



PROGRAMME SPECIFICATION

1. General information

Awarding body / institution	Leeds Trinity University
Teaching institution	Leeds Trinity University
'Parent' School (<i>ICE / SAC / SSHS</i>)	School of Business
Professional accreditation body (<i>if applicable</i>)	n/a
Final award (<i>eg. BA Hons</i>)	BA (Hons) with Foundation Year in Business
Title of programme(s)	BA (Hons) Accounting and Business with Foundation Year in Business BA (Hons) Business and Management with Foundation Year in Business* BA (Hons) Business Management with Foundation Year in Business** BA (Hons) Business Management and Law with Foundation Year in Business** BA (Hons) Business and Marketing with Foundation Year in Business BA (Hons) International Business with Foundation Year in Business BA (Hons) Business and Enterprise with Foundation Year in Business BBA (Hons) with Foundation Year in Business (wef September 2023) BA (Hons) Digital Marketing with Foundation Year in Business (wef September 2023) *applicable to new student cohorts on campus up to and including September 2021 and new student cohorts off campus up to and including May 2023 **applicable to new student cohorts on campus from September 2022 and new student cohorts off campus from September 2023
Subsidiary award(s) (<i>if any</i>)	Ordinary Degree (with Foundation Year) Diploma of Higher Education (with Foundation Year) Certificate of Higher Education (with Foundation Year) Foundation Certificate
Honours type (<i>Single / Joint / Combined</i>)	Single and joint after progression to Level 4
Duration and mode(s) of study	4 years full-time (one of these is a foundation year)

Start date (this version) (<i>month and year</i>)	September 2022
Periodic review next due (<i>acad. year</i>)	2026/27
JACS subject code(s) (<i>Level 3</i>) (Please refer to HESA listing on AQO website)	N100 / 100360 N400 / 100105
UCAS course code & code name	
SITS codes (<i>Course / Pathway / Route</i>)	
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)
The aim of the Foundation Year is to provide you with an introduction to issues and questions that are key to understanding business operations, management and start-ups. You will be encouraged to explore issues such as supply chain management, operations strategy and the role of business management. You will also gain an understanding of the how to start up a business. You will be able to explore how marketing and organisation is central to business start-up. In addition to these opportunities, you will also learn about the solutions that academics in these areas have presented to address the challenges of business. You will therefore be provided with an opportunity to actively develop your knowledge of business, management and marketing whilst gaining specialised tuition in core academic skills. Through this process it is anticipated that your confidence and readiness for Level 4 study will be enhanced. This programme offers you an alternative entry route for undergraduate study if you are not in a position to commence your university studies at Level 4. Therefore, the Business Foundation Year pathway aims to provide access to higher education for students who may otherwise be excluded from university study. For example, you might not have the usual entry requirements to commence learning at Level 4. It is also intended to be a useful pathway for students who have been out of education for a number of years. You may also wish to further build your confidence before studying at Level 4. The Foundation Year in Business pathway consequently endeavours to promote a widening of participation in higher education. On completion of the Foundation Year, you should be well equipped to go on to Level 4 study on one of the named linked honours degree programmes in the areas of business, accounting and economics.

3. Student learning outcomes at the level of Foundation Certificate. The learning outcomes for full degree Levels 4 – 6 are described in the relevant Programme Specification.

Learning outcomes in terms of:
– knowledge and understanding (K) – intellectual / cognitive / 'thinking' skills (I) – practical skills specific to the subject (P) – employability skills (E) 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 foundation year, students will have demonstrated:
K1 knowledge of key issues that those involved in business can experience, particularly when they are involved in starting up a new business

- K2 knowledge of concepts related to undertaking business, management and marketing
- K3 an understanding of the basic theories that academics have used to understand business, management and marketing
- K4 knowledge of technical terminology and scholarly conventions of business and associated academic disciplines
- K5 knowledge of how to effectively present academic work in a variety of forms
- I1 ability to identify and comment on concepts related to undertaking business, management and marketing
- I2 ability to complete a range of assessments
- I3 ability to recognise and describe several theories that have been employed to understand business, management and marketing
- I4 ability to present results that draw appropriately upon scholarly research and debate

Employability skills

- 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 various 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 numeracy** – a general awareness of mathematics and its application in practical contexts; the ability to carry out arithmetic operations and understand data, to read and interpret graphs and tables and to manage a budget
- E6 **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
- E7 **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.

