

Programme Specification

Programme Title: BA (Hons) Community Studies

Awarding Institution:	University of Bolton		
Teaching Institution:	University of Bolton		
Division and/or Faculty/Institute:	Faculty of Wellbeing and Social Sciences		
Professional accreditation	Professional body	Professional body	Status of graduates
	N/A	N/A	N/A
Final award(s):	BA (Hons)		
Interim award(s)	N/A		
Exit or Fallback award(s)	Certificate of Higher Education in Community Studies Diploma of Higher Education in Community Studies		
Programme title(s)	Community Studies		
UCAS Code	L530		
JACS Code	L530		
University Course Code(s)	FT code CST0001 PT code CST5001		
QAA Benchmark Statement(s)	Social Policy and Administration Benchmarks 2007.		
Other internal and external reference points	Community Development Foundation National Foundation of Community Organisations (Community Matters) Federation of Community Development Learning (National Occupational Standards) Association of Sustainable Communities The Bolton Award Framework		
Language of study	English		
Mode of study and normal period of study	Full time – 3 years Part time – 4.5 years		
Admissions criteria			

At least two A Levels (or equivalent) in any subject

Successful completion of an Access course with 60 credits of which 42 should be at merit or above

Consideration will be given to mature students who do not have the relevant entry requirements but have relevant work/life experience

Overseas students must have a minimum IELTS score of six.

ALL applicants must successfully complete a written exercise and attend an interview.

Additional admissions matters

May require CRB clearance in order to undertake placement for example, working with children or vulnerable adults

Fitness to practise declaration

Not applicable

Aims of the programme

The principle aims of the programme are to enable you to develop the following:

1. The ability to analyse contemporary social issues in a systematic way through an examination of policy and practice
2. Skills of social scientific investigation and research;
3. Familiarisation with issues concerning the welfare of people in community settings;
4. Powers of critical analysis and independent thinking which enhance a commitment to appropriate values promoting participation in a democratic society;
5. The application of the relationship of theory to practice through undertaking an element of applied fieldwork in community contexts and settings in each year of study

Distinctive features of the programme

1. Community Studies actively supports and contributes to the thriving voluntary sector in the North West through the provision of **short courses, student placements and**

skilled graduates. The Voluntary Sector has a well documented history of community engagement and social entrepreneurship. Being on the edge of public services, it often finds innovative and cost effective solutions to problems such as homelessness, drug dependency and joblessness. Community Studies has a role in developing human capacity and 'The Big Society' in times of economic austerity.

2. Community Studies has **established partnerships** with local authorities, and educational and cultural organisations and continues to forge new ways of **collaborative working** that respond to local need and positively contribute to the prosperity of our region.
3. Community Studies are currently liaising with Voluntary Services Overseas to develop **international opportunities for student placements** within established projects which fight global poverty and inequality.
4. **Opportunities for International field trips** that build on previous student visits to ESF projects in Genk (Belgium) and Leeuwarden (Holland).
5. The **Active Citizen Volunteering** Placement, requires you to accrue 40 hours as a community / service user representative **engaged on a participative consultative panel** and a further 20 hours **working with other students and a local charity to develop and deliver a community project**. Examples of possible consultative groups include Parent Teacher Associations, Patient Liaison Committees, Police and Community Together (PACT) meetings, Neighbourhood Watch, Community and Tenant Associations and Neighbourhood Regeneration Groups. Student participation links with government policy, it benefits communities / services in terms of increased participation; fits with the university objective to "involve staff and students in community activities" (Strategic Plan 2010 – 16, p 14) and will of course benefit student volunteers in terms of **enhancing their learning experience, sense of social responsibility and preparation for employment**.
6. You will be introduced to the principles of **project management** and the role of the project manager. **You will take on the role of a university employee** and develop a project proposal which would meet an objective as identified in the University Strategic Plan.

