject material of core modules is the development of IT and intellectual skills related to the analysis of qualitative and quantitative information, critical thinking and problem-solving. A range of employability skills are developed and practised, including effective communication, numerical proficiency, ICT applications, self-management, autonomous learning and team-working.

The learning outcomes of the programme match those set out in the UK QAA subject benchmark statement for Business and Management, tailored to generic content. This provision correlates with the requirements for general management positions as it provides a solid foundation in all key areas of business and management, as well as an integral strategic view. It also enables the performance of such universal roles as project manager and is fully in line with the professional external requirements of such internationally and UK-recognised professional organisations as the APM Group (APMG) – the leading provider of PRINCE2 project methodology professional qualifications.

Those interested in enhancing their expertise in a broadly required project management capacity will be well equipped to progress through accelerated route into professional qualifications (Foundation and Practitioner levels), which will enhance their graduate employability in line with LTUC institutional aims.

Equally, students will benefit from the focus on *Entrepreneurship, Creativity and Innovation*, developing business start-up plans and participating in a "Dragons' Den"-style competition (externally judged by real entrepreneurs and investors) as well as transferable skills development embedded in the programme (and through *Professional Development & Placements 1 & 2*), which all together will prepare graduates for entrepreneurial roles. Starting a successful enterprise or being self-employed is widely recognised alternative to a traditional employment and there is a range of supporting UK national and regional programmes.

The programme starts at Level 4 from building essential generic knowledge of *Business Economics, Management and Financial Accounting and Marketing Fundamentals*. Core modules of *Managerial & Organisational Behaviour* and *Operations Management* introduce the importance of people management in the context of overall operations. *Professional Development & Placement 1*, which incorporates both personal (academic, information retrieval, self-management, etc.) and professional (team working, communication, employability, etc.) skills, concludes with a period of professional work placement to provide experience of the practical application of business and management skills and knowledge in an actual workplace environment, including volunteering options, and includes the creation of a personal development and career plan.

Level 5 provides on-going study of intermediate level knowledge of *Financial Management, People Management* and *Business Research*. A core module also provides knowledge relating to a range of *Legal Issues for Managers*: business, corporate and employment laws, as well as relevant legal and regulatory issues. The *Service Marketing* core module highlights service sector and SMEs' different approach to planning and implementing their business and marketing strategy in contrast to manufacturing.

Integrated within the study of the subject material of core modules is further development and practice of appropriate subject specific, intellectual and transferable skills already introduced at Level 4. Thus, for example, *Financial Management* will further develop ICT skills, quantitative skills and problem-solving skills.

Following *Professional Development and Placement 2*, a second period of professional work placement at Level 5 provides further experience of the practical application of business skills and knowledge in an actual work place environment, including volunteering options. In addition to a job and organisational analysis, similar to that conducted at Level 4, the Level 5 includes a employability focused job-market study, confirming personal career choice (selected LTUC programme) and objectives, which are reflected in a fully developed career plan.

At Level 6 core modules provide advanced level knowledge of *Business & Management Strategy*, which has an integrative role and is based on all previous studies and contemporary *E-business & E-marketing* techniques. Level 5 *Business Research* enables and prepares students for the design and execution of a *Research Project* at Level 6. Alternatively they can take an option of *Professional Learning through Work*, if appropriate agreement has been gained (they need to negotiate the topic with their placement provider / potential employer and their supervisor).

At Level 6 the focus of the programme is on *Project Management and Entrepreneurship, Creativity & Innovation*, which makes the programme distinctive; while students can opt for modules in *Business Ethics* (e.g. issues such as sustainability, diversity, ethical activity, etc.), *Leadership* or cross-cultural business / *International Marketing*, or *Financial Reporting* depending on their interest.

All of these advanced studies at Level 6 enhance the development of transferable skills embodying an appropriate degree of self-awareness, planning and autonomous learning. In particular the *Research Project* module develops skills in the design, conduct and evaluation of full cycle small scale research of a business issue.