See also the learning outcomes for subsidiary awards set out in section 4 below.

3a External benchmarks

Statement of congruence with the relevant published subject benchmark statements

The subject benchmark statements that are particularly relevant to this programme are:

- (1) the QAA subject benchmark statement for Business and Management
- (2) the QAA subject benchmark statement for Accounting
- (3) the QAA subject benchmark statement for Economics

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 at Level 3.	Generic Learning outcomes for the award of <u>Foundation Certificate in Business</u>: On successful completion of 120 credits at Level 3, students will be able to access this award if they formally state that they do not wish to further pursue their studies at Level 4 study on one of the linked pathways to the Foundation Year in Business. They must have demonstrated an ability to: i) describe key concepts in business, management and marketing; ii) outline several different theories that have been used to produce an understanding of business, management and marketing; iii) communicate their knowledge and awareness coherently, using appropriate scholarly conventions and techniques; iv) undertake a sustained project on a business studies topic.

5. Content

Summary of content by theme (providing a 'vertical' view through the programme)
The Business Foundation Year is designed to provide students with: (1) an introduction to business, management and marketing, (2) the skills that will allow them to make a successful progression to Level 4 study and (3) an opportunity to undertake a sustained investigation on topic of their choice in area related to their intended future undergraduate studies. The modules of the Business Foundation Year can be grouped into the following strands:

Study Skills, Confidence Building and Project Work

SOC/SHN/LAW/CYP/BMM/COM/HUM3113 Academic Skills and Studying with Confidence

SOC/SHN/LAW/CYP/BMM/COM/HUM3103 Project

Understanding the Basics of Business

BMM3003 Introduction to Business Operations
and Management

Starting a Business

BMM3013 Starting a Business and Fundamentals of Marketing

6. Structure

Foundation Year to a linked Business, Management and Marketing degree

Duration: 1 year full-time

Total credit rating: 120 (for those not progressing to Level 4 on a linked business, management and marketing degree)

Level 3 – with effect from September 2022

Core:	Students are required to take:		
BMM3113	Academic Skills and Studying with Confidence	Sem 1&2	30 credits
BMM3103	Project	Sem 1&2	30 credits
BMM3003	Introduction to Business Operations and Management	Sem 1&2	30 credits
BMM3013	Starting a Business and Fundamentals of Marketing	Sem 1&2	30 credits

7. Learning, teaching and assessment

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

The learning and teaching provision on the Foundation Year in Business is aligned with the central goals, objectives and features of the University's Learning, Teaching and Assessment Strategy 2015-2020. It will provide an experience which is student-centred; teaching which is responsive to the needs of individual students; and a framework within which students are encouraged to begin to their abilities to engage in critical thinking and analytical skills. These are however contextualised within the nature of Level 3.

The following approaches are prioritised in the Foundation Year of the linked business, management and marketing degrees:

Learning

The focus will be on ensuring that students have an opportunity to develop their understandings of key concepts that are introduced in each module by applying them through active enquiry, practical research tasks, exercises, and collaborative projects.

A Progressive Learning Structure is built into the course design:

Students will begin their Level 3 by having an opportunity to develop their academic skills and confidence, before having an opportunity to apply these when they study a negotiated topic of choice for the Project module in semester 2. How to effectively engage in academic writing, orally presentation and research information will be focused upon in the first semester of the Foundation Year. In their studies of business students will begin by looking at key issues before applying academic concepts and theories to these.