Programme learning outcomes

K. Knowledge and understanding

On successful completion of the programme you will be able to demonstrate systematic knowledge and understanding of
1. Major foundational concepts/theories in relation to community, state, social policy, social stratification.
2. The application of concepts in the context of areas such as education, health, housing and neighbourhood regeneration.
3. How to analytically evaluate the implementation of policy in specific contexts such as with children, older people in UK and elsewhere.
4. Social issues and structures to allow theoretically informed critical judgements
C. Cognitive, intellectual or thinking skills
On completion of the programme you will be able to demonstrate the ability to:
1. Critical reason and analyse
2. Synthesise data /maps and interpret findings.
3. Apply concepts.
4. Evaluate and analyse ideas, theories and ideologies
5. Be competent in the identification and solving of problems.
P. Practical, professional or subject-specific skills
On completion of the programme you will be able to demonstrate the following subject-specific practical/professional skills. An ability to:
1. Be competent in the use of qualitative and quantitative research methods e.g. social surveys, interviews, statistical analysis, ethnography as well as information technology.
2. Carry out social science research and develop conclusions in an essay; report writing and dissertation styles.
3. Problem solve in real and simulated situations.
4. Utilise skills connected with community work – outreach techniques.
T. Transferable, key or personal skills
On completion of the programme you will be able to demonstrate the ability to:
1. Learn and investigate
2. Communicate effectively both orally and in writing.
3. Interpret numerical and qualitative data appropriate to the social scientist
4. Use information technology competently to retrieve data and communicate.
5. Work as part of a team.
6. Social and political awareness and participation where appropriate.
7. Organise and Plan
8. Utilise project management tools
9. Take responsibility for own learning and reflective practice
10. Be aware of self.
Programme structure
Credits required: 120 credits at each level of study
Level HE4 120 credits = Certificate of Higher Education in Community Studies

Level HE5	240 credits	=	Diploma of Higher Education in Community Studies		
Level HE6	360 credits	=	BA (Hons) Community Studies		
Level	Module Code	Module title	Core/ Option/ Elective (C/O/E)	Credits	Length (1, 2 or 3 periods)
4	CMS4001	Understanding and Investigating Communities	Core	20	1
4	CMS 4004	Welfare and Social Policy	Core	20	1
4	CMS4006	Working with Community Groups (Placement)	Core	20	1
4	CMS4005	Culture and the Community	Core	20	1
4	CMS4002	Introduction to Modern British Politics	Core	20	1
4	CMS4003	Exploring Contemporary Society	Core	20	1
5	CMS5001	Approaches to Investigating Society	Core	20	1
5	CMS5003	Access to Education	Core	20	1
5	CMS5004	Theories and Perspectives on Social Welfare	Core	20	1
5	CMS5006	Project Management in the Voluntary, Community Sectors	Core	20	1
5	CMS5005	The Dynamics of Community Work and Local Governance	Core	20	1
5	CMS5002	Conformity and Deviance	Core	20	1
6	CMS6003	Neighbourhood and Housing Issues	Core	20	1
6	CMS6002	The Healthy Community?	Core	20	1
6	CMS6001	Global Social Policy	Core	20	1
6	CMS6006	Community Team Project	Core	20	1
6	CMS6004	Dissertation	Core	40	2

Learning and teaching strategies

A variety of teaching and learning methods are employed throughout the programme in order to ensure the acquisition and development of appropriate skills, knowledge and

concepts to achieve the stated learning outcomes. Active learning is promoted by seminars, self-directed study, lectures, video viewing and analysis, tutorials, IT sessions, library and guided study. Visits to community settings, simulation of funding applications, proposals for project development and mock interviews, VLE through the use of Moodle and other appropriate technology are utilised throughout the programme. Guest speakers with significant current experience of community service delivery regularly disseminate knowledge to students. Representatives from community and voluntary organisations also deliver seminars enabling you to be up-to-date with current policy and legislation.

The **Personal Tutoring** scheme has been embedded within the community studies curriculum throughout each of the 3 years of study. You are provided with 6 weeks in semester 1 and 4 weeks in semester 2 in year 1 of your studies. Year 2 and 3 are provided with 4 weeks in semester 1 and 4 weeks in semester 2. Personal Tutoring is delivered as part of the core curriculum and supports our learning and teaching strategies.

PDP is an essential element of the learning and teaching strategy and you are expected to identify skills and qualities you already possess before embarking upon the placement. You are also required to identify areas which need to be developed and improved upon whilst on placement. Placement supervisors play a vital and substantial role within the PDP process.

Learning activities (KIS entry)

	Year 1	Year 2	Year 3
Scheduled Learning	30%	30%	22%
Independent Guided	65%	65%	76%
Placement	5%	5%	2%

Assessment strategy

The assessment for each module may differ considerably. Each module has clearly identified aims, learning outcomes, and the nature and type of assessment for that module is clearly specified and linked to these learning outcomes.

