



PROGRAMME SPECIFICATION

1. General information

Awarding body / institution	Leeds Trinity University
Teaching institution	Leeds Trinity University
'Parent' Faculty (<i>ICE / BCDI / SHS</i>)	BCDI
'Parent' School	Business
Professional accreditation body (if applicable)	N/A
Final award (<i>eg. BA Hons</i>)	No Target Award. Students will receive a Certificate of Achievement
Title of programme(s)	Pre-Masters in Business
Subsidiary award(s) (<i>if any</i>)	N/A
Honours type (<i>Single / Joint / Combined</i>)	N/A
Duration and mode(s) of study	2 terms (Full Time)
Month/year of approval of programme	September 2023
Start date (this version) (<i>month and year</i>)	September 2023
Periodic review next due (<i>academic year</i>)	TBC
HECoS subject code	N/A
UCAS course code & route code (available from Admissions)	N/A
SITS codes (<i>Course / Pathway / Route</i>) (available from Student Administration)	INTPMYR
Delivery venue(s)	Leeds Trinity University

2. Aims of the programme

Rationale and general aims, including what is special about this programme (from the student's and a marketing perspective)

This Pre-Masters in Business aims to provide a highly supportive environment for you to develop your language and academic skills to a standard that allows you to integrate on a taught business postgraduate programme of study with students from other backgrounds. It is designed for students who would like to apply for a postgraduate business programme of study but the level of their English language is below entry requirements (e.g. IELTS 5.0/5.5 or equivalent). Furthermore, if you have not studied for a while and require some time to adjust to an academic setting, then this Pre-Masters in Business would help you to prepare before embarking on the Master's Business degree.

The programme aims:

1. To improve your level of English if your language skills are not at the standard required for your chosen programme of study, at the same time providing development of academic skills appropriate to UK study.
2. To provide a route of study if you already have the required qualifications to begin a postgraduate degree but want to gain more confidence in your language and academic skills before beginning your postgraduate studies.
3. To equip you with the skills to work within, integrate into and function within the UK and its HE system, ensuring you make the transition from the learning and teaching style you have previously experienced to the more independent UK learning environment.

The programme will provide sufficient tuition and hours to support students moving from IELTS 5 to IELTS 6 or 7 (depending on the programme of study).

As a Pre-Masters in Business student you will have the same rights and access to facilities/resources as other full-time students at Leeds Trinity University. All units will be taught with progression to a Leeds Trinity postgraduate programme of study in mind.

3. Student learning outcomes of the programme

Learning outcomes in terms of:

- knowledge and understanding (K)
- intellectual / cognitive / 'thinking' skills (I)
- practical skills specific to the subject (P)
- employability skills (postgraduate) (E) or attributes and skills (undergraduate) (AS)

On successful completion of the programme, students will have:

Knowledge and understanding (K)

- K1 Demonstrated knowledge and understanding of written and spoken English language at a level appropriate to the chosen programme of study;
- K2 Demonstrated knowledge and understanding of a range of academic reading and writing skills;
- K3 Demonstrated knowledge and understanding of a variety of academic writing skills and oral presentation skills;
- K4 Demonstrated knowledge and understanding of the requirements of UK higher education;
- K5 Demonstrated knowledge and understanding of the contemporary business issues.

Intellectual/cognitive/'thinking' skills (I)

- I1 Collected independently, ordered and analysed information relevant to a given academic assessment brief;
- I2 Used written and spoken English to present information in an appropriate structure for academic work;
- I3 Generated an idea for an independent research project and organised literature and methodology relevant to such a project;
- I4 Developed and utilised critical thinking skills.

