

1.6 Programme Specification

PROGRAMME SPECIFICATION DOCUMENT (note HE4 and HE5 changes need to be made)

1. Qualification Foundation Degree	2. Programme Title Management	3. UCAS Code	4. Programme Type Part time
<p>5. Main Purposes and Distinctive Features of the Programme</p> <p>Main purposes</p> <p>Within the context of the University's mission, the aims are to:</p> <ul style="list-style-type: none"> • Provide a high quality educational programme in conjunction with Skills Solutions Ltd which provides students with a strong vocational focus and with appropriate skills necessary for a career in the management. • Provide a supportive and stimulating learning experience relevant to work-based learning • Provide a curriculum which reflects and is responsive to the needs of students and employers • Provide a progression route to Honours degree programmes for students <p>Distinctive features</p> <ul style="list-style-type: none"> • The curriculum has been tailored to reflect the needs of the local and national economy to provide a vocationally relevant Higher Education programme to help meet the need to bridge the skills gap in the sector • The programme is committed to widening access by offering people from diverse backgrounds to study on a vocationally oriented HE programme. • The joint approach to delivery of the programme will ensure it continues to meet the needs of students and employers <p>6. What a graduate should know and be able to do on completion of the programme</p>			
<p><u>Knowledge and understanding in the context of the subject(s)</u></p> <p>Successful graduates will be able to:</p> <p>K1 Understand the nature and operations of management;</p> <p>K2 Demonstrate familiarity with theories and concepts used in management</p> <p>K3 Discuss the structure and organisation of the Sector and its components;</p> <p>K5 Understand the factors which influence the development of organisations operating in the sector ;</p> <p>K6 Discuss and present material on a range of topics relevant to the sector.</p>		<p><u>Subject-specific practical/professional skills</u></p> <p>Successful graduates will be able to:</p> <p>P1 Plan and execute practical activities using techniques and operational procedures appropriate to Management;</p> <p>P2 Plan, design, record and execute and communicate a piece of coursework using appropriate media;</p> <p>P3 Recognise legal, health and safety issues which are pertinent to the sector;</p> <p>P4 Respond to change within the sector environment;</p> <p>P5 Operate effectively in the sector , and assume responsibility.</p>	
<p><u>Cognitive skills in the context of the subject(s)</u></p> <p>Successful graduates will be able to:</p> <p>C1 Apply appropriate theories, principles and operational concepts relevant to Management;</p> <p>C2 Analyse and interpret information and evidence from a variety of sources;</p> <p>C3 Apply subject knowledge in solving problems;</p> <p>C4 Exercise appropriate judgement in selecting and presenting information using various methods;</p>		<p><u>Other skills (e.g. key/transferable) developed in subject or other contexts</u></p> <p>Successful graduates will be able to:</p> <p>T1 Develop appropriate effective written and oral communication skills;</p> <p>T2 Demonstrate the ability to work effectively as part of a group, involving leadership, group dynamics and interpersonal skills such as listening, negotiation and persuasion;</p> <p>T3 Use organisation skills (including task and time management) both individually and in a</p>	

C5 Use intellectual capacity in problem solving.	group situation; T4 Solve problems using appropriate ideas and techniques; T5 Develop the ability to self-appraise and reflect on practice. T6 Demonstrate numeracy and ICT skills in gathering, interpreting and presenting data.
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7. Qualities, Skills & Capabilities Profile			
A Cognitive	B Practical	C Personal & Social	D Other
Critical Reasoning	Vocational skills	Self appraisal and motivation	Awareness of Change Management issues
Powers of analysis	Oral communication skills	Leadership and Team working skills	
Integration/synthesis of knowledge	Writing skills	Independence/Self reliance	
Applied and theoretical problem solving	Variety of IT related skills	Organisation and time management	
Understanding/application of concepts and theory	Research Skills	Learning skills	
	Awareness of Health & Safety issues	Communication skills	

8. Duration and Structure of Programme/Modes of Study/Credit Volume of Study Units
 This part-time course will normally be completed in three years. The course is modular in design and students will normally undertake four modules per academic year. The course design is compatible with the Credit Accumulation and Transfer system: each module represents 10 or 20 credits so that 80 credits are obtained each year where the student successfully completes four modules, leading to the achievement of 240 credits required for the award of a Foundation Degree. Students who successfully complete the Foundation Degree have the opportunity to enter the final year of the BA (Hons) Business Studies at The University of Bolton.

