Programme Specification: HND Business & Management
review and approval April 2006

NOTE: This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes advantage of the learning opportunities that are provided. More detail on the specific learning outcomes, indicative content and the teaching, learning and assessment methods of each module can be found at (1) www.bcu.ac.uk/bcbs, (2) in the Module Specifications and (3) in the Student Handbook.

The accuracy of the information contained in this document is reviewed by the University and may be checked within independent review processes undertaken by the Quality Assurance Agency. The information from this specification may be selectively extracted and included in documents that are more appropriate for students, intending students and employers.

1.	**Awarding Institution/Body:**	**Birmingham City University**
2.	**Teaching Institutions:**	**Josiah Mason College** **South Birmingham College** **Sutton Coldfield College**
3.	**Programme Accredited by:**	**Edexcel**
4.	**Final Award:**	**HND**
5.	**Programme Title:**	**HND Business & Management**
6.	**UCAS Code:**	
7.	**QAA Benchmarking Group**	**Business and Management**
8.	**Date of PS/Revision**	**July 2006**

9. Aims of the Programme

HND Business & Management

The overall aims of the programme are:

- To develop an understanding of business and management theory and practice.

- To develop awareness to apply business and management concepts, models and theories, in order to analyse and evaluate issues in the business world.

- To enable students to evaluate the complex and integrated nature of the business world.

- To facilitate the development of key transferable skills to enhance opportunities for

employment and career progression.

- To encourage participants to take increasing responsibility for managing their own learning and development, both as an individual and as a member of a learning community.

- Subject specific aims and learning outcomes for each Business and Management module, which identify the attainment level expected from candidates, are contained in the individual module specifications.

10. Intended learning outcomes and the means by which they are achieved and demonstrated: the programme provides learners with opportunities to develop and demonstrate knowledge and understanding, skills and other attributes as follows:

Knowledge and understanding

Knowledge and understanding of:	Teaching, learning and assessment methods used:
- Effective methods for enquiry, research, analysis and evaluation - Relationships between theory and practice and the effectiveness and limitations of concepts, models and theories - Contemporary issues affecting the business world - The value of drawing together knowledge and ideas from a range of perspectives - The environments in which businesses and organisations operate - Methods to enable effective communication	Each individual module has its own specification, with aims, learning outcomes and assessment methods. These are issued to students at the start of the programme. **Teaching learning method.** The course aims to provide an integrated framework of methods and approaches to enable the development of student knowledge and understanding in key areas of business and management theory and practice. Teaching and learning will be developed through individual and group work, tutor led inputs, role plays, presentations and workshops. Students are encouraged and supported to effectively use their independent study (including directed reading and research) to consolidate, supplement and broaden their knowledge and understanding of subject areas. **Formative/Summative Assessment Methods include;** - Individual written papers and oral presentations - A written group project report and presentation - Individual Portfolio - Individual Management Report - Examinations - Time constrained tasks Students have opportunities for discussing the development of coursework drafts, with both tutors and their student colleagues, and are also encouraged and supported to develop skills in the self-evaluation of their own work.

Intellectual / Cognitive skills:	Teaching, learning and assessment methods used:
 • Enquiry and research skills • Identifying and solving problems • Relating theory to practice and vice versa through the application of concepts, models and theories • Taking responsibility for personal learning and development, and self awareness • Analysis and evaluation to develop reasoned arguments • Synthesis and integration of information from a number of sources and perspectives • Giving and receiving feedback	Skills development in students will occur through a variety of different activities, these can include work done and participation in classes and assessments, activities undertaken outside of formal class time such as research, meeting in groups, working on presentations, plus independent work that students might undertake as part of their employment In addition to the immediate Course Team students have extensive opportunities to access facilities from Learner Support Centres, at both College and University level, and the Library, including access to web based resources when off campus. A range of assessment methods allow students to demonstrate their use of skills, to reflect on their application and to plan and experiment in ongoing activities/projects. **Formative/Summative Assessment Methods**. • Written assignments/reports/presentations (both individual and group) • Oral presentations • Individual Management Report (individual research project) • Time Constrained Task • Individual Portfolio (including PDP). • Examinations In relation to skills development students have opportunities for discussing drafts for coursework, with both tutors and their student colleagues, and are also encouraged and supported to develop skills in the self-evaluation of their draft assignments.