Practical skills (P)

P1	Used English language skills to read, write and speak in a range of contexts relevant to living and studying in the UK;
P2	Used a range of academic study skills in a range of ways appropriate to HE study in the UK.
Employability skills (E)	
E1	Self-management – the ability to plan and manage time; readiness to accept responsibility and improve their own performance, based on feedback/reflective learning; the ability to take initiative and be proactive, flexible and resilient;
E2	Teamworking – the ability to co-operate with others on a shared task and to recognise and take on appropriate team roles; leading, contributing to discussions and negotiating; contributing to discussions; awareness of interdependence with others;
E3	Problem-solving – a capacity for critical reasoning, analysis and synthesis; a capacity for applying knowledge in practice; an ability to retrieve, analyse and evaluate information from different sources;
E4	Communication – the ability to present information clearly and appropriately, both orally and in writing, and to tailor messages to specific audiences and purposes;
E5	Application of Information Technology – the ability to identify the appropriate IT package for a given task; familiarity with word-processing, spreadsheets and file management; the ability to use the internet and email effectively;
E6	Social, cultural & civic awareness – embracement of an ethos of community and civic responsibility; an appreciation of diversity and ethical issues; an understanding of cultures and customs in the wider community.

3a External benchmarks

Statement of congruence with the relevant published subject benchmark statements (including appropriate references to any PSRB, employer or legislative requirements)

All Leeds Trinity University programmes are congruent with the Frameworks for HE Qualifications (FHEQ) and, where appropriate, the Qualifications and Credit Framework (QCF) (formerly National Qualification and Credit Framework (NQF)).

The Pre-Masters in Business has been developed with consideration of both the potential postgraduate academic subject requirements and the following reference points:

1. The QAA Languages, Cultures and Societies Subject Benchmark Statement (2023). In particular, the English language teaching will be delivered to meet four key objectives identified in this document:
 - Use of target language for purposes of understanding, expression and communication
 - Intercultural awareness, understanding and competence
 - Explicit knowledge of the language

- Knowledge of aspects of the cultures, communities and societies where the language is used.
2. The Qualifications and Credit Framework.
 3. International English Language Testing System (IELTS).

4. Learning outcomes for subsidiary awards

Guidance	
The assessment strategy is designed so that each of these outcomes is addressed by more than one module throughout the programme.	No subsidiary award so this section is not applicable.

5. Content

Summary of content by theme

(providing a 'vertical' view through the programme)

Overall, the Pre-Masters programme has been designed to be academically challenging, providing an integrated approach to language skills and academic skills and an introduction to the requirements of higher education and your chosen area of study. Alongside the units you study, a key feature in the programme is a tutorial system which has been designed to ensure that all students are appointed a Personal Tutor and have regular one-to-one appointments to track their progress and encourage development.

INTRODUCTION TO LIVING AND STUDYING IN THE UK

Students will develop an understanding of the requirements of higher education (in particular in relation to their chosen area of study) and of living in the UK. These themes have been integrated into the English for Academic Purposes and Personal and Academic Development units.

ENGLISH LANGUAGE DEVELOPMENT

Students will develop and improve their English fluency, with a focus on academic English, vocabulary, grammar, written and spoken language, listening and comprehension skills.

ACADEMIC SKILLS

Students will develop key academic skills, including writing, presentation and analysis.

PERSONAL AND ACADEMIC DEVELOPMENT

All students will have Tutors, who will work with them throughout their chosen programme and support them in achieving their study goals. Through regular meetings, the Tutor will offer advice to help you to develop study skills and knowledge, ensuring you receive the best possible support and guidance during your Pre-Masters in Business. The tutorials will give you the opportunity to discuss your skills as they develop and consider how they apply to your chosen

postgraduate degree, as well as to help build your confidence and fluency in English. Students can use these one-to-one tutorials to address queries which might arise out of unit studies and Tutors will be able to provide clarification and support for the learning within units. The one-to-one tutorials will also allow tutors to monitor progress and provide extra academic support when needed.

CONTEMPORARY BUSINESS ISSUES

The module aims to develop knowledge, concepts and theories in Business in addition to their importance and application to practice. The module will introduce you to fundamental organisational functions, the business environment, structure, culture and governance.