6. Structure

BA (Hons) Business

Duration: 3 years full-time / 6 years part-time
Total credit rating: 360

Please refer to section 8 and the Prospectus for entry requirements.

Level 4 – with effect from September 2012

Candidates are required to take:

BMM 4402	Business Economics	Sem 2	20 credits
BMM 4412	Management & Organisational Behaviour	Sem 1	20 credits
BMM 4422	Marketing Fundamentals	Sem 1	20 credits
BMM 4432	Operations Management	Sem 2	20 credits
BMM 4442	Management & Financial Accounting	Sem 1	20 credits
BMM 4452	Professional Development & Placement 1	Sem 2	20 credits
BMM 4000	Programme Level Assessment		

International students (with IELTS levels below 6.5) are required to take the following module instead of BMM4452 (PDP1):

~~BMM 4462 English for Academic Purposes 1 Sem 1& 2 20 credits~~

Level 5 – with effect from September 2013

Progression requirements: 120 credits from Level 4.

Candidates are required to take:

BMM 5402	Professional Development & Placement 2	Sem 1&2	20 credits
BMM 5412	Financial Management	Sem 1	20 credits
BMM 5422	Legal Issues for Management	Sem 1	20 credits
BMM 5292	Services Marketing	Sem 2	20 credits
BMM 5582	Business Research	Sem 2	20 credits
BMM 5552	People Management	Sem 2	20 credits

International students (with IELTS levels below 6.5) are required to take the following module instead of BMM5402 (PDP2):

~~BMM 5302 English for Academic Purposes 2 Sem 1& 2 20 credits~~

Level 6 – with effect from September 2014

Progression requirements: 120 credits from Level 4 plus 120 credits from Level 5.

Candidates are required to take:

BMM 6402	Project Management	Sem 2	20 credits
BMM 6582	e-business and e-marketing	Sem 1	20 credits
BMM 6422	Business and Management Strategy	Sem 1	20 credits
BMM 6302	Enterpreurship and Creativity	Sem 1 & 2	20 credits

Candidates are required to choose 20 credits from:

BMM 6442	Research Project	Sem 1&2	20 credits
BMM 6452	Professional Learning through Work	Sem 1&2	20 credits

Candidates are required to choose 20 credits from:

BMM 6462	Business Ethics	Sem 2	20 credits
BMM 6502	International Marketing	Sem 2	20 credits
BMM 6482	Leadership	Sem 2	20 credits
BMM 6552	Financial Reporting	Sem 2	20 credits

Programme Level Assessment: Level 4 students in AY2015/16 will study modules worth 120 credits and at the end of the year will also take a Programme Level Assessment (PLA). This takes place over the three weeks and brings together the skills and knowledge you have developed across all of the modules studied. The PLA is marked on a Pass/Fail basis and you must achieve a pass in the PLA to pass the first year and progress into Level 5 (also see the section on Taught Course Academic Regulations).

7. Learning, teaching and assessment

7a) Statement of the strategy for learning, teaching and assessment for the programme

The programme focuses on essential business and management knowledge acquisition at Level 4, more detailed, contemporary and specific business and people management subject knowledge at Level 5 and advanced and specialised knowledge of project management, entrepreneurship, strategic awareness and independent study at Level 6.

At Level 4 transferable skills such as those used for communication, quantitative work, ICT and employability skills are emphasised. At Level 5 transferable skills continue to be practised in addition to the development, in a subject specific context, of a range of intellectual skills including analysis and problem solving. Specifically, subject related skills are focused on practical management techniques as well as team-working and communication skills through the core modules. At level 6 the emphasis is on the application of higher level intellectual skills including critical thinking, analysis, evaluation, synthesis and hypothesis formulation and are further developed relating to the design and conduct of research. Level 6 subject studies include the development of intellectual skills to equip student to make informed choices relating to considerations of ethics and social responsibility together with an appreciation of and sensitivity to diversity.