Practical, research and independent learning skills:	Teaching, learning and assessment methods used:
 - Locating, retrieving and evaluating information from a variety of sources to enable the investigation and exploration of issues/situations in business and management contexts - Time management as an individual and when working with others - Effectively presenting research from theory-to-practice tasks, to peers and staff - Developing interdependent relationships with tutors, peers and colleagues - Applying IT skills to support research and communication - Accurate and consistent use of the Harvard referencing format	As with previous sections skills are developed through tutor led inputs/workshops and work on individual and group projects. Guidance and support to identify, locate and use material from the libraries, and other sources (including when working off campus), is provided. Support is given to encourage guided, self-directed learning and students are encouraged to plan, review and monitor their own work schedules (as individuals and groups), in order to meet deadlines. Personal development planning is a key feature of the work that students undertake in year one of the course. There is individual tutor support for the development of assignments and the individual research report. Students have opportunities for discussing the development of drafts for assignments, with both tutors and their student colleagues, and are also encouraged and supported to develop skills in self-evaluation of their draft assignments. Assessment criteria are discussed with students and they are encouraged and supported to develop skills in the use of self evaluation techniques on drafts of their work. The Harvard referencing format is explained, discussed and required in the appropriate assessments. **Formative/Summative Assessment Methods**. - Completed assignments, reports, presentations and the management report enable assessment of the student's ability to apply their skills. - Individual Portfolio (including PDP) - Examinations - Time constrained tasks

Transferable / key skills:	Teaching, learning and assessment methods used:
Develops the following skills: - To managing learning, development and career planning - Working independently and interdependently - Structuring and communicating ideas and arguments, both orally and in writing - Effective problem solving and decision making - Effective use of IT resources - Managing time, prioritising work loads and working to deadlines - Flexibility and adaptability	Skills development is encouraged through the different aspects of the programme. Through participation in tutor led inputs/workshops and work on individual and group projects students have opportunities to learn and practise application of a range of key skills. Learning strategies for the development of key/transferable skills are integrated within all modules. Feedback from tutors, peers and ongoing self-analysis encourage the student to identify his/her strengths and learning needs and the use of a personal development portfolio provide opportunities for students to set learning objectives, devise action plans and review their own progress in relation to key/transferable skills development. Students are supported to identify, explore and develop the links between their development of skills and opportunities for careers and/or further study, and have access to the Colleges, Faculty and University resources for both information and guidance. **Formative/Summative Assessment Methods.** - Written assignments, presentations, and the management report enable assessment of the student's progress in skills development. - Individual Portfolio (including PDP) - Time constrained tasks

11. Programme Structure and requirements, Level, Modules, Credits and Award

The HND Business and Management is offered as a two year full time programme or a one year part time top-up from the HNC Business and Management.

The academic year is divided into 2 semesters of 17 weeks each from September to January and from February to June. The course is divided into study modules that have credit weightings (as indicated below). Students are required to complete 120 credits at level 4 and 120 credits at Level 5.