There are two forms of assessment. The first is formative, which consists of tasks designed to enable you and your tutors to assess and monitor your on-going progress. Typically these will consist of seminar presentations, group exercises, and analysis of documents and short answer tests and on line quizzes. The second type of assessment is summative, and will count towards the final grading of your performance on the module. We have sought to provide a range of assessments to test your theoretical knowledge, along with the opportunity to apply it, We will use a range of methods, such as essays, presentations, written reports, case studies, and one HE5 module, Theories and Perspectives on Social Welfare, will consist of an open book examination, designed to assess your ability to produce coherent work under time constraints. We believe that this range of assessments will provide you with the opportunity to develop and demonstrate

the types of skills required of someone working in the community. The full module specifications describe the assessment briefly, and the module guide will give you the details.

The Programme is conducted in accordance with the University's Under Graduate Modular framework regulations. Important information on assessment regulations and other information on assessment (including marking criteria and definitions of grade descriptions) are contained in the Assessment Regulations for the Undergraduate Modular Framework documents via

[http://www.bolton.ac.uk/Quality/QAECContents/APPR/Documents/pdf/AssessmentRegulationsforUndergraduateModularProgrammes\(MainDocument\).pdf](http://www.bolton.ac.uk/Quality/QAECContents/APPR/Documents/pdf/AssessmentRegulationsforUndergraduateModularProgrammes(MainDocument).pdf)

Students are encouraged to read and understand this information. It will be assumed that you are familiar with the Assessment Regulations for the Undergraduate Modular Framework.

Assessment methods (KIS entry)

	Course Year		
	1	2	3
Written exams	0%	13%	0%
Coursework	100%	87%	100%
Practical exams	0%	0%	0%

Assessment regulations

Assessment Regulations for Undergraduate Modular Programmes

Grade bands and classifications

Undergraduate Honours Degrees

Grade Description	Mark %	Honours Degree Classification
Work of exceptional quality	70+	i

Work of very good quality	60-69	ii.i
Work of good quality	50-59	ii.ii
Work of satisfactory quality	40-49	iii
Borderline fail	35-39	
Fail	Below 35	

Honours classification

You will normally be awarded the honours classification resulting from the application of either Rule ACM20 or Rule ACM6.

Rule ACM20

A weighted average of the marks from modules worth a total of 200 credits at Levels HE5 and HE6 combined, including the marks from modules worth no more than 80 credits at least at Level HE5 (weighted 30 percent) and marks from modules worth at least 120 credits at Level HE6 (weighted 70 percent), which represent the best marks achieved by you at those Levels.

Where the average falls unequivocally into one of the following bands: 48.00 - 49.99, 58.00 - 59.99, 68.00 - 69.99; and you have achieved marks clearly in an honours classification category higher than their average for modules worth at least 110 credits, then you will be awarded an honours degree in the classification category one higher than that indicated by your average.

Rule ACM6 (an alternative if you do not have sufficient marks at Levels HE5 and 6 to apply ACM20)

A simple average of the equally weighted marks from modules worth 120 credits at Level HE6 which represent the best marks achieved by you at that Level.

Where the average falls unequivocally into one of the following bands: 48.00 – 49.99, 58.00 – 59.99, 68.00 – 69.99; and you have achieved marks clearly in an honours classification category higher than their average for modules worth at least 70 credits, then you will be awarded an honours degree in the classification category one higher than that indicated by their average.

Where you have marks available for fewer than 120 credits at Level HE6, honours classification shall normally be based **solely** on a simple average of the available marks for modules at Level HE6, subject to there being marks for a **minimum of 60 credits**

awarded by the University. Upgrading of the honours classification will not normally be available where there are marks available for fewer than 120 credits at Level HE6, unless this is explicitly approved.

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

Support for student learning

The programme is managed by a programme leader
Induction programme introduces the student to the University and their programme
Each student has a personal tutor, responsible for support and guidance
Personal Development Planning (PDP) integrated into all programmes
Feedback on formative and summative assessments
A Student Centre providing a one-stop shop for information and advice
University support services include housing, counselling, financial advice, careers and disability
A Chaplaincy
Library and IT services
Student Liaison Officers attached to each Faculty
The Students' Union advice services
Faculty and Programme Handbooks which provide information about the programme and University regulations
The opportunity to develop skills for employment
English language support for International students
Well established course, with tutors representing different specialisms
Community Studies has strong links with an extensive range of service provider organisations enabling job shadowing, and internship opportunities.
Community Studies has continuously received very positive student feedback
Support for placement learning provided by experienced tutors.
Member of external bodies including National Foundation of Community Organisations enabling student access to external resources, including training aids, national conferences and consultation mechanisms regarding policy development.
Regular guest speakers and visits to community projects

Methods for evaluating and enhancing the quality of learning opportunities

Programme committees with student representation
Module evaluations by students
Students surveys, e.g. National Student Survey (NSS)
Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), Data Analysis Report (DARs) Subject Annual Self Evaluation Report (SASERs), Faculty Quality Enhancement Plans (FQEPs), University Quality Enhancement Plan (UQEP)