6. Structure

Pre-Masters Programme

Duration: 1 year full-time

Total credit rating: non-credit bearing

Term 1 – with effect from September 2023

PMB1001 English for Academic Purposes	0 credits
PMB1002 Personal and Academic Development	0 credits

Term 2

PMB1003 Academic Skills	0 credits
PMB1004 Contemporary Business Issues	0 credits

7. Learning, teaching and assessment

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

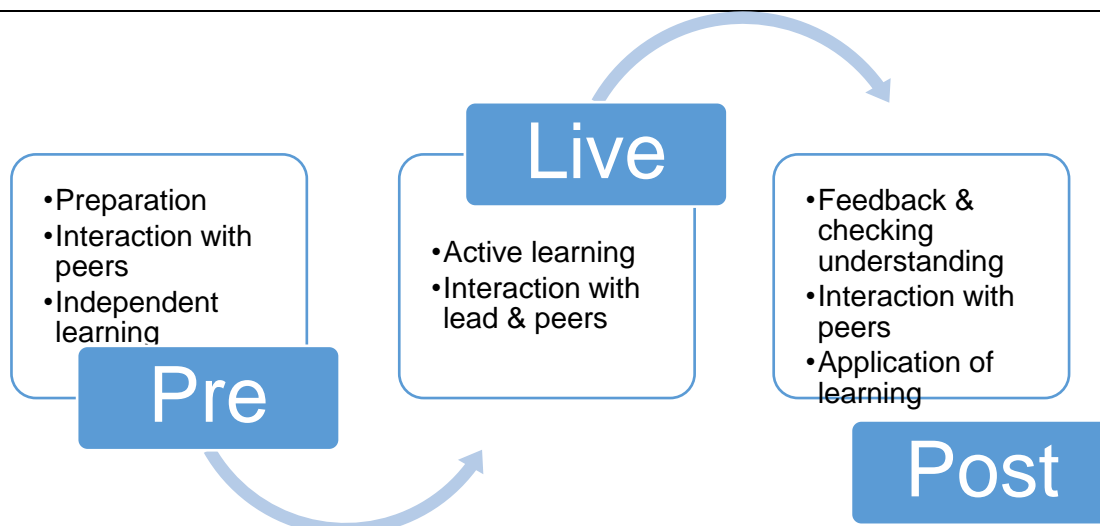
This strategy is informed by the current institutional policy on Learning, Teaching and Academic Experience, which also aligns with the University's Strategic Plan and our ambition to become a career led, digitally rich and inclusive institution.

Background

The mission of the Business School (as cited in the recent application for affiliation to the Chartered Association of Business Schools) is to '*develop highly employable, socially and ethically responsible, and digitally capable graduates. It will support business and community to grow and develop. Our collaborative research inspires our students, informs our teaching and supports business and community*'. Thus, our Learning and Teaching strategy will contribute to the realisation of this mission.

Guiding Principles

All programmes within the Leeds Trinity University academic portfolio follow the 'Pre-Live-Post' pedagogical structure for all taught classes.



This pedagogical methodology enables our students to engage with the subject matter on multiple levels of learning to enhance their knowledge and understanding. The 'Pre' element of their learning has the purpose of establishing a knowledge base for the topic and occurs ahead of the taught session through a variety of academic-led activities which include (but not exclusively): reading, videos, quizzes and podcasts. The 'Live' (live/synchronous) element of the learning is taught on campus by the academic/s and focuses on the application of academic and professional principles, theories and frameworks through discussion. The final element of the pedagogical structure is 'Post' which reinforces the learning through consolidation activities such as: quizzes, activities, further reading, videos and small assignments (encapsulating varying forms of formative assessment with subsequent feedback mechanisms to aid in student development and progression ahead of summative assessment formats).

The Business School will continue to utilise this overarching pedagogical structure. The 'Live' section will be focused on with subject-level additions and enhancements detailed below.