Teaching

- **Student-Led Enquiry:** The main form of teaching session will be seminars and workshops, where concepts and skills introduced by the lecturer will be learned through practical application – specific tasks, problem-solving and discussion, with regular provision of formative feedback on those activities.
- **Directed Activities:** Although students will not undertake directed activities at Level 3, students will be set regular activities that will require completion outside formal classes. Formative feedback will be provided on these.
- **Use of VLE:** To support student-led inquiry, learning materials and resources are supplied in advance via Moodle. Resources offered include bespoke videos and podcasts; links to external sites and online resources; online quizzes; and access to all handouts, powerpoints, etc. In addition, all seminars will be followed by a student-led summary of key points learned and discussed, posted on Moodle.
- **Use of other online resources and technology:** Full use will be made, in teaching sessions, independent study, and assessment, of online resources available to support an understanding of business, management, marketing and academic skills.

Assessment:

- **Formative Assessment:** Students will have access to formative assessment in every module that they study on. This will usually take the form of feedback on specific tasks given in teaching sessions, online feedback, or feedback on outline plans for assessed work.

- **Diversity of Assessment methods:** Assessment methods will be varied in form and credit value.

Negotiated Assessment: Students will have the opportunity, in SOC/SHN/LAW/CYP/BMM/COM/HUM3103 *Project* to negotiate the mode of assessment for a particular assignment. Forms of negotiated assessment might include: video, podcast, written project.

7b) Learning outcomes covered

<i>Adjust LO codes as necessary. ↓</i>	K1	K2	K3	K4	K5	I1	I2	I3	I4		E1	E2	E3	E4	E5	E6	E7
Lighter or hatched shading indicates modules that are not core, ie. not all students on this programme will undertake these.	Issues	Concepts	Theories	Terminology and scholarly	Present academic work in a variety of	Ability to identify and comment on	Ability to complete	Recognise and describe several	Ability to present results		Self-management	Teamworking	Problem-solving	Communication	Application of numeracy	Application of IT	Social, cultural & civic awareness
SOC/SHN/LAW/CYP/BMM/COM/HUM3113 Academic Skills and Studying with Confidence																	
SOC/SHN/LAW/CYP/BMM/COM/HUM3103 Project																	
BMM3003 Introduction to Business Operations and Management																	
BMM3013 Starting a Business and Fundamentals of Marketing																	

8. Entry requirements

Honours degree programmes
Applicants should normally have achieved the following prior to registration for the programme: 5 academic or vocational qualifications, one of which should be a GCE 'A' level (or equivalent at level 3) and one should be GCSE English Language at grade C or above (or equivalent). For such students the entry tariff will usually be 32 tariff entry points or above at entry to the foundation year. It is not a requirement that one 'A' level should be in business studies or a related subject. A wide range of other subjects can be considered relevant. Those wishing to progress to a linked Accountancy and Business honours degrees will however be required to have grade C or above at GCSE in Mathematics as well as GCSE English to enter their linked foundation year. For students whose first language is not English, a pass in an approved test in English is needed, e.g. the International English Language Testing Service (IELTS), with no component below 5.5, or equivalent test. Applications are welcome from mature students 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 Leeds Trinity's Principles and Guidelines for the Recognition of Prior Learning.

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, eg. exclusion of Level 4 module marks from Foundation Degree classification)
The standard progression requirements, as set out in the current <i>Taught Course Academic Regulations</i>, will apply. You will have to pass the Foundation Year to progress to a named linked honours degree programme. All modules are exempt from condoned failure and must be passed for progression.

10. Prerequisites

Details of modules which <u>must</u> be passed before enrolment on a module at a higher level.
None

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; any PSRB requirements)
As the foundation year is Level 3, no external examination will be undertaken. This arrangement is in line with the Level 4 pathways that are available on the named linked honours degrees. All

level 5 and 6 in linked degrees will be the subject of external examination. Rigorous moderation of students' marks will however be carried out by foundation year tutors.

12. Additional information

Details regarding arrangements in respect of any special features of the programme/scheme, (eg. a non-standard delivery pattern, study abroad, a field course, specific work placement, opportunities for onward progression from foundation degrees, constraints on out-of-programme optional module choices)

Placements are not part of the foundation and students will access this opportunity when they progress to their levels 4 and 5.

13. 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 will have access to the 4 year pathway 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.