Peer review/observation of teaching
 Professional development programme for staff
 External examiner reports
 Placement supervisor assessments
 Job Shadowing

Other sources of information

Student portal <http://www.bolton.ac.uk/Students/Home.aspx>

Students Union
<http://www.bolton.ac.uk/ProspectiveStudents/WhatsOnCampus/StudentsUnion.aspx>

Faculty or similar Handbook <http://www.bolton.ac.uk/Students/FacultyofWell-BeingSocialSciencesHandbook.pdf>

Programme Handbook <http://elearning.bolton.ac.uk/course/view.php?id=7122>

Student Entitlement Statement <http://www.bolton.ac.uk/termsandconditions/Home.aspx>

Module database <http://data.bolton.ac.uk/academicaffairs/index.html>

Moodle for the programme <http://elearning.bolton.ac.uk/course/view.php?id=7122>

External examiners reports
<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

Careers Services
<http://www.bolton.ac.uk/ProspectiveStudents/WhatsOnCampus/StudentSupport/Careers.aspx>

Document control

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Learning outcomes map

Module title	Mod Code	Status C/O/E	K1	K2	K3	K4	C1	C2	C3	C4	C5	P1	P2	P3	P4	T1	T2	T3	T4	T5	T6	T7	T8	T9	T10
CMS4001	Understanding and Investigating Communities	Core	T A	T D A	T D	T D	D	T D A	T A	T A		T D A	T D A		T D A	D A	T D A	T D A	T D A			T D A	D		
CMS 4004	Welfare and Social Policy	Core	T A	T D A	T D A	T D A		D	T A	T A		D	T D A					D	T D A		T D A	D	D		
CMS4006	Working with Community Groups (Placement)	Core	T D A	T D	T D		D	D	T D A	T D	T D A		T D A	D	T D A	D					T D A	T D	T D A		T D A
CMS4005	Culture and the Community	Core	T D A	D	D	T D A	D	T D	T D A	T A		T D A	T D A		D	T D A		D	D						D
CMS4002	Introduction to Politics	Core	T D A	T D A	T D A	T D A	T D	T D A	T D A	T D		T D A	T D				T D A	T D A			T D	T D A		D	D
CMS4003	Exploring Contemporary Society	Core	T D A	T D A		T D A	T D	T D	T D A	T D A				D	T D A	T D	T D A	T D A	T D	T D	T D A	T D A		D	D
CMS5001	Approaches to Investigating Society	Core	T D A	T D A		T D A	T D		T D A	T D A	T D A	T D	T D A	T D A	T D	T D A	T D	T D A	T D A		T D A	T D A		D	D

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CMS5003	Access to Education	Core	T D A	T D A	T D A	T D A	T D A			T D A	D	D	T D A	D			D			D	T D					
CMS5004	Theories and Perspectives on Social Welfare	Core	T D A	T D A		T D A	T D A		T D A	T D A			T D			T D A			T D A			T D A		D	D	
CMS5006	Project Management in the Voluntary, Community Sectors	Core			T D A			T D	T D A		T D A	T D A	T D A	T D A	T D A	T D A	T D A		T D	T D	T D A	T D A	T D A			
CMS5005	The Dynamics of Community Work and Local Governance	Core	T D A	T D A	T D A	T D A				T D A	T D		D	T D A	T D A	T D A										
CMS5002	Conformity and Deviance	Core	T D A	T D A	T D A	T D			D	T D A	D	D	D			D		D		D						
CMS6003	Neighbourhood and Housing Issues	Core	T D A	T D A	T D A		T D A		T D A	T D A			T D A	T D A			T D A		T D A		D			D	D	
CMS6002	The Healthy Community?	Core	T D A	T D A	T D A	T D A	T D A		T D A	T D A			T D A	T D A			T D A	T D A	T D A	T D A		T D			D	D
CMS6001	Global Social Policy	Core	T D A	T D A	T D A	T D A				T D A	D	T D	T D A	D		T D A		T D A			T D A		D	D	D	

CMS6006	Community Team Project	Core		T D A					T D	T D				T D A	T D A					T D A	T D A	T D A	T D A		
CMS6004	Dissertation	Core	T D	T D	T D	T D A	T D A	T D A		T D A	T D	T D A	T D A			T D A	T D A	T D A		T D A	T D A			T D A	T D A