Within the above 'Pre-Live-Post' structure, we will utilise a 'workshop-style' learning and teaching approach to ensure differential learning, whilst creating a varied, dynamic and informative teaching experience for all.

The key elements of our 'workshop' approach:-

1. Our teaching is research-informed, using a mixture of delivery methods (utilising a wide variety of visual/audio media)
2. The business world examples we use are contemporary, authentic and relevant, demonstrating clear links to the topic under discussion
3. The activities we give our students are realistic, useful and contributing to their career-readiness
4. We will continue to revise our teaching strategies in line with alterations to the sector's recommendations for career attributes (including Leeds Trinity's 'My Career Passport' initiative), the recommendations of the QAA Subject Benchmark Statements on Business and Management 2023 and all affiliated PSRB standards.

As well as developing language and specific academic skills, the Pre-Masters programme has an underlying theme of helping the student to navigate the new experience of living and studying in the UK and the specific requirements of the UK HE system. These latter areas are linked to intercultural awareness, which you will be developing throughout the programme within, for instance, teamwork activities (integrated into English for Academic Purposes and Academic Skills sessions, e.g. interactive class discussions and various team tasks and presentations), academic practices (e.g. academic writing, paraphrasing and referencing, which are covered in Academic Skills and Planning and Writing a Research Proposal sessions) and intercultural

communication (again through the preparation and delivery of class discussions and oral presentations, which are assessed in many of the units).

7b) Programme learning outcomes covered

	Assessed learning outcomes of the programme																	
<i>Adjust LO codes as necessary. ➔ These must match module descriptors.</i>	K1	K2	K3	K4	K5	I1	I2	I3	I4	P1	P2	E1	E2	E3	E4	E5	E6	
	Written and spoken English	Academic reading and writing	Essay writing and oral presentation skills	Requirements of UK HE	Contemporary Business Issues	Collect, order and analyse information	Presenting info to appropriate structure	Research project idea/organisation	Critical thinking skills	Language skills in context	Study skills for UK HE	Self-management	Team-working	Problem-solving	Communication	Application of IT	Social, cultural and civic awareness	
PMB1001 English for Academic Purposes																		
PMB1002 Personal and Academic Development																		
PMB1003 Academic Skills																		
PMB1004 Contemporary Business Issues																		

8. Entry requirements

Do the University's standard entry requirements apply (as outlined within the University's Admissions Policy)?	Yes
Detail of any deviation from and/or addition to the University's standard entry requirements (if applicable)	<p>Applicants must hold an undergraduate degree qualification.</p> <p>Applicants must already have achieved an IELTS score (or equivalent) of at least 5.0 (no component lower than 4.5) to gain entry to the programme.</p> <p>Applicants who wish to continue to study at Leeds Trinity University following the Pre-Masters in Business will be made an offer for this programme and a conditional offer for the chosen postgraduate programme, with the condition that they pass the Pre-Masters in Business.</p> <p>Applicants will receive a CAS (Confirmation of Acceptance for Studies) form for the Pre-Masters in Business only, in the first instance. If they successfully complete the programme and achieve the required level of English language proficiency, a second CAS will be issued for the postgraduate programme of study to which the applicant is being admitted.</p>

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 <u>must</u> be achieved in a specific module; any modules exempted from condonement, any deviation from the standard institutional stipulations for award classification, e.g. exclusion of Level 4 module marks from Foundation Degree classification)
Students must undertake all elements of assessment and pass every unit to complete the programme successfully and enter a postgraduate programme of study at Leeds Trinity University.

10. Prerequisites

Details of modules students <u>must</u> study and achieve credit for before enrolling on a module at a higher level, or attaining their final programme award
N/A

11. Additional support needs

Arrangements made to accommodate students with additional support needs and any unavoidable restrictions on their participation in the programme/scheme
Students with disabilities or other support needs are welcome and are expected to be able to participate fully in this programme. Arrangements will be made, via the normal University

support systems, to accommodate students with additional support needs wherever possible, with reasonable adjustments made to accommodate individual needs.