The structure of the course, the modules, levels and credit ratings, and the award that can be gained are shown below

To achieve the HND Business & Management award 16 modules in total must be studied. These must consist of a minimum of 8 modules at level 2. All modules are valued at 15 credits

Module No	Core Modules – all eight modules must be taken	Module level H1 or H2
1	Marketing	H1
2	Human Resource Management	H1
3	Organisations and Behaviour	H1
4	Business Environment	H1
5	Law for Business	H1
6	Business Analysis	H2
7	Business Planning	H2
8	Management Report	H2
	Compulsory Specialist Modules - all four modules must be taken	
9	Managing Professional Development	H2
10	Communicating with and Leading People	H2
11	Managing Activities to Achieve Results	H2
12	Managing Financial Resources and Decisions	H1
	Specialist Modules – four modules must be taken	
13	Management Accounting: Costing and Budgeting	H1
14	Advertising and Promotion	H2
15	Marketing Planning	H2
16	Managing Human Resources	H2

17	Employee Relations	H2
18	Introduction to the Internet and E-Business	H1
19	Quality Management	H2
20	Small Business Enterprise	H2
21	European Business	H1
22	Customer Service	H1
23	Employment Law	H2

Award: HND Business and Management (240 credits)

12. Support for Learning

Students are encouraged to identify and, with guidance, to manage their own learning needs and are offered the following support as appropriate to those needs:

An induction programme.

A Student Handbook with detailed module specifications.

Individual project supervision is provided for the Individual Management Report

Interaction with academic and administrative staff, Module Tutors, Course Director and Head of Department.

Staff and student-peer assessors give verbal and written feedback on individual and presentations.

The physical resources of the Library, the Learning Centres and the Computer laboratories

Tutors within each College and the Business School Learning Centre

BCU Student Services including those offered by Careers, financial advisers, disability services, counselling services, chaplaincy and staff from the Staff and Student Development Department (Learner Development Section)

A series of study skills support sessions will be timetabled for students

Each student is allocated a personal tutor

13. Criteria for Admission

Candidates must satisfy the general admission requirements of the programme.

The current admission requirements can be found under the 'Entry Requirements' tab of the web page for this course.

14. Evaluation and Improvement of Quality and Standards

Committees:	Mechanisms for review and evaluation:
Faculty Board-chaired by the Dean and comprising Associate Deans, Departmental Heads, Departmental staff representatives, administrative staff representatives, library and student representatives	The programme is subject to a range of quality assurance and enhancement procedures. A full review of the programme is conducted every 5 years, by a panel of internal and external experts. Within these five years internal annual monitoring of the operation of the programme is undertaken.
Board of Studies-(reports to Faculty Board via Associate Dean-Academic)- Chaired by the Course Director and comprising student representatives, academic tutors, course administrator, Faculty Librarian, and staff from the Learner Centres and Careers Service	The programme is subject to a number of mechanisms to ensure academic standards. It conforms to the QAA subject benchmarking statement for degrees in Business and Management and the University's defined level descriptors for undergraduate awards. All assessments are subject to a rigorous system of internal marking and moderation and to the approval of the external examiner who ensures that awards are comparable with those made by other universities.
Course Committee consisting of student representatives and academic tutors.	Student feedback on their experience is sought in a number of ways. A Board of Studies comprising academic staff teaching on the programme, and student representatives meets at least once each semester and is supplemented by a course committee. Students are asked to complete module feedback questionnaires, and a random sample of them will be asked to participate in the University's annual student satisfaction survey. Actions taken to address issues raised by students through these various mechanisms are discussed in the Boards of Studies and in annual monitoring reports.

15. Regulation of Assessment

Details of the mechanisms and criteria for assessment in individual modules, and the means of determining HND module grades, are made known to students at the start of their course. Students have full access to the University's Standard Assessment Regulations for Higher National awards (SHAR regulations) on commencing the course, and individual and collective guidance is given by academic staff on their operation at appropriate times throughout the course.

To qualify for a HND Business & Management a student must successfully complete all required assessments and obtain 240 Undergraduate credits at Level 4/5. The pass-mark in all modules is 40%.

The HND classifications are as follows:

HND Classification per module	Average mark
Distinction	70% and above
Merit	Between 50%-69%
Pass	Between 40%-49%

The External Examiner is appointed. Their work includes:

- Approving coursework assignments and assessment criteria

- Approving examination papers

- Monitoring standards through moderation of completed assessments

- Attending Examination Boards