



# Course Handbook

## Foundation Degree in Business & Management

2024-25

School of Business & Management

Hugh Baird College

Please read this Handbook in conjunction with the University's Student Handbook.

All course materials, **including** lecture notes and other additional materials related to your course and provided to you, whether electronically or in hard copy, as part of your study, are the property of (or licensed to) UCLan and **MUST** not be distributed, sold, published, made available to others or copied other than for your personal study use unless you have gained written permission to do so from the Head of School. This applies to the materials in their entirety and to any part of the materials.

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# 1. Welcome to the Course

Welcome to your UCLan Higher Education (HE) course at the Hugh Baird University Centre. We offer a friendly and supportive learning environment and the tailored support you need to be successful. Class sizes are small and tutors use varied teaching and learning methods to meet your needs. Our staff are also used to working with people of all ages and recognise that your work and life experience are an asset. As a friendly community of staff and students our aim is to give you an excellent educational experience. I hope you will enjoy this year and find your course challenging, stimulating, enjoyable and rewarding.

This Handbook provides a quick guide to what is offered at the college, what we aim to help you to achieve and what we expect of you. It also provides information about support services and regulations that you need to know.

We want you to achieve your academic and personal potential, to develop networks of friends, new interests and life skills. To achieve this, we want you to:

- **Work hard** - we expect you to attend lectures, seminars and workshops, as students with good attendance will achieve the best degrees overall. Plan your workload and think carefully about how to manage your reading and preparation for written assignments and practical work.
- **Enjoy your time at college** - studying on an HE course is also about having new experiences, making friends, finding new interests, and learning to create a balance between work and social life. Make sure you find time to take advantage of enrichment activities or sports facilities and get involved with student committees. Look after yourself and make sure you know about student wellbeing resources for information and support.
- **Make use of the support that is available to you** - I am sure you will have a great year but don't forget that there are many services available if you need them.

I wish you every success during your time at the Hugh Baird University Centre.

Colette Mawdsley

Assistant Principal Higher Skills

## 1.1 Rationale, aims and learning outcomes of the course

Firstly, a warm welcome from the Course Team. We hope you will enjoy your time with us and achieve your aims.

The course team consists of the academic and technical staff who contribute to your course. The academic staff take responsibility for the delivery of the content of your modules, but

they also have other many roles including research, overseas development, marketing and publicity, etc.

Your course is also supported by a number of facilitators who induct you into the workshops and the use of technical resources, demonstrate craft and technical processes and/or assist individual students with the production of work. They are a team of well-qualified individuals who assist students across a range of courses.

When we created your course, we began by considering a number of things:

- What knowledge and skills you are likely to have at the beginning of your course
- What knowledge and skills will be expected by the employers when you begin your career
- The range of expertise and professional experience of your tutors
- What standards are required for the various awards that we offer (the UK's 'Framework for Higher Education')
- What is generally expected to form a significant part of the curriculum of a course of this title (the UK's 'National Subject Benchmark' statements)

In the above we were informed by our experience, both as educators and practitioners, and by external reference points. Once we considered these key points, we blocked the responses into a number of modules, each with Aims and Learning Outcomes. You can think of Aims and Learning Outcomes as the 'DNA' that ultimately shapes the form and content of your degree. We've reprinted the aims for your course below and throughout the following sections you'll develop a sense of what the learning rationale of your course is; you'll find the overarching learning outcomes for your course in the programme specification.

On successful completion of the course you will be awarded a Foundation Degree in Business Management awarded by the University of Central Lancashire.

<b>Aims of the Programme</b>
<ul style="list-style-type: none"> <li>• To promote within the student an enthusiasm for the academic study of business and management whilst encouraging independent judgement, self-awareness and work specific-skills relevant to a particular profession or sector of industry.</li> </ul>
<ul style="list-style-type: none"> <li>• To provide an in-depth and intellectually challenging study of business and management developing analytical, critical and creative abilities in an integrated way.</li> </ul>
<ul style="list-style-type: none"> <li>• To develop transferable key skills including independent and team skills, communication skills and the ability to solve problems creatively and to make decisions confidently.</li> </ul>
<ul style="list-style-type: none"> <li>• To offer a wide choice or options which cater for a variety of specialist interests and career-paths.</li> </ul>

- To develop in students personal qualities and attributes applicable to modern working life.

## 1.2 Expertise of Staff

All staff who deliver on the course have extensive course related industry and/or educational experience and have qualifications up to MA level in related subjects. The staff regularly complete work experience opportunities within their subject areas, which allows them to keep up to date with current industry trends and standards.

Staff profiles can be accessed on the Hugh Baird University Centre website.

## 1.3 Administration Details

At the Hugh Baird University Centre, all enquiries should be made to: [enquiries@hughbaird.ac.uk](mailto:enquiries@hughbaird.ac.uk) or via telephone on 0151 353 4444.