Gaining appropriate experience in an actual work situation to allow the application of knowledge and the practice and development of skills is essential for a business and management programme. Two periods of structured professional work placement are integrated into the programme at Level 4 and Level 5 for this purpose and can be followed up with a *Professional Learning through Work* project at Level 6. Throughout the programme all students will receive learning support and guidance from an individually assigned Progress Tutor including assistance with the completion of a personal development plan and career plan.

Learning will be supported with structured delivery of subject material in, mainly, 3 hour teaching sessions which combine lectures and workshops where learning can be consolidated through group activity and class-based exercises. In particular at Level 4 the emphasis on transferable skills acquisition will enable autonomous learning to develop early in the programme. This mode of learning will become increasingly important as students progress from Level 4 to Level 6. All students will engage in a research project at Level 6. If students are able to obtain the required permissions they may also conduct their research project in cooperation with an identified organisation through the *Professional Learning through Work* module. It is envisaged that students may develop effective contacts to facilitate this through their level 4 and 5 work placements. At Level 5 experiential and active learning are important elements in the development of vocational knowledge and understanding. To meet this requirement applied exercises, case studies, role-play, practical workshops, management games, business simulation, group and project work form part of the teaching strategy of the programme.

To facilitate the progression of students into a business career there will be a focus on inviting qualified and active business practitioners and entrepreneurs as guest speakers, visiting lecturers and mentors to students as appropriate.

A wide range of assessment modes is used to allow students to demonstrate their level of knowledge understanding and skills proficiency. Taught modules are usually assessed by two elements and include: examination papers; individual presentations; personal development plans; essays; case studies; reports and group projects. As students progress from Level 4 to Level 6

assessments will require the demonstration of appropriate levels of subject knowledge and understanding, subject specific skills, intellectual skills and the effective use of transferable skills. In particular assessment will focus on the appropriate development of higher level intellectual skills including critical thinking, analysis, evaluation, synthesis and hypothesis formulation within the context of specific subject material.

7b) Module details

Module number and name	Learning and teaching methods <small>These must be easily classifiable into the three KIS categories.</small>	Assessment				Teaching staff <small>(Module co-ordinator shown as first name, in bold script)</small>	Venue <small>(if not College premises)</small>
		Component form <small>Each must be easily classifiable into one of the three KIS categories.</small>	Magnitude <small>(eg. 2,000 words or 2 hours)</small>	Weighting and/or Pass/Fail	Timing <small>(Semester & indicative teaching week)</small>		
Level 4							
BMM 4402 Business Economics	Lectures, tutorials and workshops	3 online quizzes Report	30 minutes each 2,500 words	3 x 10% 70%	Mid-semester 2 End of Semester 2	Hurol Ozcan	
BMM 4412 Management and Organisational Behaviour	Lectures/ workshops and tutorials	Portfolio	4,000 words	100%	Throughout Sem 1	Emma Roberts	
BMM 4422 Marketing Fundamentals	Lectures, tutorials/case study work and break-out sessions	7 online quizzes Coursework report	30 minutes each 2,000 words	7 x 5% 65%	Weeks 4-10 End of Semester 1	Nick Beaton	
BMM 4432 Operations Management	Lectures and tutorials	4 online multiple choice tests	45 minutes each (3 hours total)	4 x 25%	Throughout Semester 2	Denis Kobzev	
BMM 4442 Management and Financial Accounting	Lectures and tutorials	Written examination	3 hours	100%	End of Semester 1	Andy Gilliland	
BMM 4452 PDP 1	Lectures/workshops, individual tutorials and placement	Portfolio Directed Activities Placement Reflective Report	3,000 words n/a 7 weeks 1000 word equivalent	70% 10% Pass/fail 20%	End of Semester 2 During teaching block May-June After placement	Emma Roberts Hurol Ozcan	Placement in the host organisation