K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

Module listing

Module title	Mod Code	New? ✓	Level	Credits	Type	Core/Option /Elective C/O/E	Pre-requisite module	Assessment 1			Assessment 2		
										Add Y if final item			Add Y if final item
CMS4001	Understanding and Investigating Communities	✓	4	20	Standard	Core		Essay	50%	Add Y if final item	Report	50%	Add Y if final item
CMS 4004	Welfare and Social Policy	✓	4	20	Standard	Core		Essay	50%		Essay	50%	y
CMS4006	Working with Community Groups (Placement)	✓	4	20	Standard	Core		Essay	70%		Report	30%	y
CMS4005	Culture and the Community	✓	4	20	Standard	Core		Essay	50%		Report	50%	y
CMS4002	Introduction to Politics	✓	4	20	Standard	Core		Essay	50%		Report	50%	y
CMS4003	Exploring Contemporary Society	✓	4	20	Standard	Core		Analysis of article	30%		Essay	70%	y
CMS5001	Approaches to Investigating Society	✓	5	20	Standard	Core		Research Proposal	100%	y			
CMS5003	Access to Education	✓	5	20	Standard	Core		Essay	100%	y			

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CMS5004	Theories and Perspectives on Social Welfare	✓	5	20	Stand ard	Core		Essay Plan	20%		Written Exam	80%	y
CMS5006	Project Management in the Voluntary, Community Sectors	✓	5	20	Stand ard	Core	Pre- Requisite CMS4006	Project Proposal	70%		Portfolio	30%	y
CMS5005	The Dynamics of Community Work and Local Governance	✓	5	20	Stand ard	Core		Essay	60%		Neighbour hood Strategy	40%	y
CMS5002	Conformity and Deviance	✓	5	20	Stand ard	Core		Essay	100%	y			
CMS6003	Neighbourhood and Housing Issues	✓	6	20	Stand ard	Core		Essay	50%		Report	50%	y
CMS6002	The Healthy Community?	✓	6	20	Stand ard	Core		Essay	60%		Neighbour hood Profile	40%	y
CMS6001	Global Social Policy	✓	6	20	Stand ard	Core		Essay	100%	y			
CMS6006	Community Team Project	✓	6	20	Stand ard	Core	CMS5006	Mock Interview	40%		Evaluative Portfolio	60%	y
CMS6004	Dissertation	✓	6	40	Stand ard	Core		Dissertatio n	100%	y			

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Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
CMS4001	Understanding and Investigating Communities	Core	D	TD	TDA	TD	TD	TD	D	D		D	D	T	D	TD
CMS 4004	Welfare and Social Policy	Core	D	D	D	TDA	D					D	D	TD	TD	TDA
CMS4006	Working with Community Groups (Placement)	Core	TD	TDA	TDA			TD	D	TD	TDA	D	TD		D	TD
CMS4005	Culture and the Community	Core	D	TDA		TDA	D	DA	TD		DA	D	D	TDA	D	TD
CMS4002	Introduction to Politics	Core	D	DA	D		TD				D	D		TD		TDA
CMS4003	Exploring Contemporary Society	Core	TD	TDA	D	D			D		TDA	TD	TD			TDA
CMS5001	Approaches to Investigating	Core	D	TD	D	TDA	D	TD	TD	TDA	D	TD	D	D		D

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	Society															
CMS5003	Access to Education	Core	D		D	D				D		TDA				TDA
CMS5004	Theories and Perspectives on Social Welfare	Core	D	TDA	TD	TDA	TD	TD		TDA	TD	TD	TD	TD	D	TDA
CMS5006	Project Management in the Voluntary, Community Sectors	Core	TDA	TDA	TDA	TDA	TDA	TDA	TD		TDA	TD	TD	TD		TD
CMS5005	The Dynamics of Community Work and Local Governance	Core	D	D	D	D		D	D					TD	TD	TD
CMS5002	Conformity and Deviance	Core	D	D	D	DA			D			D		DT		D
CMS6003	Neighbourhood and Housing Issues	Core	D	TDA		TD	TD	TD	TD	D	D	TD	D	TD	TDA	TD
CMS6002	The Healthy Community?	Core	D	TD	DA	TDA	D	TDA	TD	TDA	D	TD	TDA	D	D	TD
CMS6001	Global Social	Core	D	D	D	D	D	D	D			D		TDA	TD	TDA

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	Policy															
CMS6006	Community Team Project	Core	TDA	TDA	TDA	TDA	D	TDA	TDA	D	D		D	D	TDA	TDA
CMS6004	Dissertation	Core	TDA	TDA		TDA	TDA	TD	TD	TDA	D	D	D			TDA

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)