Further information can be found on the website at:

[www.hughbaird.ac.uk/university-centre](http://www.hughbaird.ac.uk/university-centre)

At UCLan, Academic Registry provides a range of services to support the student journey from enrolment to graduation. The Academic Registry is responsible for course administration and supports the University's academic Schools and Faculties. Teams in the Academic Registry provide information and guidance on student records, change of circumstances and academic appeals. Services within Academic Registry operate from **8.45am until 5.15pm Monday to Thursday and until 4.00pm on Fridays**. Contact information can be found at:

[https://www.uclan.ac.uk/students/support/course\\_admin\\_service.php](https://www.uclan.ac.uk/students/support/course_admin_service.php).

## 1.4 Communication

In order to access communication from UCLan, the University expects you to use your UCLan email address and check regularly for messages from staff. If you send us email messages from other addresses they risk being filtered out as potential spam and discarded unread.

At Hugh Baird University Centre, the course leader will set up a course e-mail account that will allow staff to e-mail all students from the group. Additionally, email is checked daily and students should expect a prompt reply to their query.

Student Zone is a new system set up by the College that can be accessed via the College website for staff and students to share information. The course team will up-load relevant course information that will allow the student easy access for example module resources, course handbook, Harvard referencing, copyright information, deadline dates and times and project briefs.

During induction week you will be enrolled into the library and shown how to use College email, the library systems and College IT facilities, including Microsoft Teams. You will also be shown how to access your university systems such as MyUCLan.

## 2. Structure of the Course

### 2.1 Overall Structure

#### Integrated Foundation Entry (Level 3)

##### Full time (Year 1)

Semester 1	Semester 2
BMC001 – Enterprise and the Entrepreneur (40 credit module)	BMC002 – Managing Business Information (20 credit module)
BMC005 – Study skills for Success (20 credit module)	BMC006 – Contemporary Business in Context (40 credit module)

##### Part time (two years recommended)

##### Year One

Semester 1	Semester 2
BMC001 – Enterprise and the Entrepreneur (40 credit module)	BMC002 – Managing Business Information (20 credit module)

##### Year Two

Semester 1	Semester 2
BMC005 – Study skills for Success (20 credit module)	BMC006 – Contemporary Business in Context (40 credit module)

##### FdA Business & Management (Levels 4 & 5)

**Full time (Year 1)**

<b>Semester 1</b>	<b>Semester 2</b>
BM1711 (20 Credit module – Year Long - Organisations in their Environment)	
BM1712 (20 Credit module – Year Long - Management Organisations and Functions)	
BM1713 (20 Credit module – Year Long - Entrepreneurship and Small Business Start-up)	
BM1714 (20 Credit module – Year Long - Professional and Academic Skills)	
BM1715 (40 Credit module – Year Long - Introduction to Employability through Personal and Work Based Learning)	

**Full time (Year 2)**

<b>Semester 1</b>	<b>Semester 2</b>
BM2714 - 40 Credit module – Year Long - Applied Employability through Personal and Work Based Learning	
BM2706 - 20 Credits module – Year Long - Human Resource Management	
BM2711 - 20 Credit module – Year Long - Marketing Principles for Business	
BM2713 - 20 Credit module – Year Long – Accounting	
BM2715 - 20 Credit module – Year Long - Business and Management Practice	

**Part time (three years recommended)**

**Year One**

<b>Semester 1</b>	<b>Semester 2</b>
BM1711 - 20 Credit module – Year Long - Organisations in their Environment	
BM1712 - 20 Credit module – Year Long - Management Organisations and Functions	
BM1713 - 20 Credit module – Year Long - Entrepreneurship and Small Business Start-up	
BM1714 - 20 Credit module – Year Long - Professional and Academic Skills	

**Year Two**

<b>Semester 1</b>	<b>Semester 2</b>
BM1715 - 40 Credit module – Year Long - Introduction to Employability through Personal and Work Based Learning	
BM2706 - 20 Credit module – Year Long - Human Resource Management	
BM2711 - 20 Credit module – Year Long - Marketing Principles for Business	
BM2706 - 20 Credit module – Year Long - Human Resource Management	

**Year Three**

<b>Semester 1</b>	<b>Semester 2</b>
BM2714 - 40 Credit module – Year Long - Applied Employability Through Personal and Work Based Learning	



BM2713 - 20 Credit module – Year Long - Accounting
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The course will be delivered in the Hugh Baird University Centre.

Please note that all modules are mandatory.

The overarching UCLan programme specification is attached to the back of this handbook. Where the modules listed therein may differ slightly from those listed above, this is the result of a validated agreement between the University Centre and UCLan, whereby the modules listed above shall be those on offer at the Hugh Baird University Centre.