Level H2	<u>Core Modules</u> (20 credits unless stated) Business Law Research Methods [10] Operations Management [10] Planning for Change Organisational Behaviour Quality and Customer Service Workplace Management
Level H1	<u>Core Modules</u> (20 credits unless stated) Business Skills and Personal Development Introduction to HRM Business Fundamentals Understanding Management Information Elements of Marketing Financial Aspects of Business

9. Learning, Teaching and Assessment Strategy <u>Learning and Teaching Methods</u> Subject knowledge is delivered by learning sessions,	10. Other Information (<i>including compliance with relevant University policies</i>)
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seminars, tutorials, practical sessions, case studies, directed reading, group work and oral presentations. Work based learning will also be an important means of achieving the outcomes listed above.

Intellectual qualities are developed mainly through work-based teaching materials and methods, tutorials, problem-based learning

Teaching and learning methods for professional skills place emphasis on experiential learning in the workplace at Bolton University, Skills Solutions and during work based learning. Projects, workshops, Role-playing exercises and seminars also play a significant part.

Transferable and key skills are delivered throughout the course, i.e. learning sessions, seminars, workshops, practicals, workshops, work based learning, projects and case studies. ICT skills are taught within the course structure

Assessment Methods

Knowledge is assessed through coursework assignments, work-based assessments, sessional exercises and individual and group presentations.

Cognitive Assessment Methods

Assessment focuses on the coursework submissions, project reports and presentations, work-based portfolio. Some of these skills are also assessed in the formal assessments.

Professional Assessment Methods

Students' performance in the workplace is assessed with visits, reports and oral presentations. Coursework assignments and project reports also contribute to the assessment methods.

Transferable Assessment Methods

Assessment is principally through assignments, verbal presentations, practical exercises, and projects. Assessment of teamwork is through submission of teamwork tasks and oral presentations.

Assessment Classification System

The pass mark for individual modules is 40%. The final award is not classified

Date programme first offered

September 2004

Admissions Criteria

Standard Requirements

Applicants must satisfy the general requirements for admission to a foundation degree at The University of Bolton or equivalent qualifications or experience and hold GCSE passes in English and Mathematics at grade C or above. Candidates may be interviewed as part of the selection process. Other applicants may be accepted on to the FDA programme after satisfying a Skills |Solutions entry panel of their ability and suitability to successfully enter and complete the programme of learning and in addition may be asked to complete diagnostic exercises in literacy and numeracy.

Non Standard Entry

Mature students (over 21 at the date of entry) not meeting the standard entry requirements will be asked to attend an interview and may be asked to complete diagnostic exercises in literacy and numeracy.

Indicators of Quality and Standards

The Accountancy degree was used as a vehicle for a Developmental Engagement in March 2004. The QAA's preliminary report stated that the reviewers had 'full confidence in the Teaching and Learning provided by the course'.

The Business School encourages staff to become members of relevant professional bodies

Academic staff are encouraged to become members of the University of Teaching and Learning

Mechanisms for the review, evaluation and improvement of teaching and learning

Module evaluation questionnaires completed by students

Module evaluation reports prepared by

<p><u>Honours Classification Bands</u></p> <p>N/A</p>	<p>lecturers</p> <p>Peer observation of teaching and feedback</p> <p>Course Committee meetings – at least one per semester</p> <p>Annual Course Monitoring</p> <p>External Examiners visit and report</p> <p>Business School Board meeting</p> <p>Periodic Staff Reviews</p> <p>Participation in Staff Development activities</p> <p>Business School teaching and learn workshops</p> <p>An External Examiner, approved by School Board is appointed for the course. Detailed duties are as specified in the code of practice for External Examiners - (consistent with QAA standards).</p> <p>The University of Bolton has the 'Investor in People' kitemark.</p> <p><u>Support for Students and their learning</u></p> <p>Induction programme</p> <p>Student handbook, Programme handbook and module guides.</p> <p>All students have a Personal Tutor who offers general support, an Assessor (Skills Solutions) and a Work Mentor (Employer).</p> <p>Supported from Learning Support & Development.</p> <p>The Careers Service at The University of Bolton provides training opportunities for career planning.</p> <p>Opportunity to address general course concerns through the Course Committee.</p> <p>(separate committees are formed for each year of the course) or directly via Programme Manager</p> <p>Formal feedback on academic progress at the end of each semester</p> <p>ongoing feedback from Assessor.</p> <p>Student Centre provides advice and services on counselling and special needs</p> <p>Students' Union is a source of information and advice on a wide range of issues</p>
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