Module number and name	Learning and teaching methods These must be easily classifiable into the three KIS categories.	Assessment				Teaching staff (Module co-ordinator shown as first name, in bold script)	Venue (if not College premises)
		Component form Each must be easily classifiable into one of the three KIS categories.	Magnitude (eg. 2,000 words or 2 hours)	Weighting and/or Pass/Fail	Timing (Semester & indicative teaching week)		
BMM 4462 English for Academic Purposes 1 WITHDRAWN	Workshops and seminars	Portfolio 1 (5 essays + learning log + 3 pieces of reflective writing) Portfolio 2 (5 essays + learning log + 3 pieces of reflective writing) Oral presentation Report	1,500 words + reflective log + 750 words 1,500 words + reflective log + 750 words 10-15 minutes 2,000 words	All Pass/fail	During and end of Semester 1 During and end of Semester 2 End of Semester 2 End of Semester 2	Helen Barnes	
BMM 4000 Programme Level Assessment							
Level 5							
BMM 5292 Services Marketing	Lectures, workshops and individual tutorials	6 on-line quizzes Case study report	30 min 2,500 words	6 x 5% 70%	Weeks 5-10 End of semester	Nick Beaton tbc	
BMM 5412 Financial Management	Lectures and tutorials	Written examination	3 hours	100%	End of Semester 1	Andy Gilliland	
BMM 5422 Law in Business Context	Lectures and workshops/ tutorials	Essay Unseen examination	2,000 words 2 hours	50% 50%	End of Semester 1 End of Semester 1	Andy Gilliland Visiting Lecturer	
BMM 5582 Business Research	Lectures/workshops and individual tutorials	Research portfolio Poster presentation	3,000 words A3	80% 20%	End of Semester 2 End of Semester 2	Emma Roberts BMM team	
BMM 5552 People Management	Lectures/ workshops, guided team-work and tutorials	Individual report Group presentation	3,000 words 15 minutes	80% 20%	End of Semester 2 During Semester 2	Emma Roberts	
BMM 5402 PDP 2	Lectures/workshops, individual tutorials and placement	Portfolio Placement Report	1,500 words 6 weeks 3,500 words	30% Pass/fail 70%	End of Semester 1 Jan-Feb After placement	Emma Roberts Hurol Ozcan	Placement in the host organisation

Module number and name	Learning and teaching methods These must be easily classifiable into the three KIS categories.	Assessment				Teaching staff (Module co-ordinator shown as first name, in bold script)	Venue (if not College premises)
		Component form Each must be easily classifiable into one of the three KIS categories.	Magnitude (eg. 2,000 words or 2 hours)	Weighting and/or Pass/Fail	Timing (Semester & indicative teaching week)		
BMM 5302 English for Academic Purposes 2 WITHDRAWN	Workshops and seminars	Portfolio (5 elements) Presentation	4,000 words 5-7 minutes	80% 20%	During & end of semester 2 End of semester 2	Helen Barnes	

Level 6							
BMM 6302 Entrepreneurship and Creativity	Lectures and workshops	Business plan Dragons' den presentation (individual or group)	3,000 words 15 minutes	75% 25%	End of Semester 2 End of Semester 2	Hurol Ozcan Denis Kobzev Emma Roberts	
BMM 6402 Project Management	Lectures, workshops, tutorials and facilitated group-work	Project plan (individual) Presentation (group)	3,000-words 15 minutes	75% 25%	End of semester 2 End of semester 2	Denis Kobzev	
BMM 6582 e-business & e-marketing	Lectures, tutorials/case study work and break-out sessions	Interim Report Report: case study portfolio	1,000 words 3,000 words	25% 75%	Week 7 End of Semester 1	Liz Cable	
BMM 6422 Business & Management Strategy	Lectures and tutorials	Assessed report Assessed report	1,500 words 2,500 words	40% 60%	Mid-semester 1 End of Semester 1	Hurol Ozcan	
BMM 6442 Research Project	Workshops and individual tutorials	Individual report	5,000 words	100%	End of Semester 2	Denis Kobzev / tbc	
BMM 6452 Professional Learning through Work	Tutorials	Project proposal/ agreement Final project report and reflections Oral presentation	1,000-word equivalent 3,000 words 1,000-word equivalent	30% 50% 20%	First half of semester 1 End of semester 2 End of semester 2	Denis Kobzev / tbc	Placement occurs in the host organisation
BMM 6462 Business Ethics	Lectures and workshops	Individual report	4,000 words	100%	End of module	Denis Kobzev / tbc	

