



PROGRAMME SPECIFICATION

1. General information

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|---|---------------------------------------|
| 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 and Management |
| 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 | NN12 B/BUSMASH |
| Venue(s) | – |

2. Aims of the programme

| Rationale and general aims |
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| <p>The rationale of the Business and Management Single Honours programme is to provide the essential knowledge and understanding, skills and experience required for graduates to operate effectively and successfully in a <u>management role</u> within a business environment.</p> <p>General aims:</p> <ol style="list-style-type: none"> 1. To develop a sound understanding of the development, strategy and operations of businesses as organisations and the associated <u>managerial functions</u>. 2. To develop a sound understanding of the impact and influence of the external environment and internal <u>management requirements</u> on the operation of business organisations. 3. To engage students with the theoretical approaches used in the study of the <u>management of business organisations and operations</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 **management role** within a business organisation.

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 and Management 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, as well orientation to business (K4);
- demonstrate knowledge and understanding of business and management strategies 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 core preference 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>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>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>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>Generic learning outcomes for the award of an <u>Ordinary</u></p> |

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| <p>The assessment strategy is designed so that each of these outcomes is addressed by more than one module over Levels 4, 5 & 6.</p> | <p><u>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> <ul style="list-style-type: none">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; <p>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.</p> |
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5. Content

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| <p>Summary of content by theme (providing a 'vertical' view through the programme)</p> |
| <p>The BA (Hons) Business & Management 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 contemporary business concepts, the understanding of management functions, operations and external context, including legal and ethical issues. Core modules also provide knowledge relating to e-business, e-marketing and communication.</p> <p>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.</p> <p>The learning outcomes of the programme match those set out in the UK QAA subject benchmark statement for Business and Management, tailored to a managerial context. This provision correlates with requirements for 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 a broad range of management roles and is fully in line with the professional external requirements of such internationally recognised professional organisations as the UK Chartered Management Institute (CMI).</p> <p>Those interested in enhancing their professional credentials will be well equipped to progress through accelerated route into professional qualifications (Chartered Manager status) or benefit from further professional development and networking opportunities through CMI membership at the appropriate level, which will enhance their graduate employability in line with LTUC institutional aims.</p> <p>Equally, students will benefit from the focus on the issues of <i>Corporate Sustainability</i> and</p> |

responsibility, and *Business Ethics*, which will assist them during their professional careers though a better understanding of legal and ethical frameworks. Together with the *People Management* component these two dimensions provide a distinctive programme for 21st century managers.

The programme starts at Level 4 from building foundations 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 work place environment, including volunteering options, and include the creation of 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 secures knowledge relating to a range of *Legal Issues for Managers*: business, corporate and employment laws, as well as relevant legal and regulatory issues. The *Marketing Communications* module is focused on the individual elements of the marketing communications mix and their effectiveness, within today's marketing environment.

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 an employability focused job-market study, confirming personal career choice (selected LTUC programme) and objectives, which culminates 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* module enables and prepares students for the design and execution of a *Research Project* at Level 6. Alternatively students 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 *Corporate Sustainability* and *International Management* core modules, which adds important social responsibility and international dimensions to the programme. 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* module, or *Financial Reporting* depending on their interest, which would enhance their people management capability.

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 & Management

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 |

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 | Law in Business Context | Sem 1 | 20 credits |
| BMM 5562 | Marketing Communications | 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 6492 | Corporate Sustainability | Sem 2 | 20 credits |
| BMM 6582 | e-business and e-marketing | Sem 1 | 20 credits |
| BMM 6422 | Business & Management Strategy | Sem 1 | 20 credits |
| BMM 6472 | International Management | Sem 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 6482 | Leadership | Sem 2 | 20 credits |
| BMM 6552 | Financial Reporting | Sem 2 | 20 credits |
| BMM 6502 | International Marketing | Sem 2 | 20 credits |

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 and specific business and management subject knowledge acquisition and application at Level 5 and advanced and specialised knowledge of business and management strategy, corporate sustainability 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 of management specific context of a range of intellectual skills including analysis and problem solving. 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 students to make informed choices relating to considerations of ethics, social responsibility and sustainability together with an appreciation of moral awareness 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 the business and management programme. Two periods of structured professional work placement are integrated into the programme at Level 4 and 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 in the completion of a personal development plan and career plan.

Learning will be supported with the 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 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 via 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 management career there will be a focus on inviting qualified and active management and business practitioners 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 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 management context.

7b) Module details

| Module number and name | Learning and teaching methods <small>These must be easily classifiable into the three <u>KIS</u> 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 | |
| <i>BMM 4412 Management and Organisational Behaviour</i> | Lectures/ workshops and tutorials | Portfolio Unseen examination | 1,500 words 2 hours | 30% 70% | Mid-semester 1 End of Semester 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 | |
| <i>BMM 4432 Operations Management</i> | 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 Placement Report | 1,000 words 6 weeks 2,500 words | 40% Pass/fail 60% | End of Semester 2 May-June After placement | Emma Roberts Hurol Ozcan | Placement in the host organisation |

| Module number and name | Learning and teaching methods <small>These must be easily classifiable into the three <u>KIS</u> 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> | | |
| BMM 4462 English for Academic Purposes 1 | 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 | |
| Level 5 | | | | | | | |
| 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 |
| 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 5562 Marketing Communications | Lectures, workshops and tutorial | Group presentation Individual report | 40 minutes 2,000 words | 40% 60% | 2nd half of module End of module | Nick Beaton Mark Seabright | |

| 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> | | |
| BMM 5302 English for Academic Purposes 2 | Workshops and seminars | Portfolio (5 elements) Presentation | 40,00 words 5-7 minutes | 80% 20% | During & end of semester 2 End of semester 2 | Helen Barnes | |

| Level 6 | | | | | | | |
|--|--|---|---|-------------------|--|---------------------------|---|
| BMM 6582 e-business & e-marketing | Lectures, tutorials/case study work and break-out sessions | Report: case study portfolio | 4,000 words | 100% | 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 Semester 2 | Denis Kobzev / tbc | |
| BMM 6472 International Management | Lectures and workshops | Individual report Group presentation | 2,500 words 20 minutes | 60% 40% | End of Semester 2 Mid-semester 2 | Mark Seabright | |
| BMM 6482 Leadership | Lectures/workshops, group work and tutorials | Individual presentation Written report | 10 minutes 3,000 words | 20% 80% | Mid-semester 2 End of Semester 2 | Emma Roberts | |

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|---|--|--|--|--------------------------|---|-----------------------------|--|
| 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 Semester 2 | Mark Seabright | |
| <i>BMM 6492 Corporate Sustainability</i> | Lectures and workshops | Individual report (in the form of a briefing note) | 4,000 words | 100% | End of Semester 2 | Denis Kobzev tbc | |
| BMM 6552 Financial Reporting | Lectures and tutorials | Written examination | 3 hours | 100% | End of Semester 2 | Andy Gilliland | |

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 Levels 4 and 5 are mandatory modules in which all elements 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 LTUC support network, to accommodate students with additional support needs wherever possible.