BMM 6552 Financial Reporting	Lectures and tutorials	Written examination	3 hours	100%	End of Semester 2	Andy Gilliland	
BMM 6482 Leadership	Lectures, workshops group work and tutorials	Individual presentation Report	10 minutes 3,000 words	20% 80%	Mid-module End of module	Emma Roberts	
BMM 6502 International Marketing	Lectures, tutorials and break-out sessions	4 on-line scenario based activities Individual Presentation Marketing Plan	30 min each 15 min 3,000 words	4 x 5% 10% 70%	Weeks 3, 5, 7, 9 Week 7 End of module	Mark Seabright	

8. Entry requirements

Honours degree programmes

Applicants should normally have achieved the following prior to registration for the programme:
5 academic or vocational qualifications, of which at least 2 should be GCE or VCE 'A' levels (or equivalent at level 3) and one should be GCSE English Language at grade C (or equivalent).

Some equivalent qualifications and the current typical offer conditions in terms of UCAS Tariff points are detailed in the undergraduate prospectus. For students whose first language is not English a pass in an approved test in English is needed, eg. the International English Language Testing Service (IELTS) and the Test of English as a Foreign Language (TOEFL). International students with an IELTS score of less than 6.5 must take the additional *English for Academic Purposes* modules at Level 4 and 5. the module will be mandatory by default, but international students with IELTS scores 6.5 and higher, may be exempted from this module (subject of successfully passing internal LTUC language test and module leader's assessment); in such a situation they will do PDP1 & 2 instead.

Applications are welcome from those with few or no formal qualifications. Any previous relevant work experience and learning will be assessed and, where appropriate, accredited as part of the application process. Please see the College's Assessment of Prior Learning (APL) procedures.

9. Progression, classification and award requirements

Details of requirements for student progression between levels and receipt of the award(s)
(A certain level of attainment which must be achieved in a specific module; any deviation from the standard College stipulations for award classification, eg. exclusion of Level 4 module marks from Foundation Degree classification)

A minimum of 120 credits is needed to progress from Level 4 to Level 5. A minimum of 120 credits from Level 4 and 120 credits from Level 5 is needed to progress from Level 5 to Level 6.

10. Prerequisites

Details of modules which must be passed before enrolment on a module at a higher level
Include the rationale which justifies imposition of the prerequisite(s) and the mark/grade required.

The professional development and placement modules at both levels are mandatory modules that must be passed before progression.

To maximise flexibility and choice within the programme there are no further prerequisites.

11. External examining arrangements

External examining arrangements
(eg. joint with another programme – extended duties for someone already in post – or separate, single/multiple examiners; if multiple examiners, which subjects / types of module are to be allocated to each)

There are two External Examiners currently responsible for all variants of the Business and Management programmes.

12. Additional information

Details regarding arrangements in respect of any special features of the programme/scheme, (eg. study abroad, a field course, specific work placement, opportunities for onward progression from foundation degrees)

Two six-week professional work placements are undertaken, one each at Level 4 and Level 5, and there is an opportunity to undertake a Level 6 *Professional Learning through Work* module.

13. Additional support needs

Arrangements made to accommodate students with additional support needs and any unavoidable restrictions on their participation in the programme/scheme

(Key aspects of the Equality Impact Assessment for the Department – see Internal Audit Form NP2G for further details)

Students with disabilities or other support needs are welcome and will be able to participate fully in the course. Arrangements will be made, via the normal College support network, to accommodate students with additional support needs wherever possible.

A consultation was undertaken with Women Organisation and Leeds Enterprise Centre representatives during UK Enterprenership & Gender seminar series on the engagement of women as a protected class into entrepreneurial activities and courses.