## 2.2 Modules Available

Each module is a self-contained block of learning with defined aims, learning outcomes and assessment. A standard module is worth 20 credits. It equates to the learning activity expected from one sixth of a full-time undergraduate year. Modules may be developed as double or triple modules with credit allocated up to a maximum of 120 credits per module.

## 2.3 Course Requirements

All modules are compulsory. For entry requirements see programme specification.

As a student undertaking this course, you are bound by the Code of Conduct as specified by **Hugh Baird College and the University Centre** and subject to the UCLan procedure for the consideration of Fitness to Practise.

## 2.4 Module Registration Options

Discussions about your progression through the course normally take place in February each year. It is an opportunity for you to make plans for your study over the next academic year. The course team will tell you about the various modules / combinations available and you will both agree on the most appropriate (and legal) course of study for you.

## 2.5 Study Time

### 2.5.1 Weekly timetable

A timetable will be available once you have enrolled onto the programme.

Your timetable is likely to consist of:

#### **Integrated Foundation Entry (Level 3)**

##### **Year 1 full time:**

- Up to 14 hours of taught sessions per week

##### **Year 1 part time**

- Up to 7 hours of taught sessions per week

**Year 2 part time**

- Up to 7 hours of taught sessions per week

Part time students may be in-filled with full time students.

**Foundation Degree (Levels 4 and 5)**

**Year 1 full time:**

- Up to 14 hours of taught sessions per week
- **Year 2 full time:**
- Up to 14 hours of taught sessions per week

**Year 1 part time**

- Up to 7 hours of taught sessions per week

**Year 2 part time**

- Up to 7 hours of taught sessions per week

**Year 3 part time**

- Up to 7 hours of taught sessions per week

Part time students may be in-filled with full time students.

**Additionally, for each year:**

- Self-directed study
- Work based learning opportunities
- Enrichment activities, designed to help you meet people from other areas of the College, try out new skills and develop new interests.

## 2.5.2 Expected hours of study

20 credits is a standard module size and equals 200 notional learning hours.

The normal amount of work involved in achieving a successful outcome to your studies is to study for 10 hours per each credit you need to achieve - this includes attendance at the Hugh Baird University Centre and time spent in private study.

Your modules have been designed for teaching and independent learning to be completed in a set amount of time - each credit studied requires 10 hours of study. So a 20 credit module will require you to commit to 200 learning hours and 40 credit module, 400 learning hours. Full time students study 120 credits so over each year you will study, in total, 1200 hours. The academic calendar identifies 30 study and assessment weeks spread over two semesters of approximately 15 weeks each, so a full time students' learning should average 40 hours per week. If you find that you are regularly exceeding this amount, or regularly finishing your weekly studies in less time, then you should speak to module tutors.

Part-time students study modules in exactly the same way as full-time students, you just study less at any time. If you need advice or guidance about the amount of time you should spend in study, speak to your Course Tutor.

For a 20 credit module, where the taught component is 60 hours, you should spend approximately 140 hours in independent study. Occasionally you may find modules where the contact hours are greater or less than the 60-hour norm. This is because of the nature of the module but you'll find this is compensated for in other modules. However, no matter how the contact hours and independent study hours are split up, no module requires more or less than 10 hours' study per credit and so you should still be spending approximately 40 hours per week in study if you are a full time student (speak to staff if you are not achieving or exceeding this amount).

### 2.5.3 Attendance Requirements

You are required to attend all timetabled learning activities for each module. Notification of illness or exceptional requests for leave of absence must be made to your module tutor.

No modules or sessions are optional. Please be aware that attendance is closely monitored and may affect decisions taken about you in assessment boards or in the provision of references. There is a 95% attendance target.

Student attendance is recorded electronically and if you are absent for more than 28 days without contact, we reserve the right to inform your grant office or student loan company. If you are unable to attend as a result of illness, accident or serious family problems (or other personal reasons) you must notify your course tutor before the start of class.

Notification of illness or exceptional requests for leave of absence must be made to your Course tutor via email.

If you have not gained the required authorisation for leave of absence, do not respond to communications from the University and if you are absent for four weeks or more, you may be deemed to have withdrawn from the course. If this is the case, then the date of withdrawal will be recorded as the last day of attendance.

## 3. Approaches to Teaching and Learning

### 3.1 Learning and Teaching methods

As we created the modules that constitute your course, we considered the following:

Your experience of study must be a holistic one; each module should be fully integrated within the total course of study;

Much of the focus of the teaching, especially during level 4, is aimed at forming the student body into a fully functioning group. It is important that you, as part of your learning, should develop a sense of the needs of others and become equally responsible for all aspects of the group's development. When, as occurs in group work, you rely on the presence and contribution of others for your own progression, a mutual contract is made between all

parties and the exploitation of this commitment is essential to both educational and personal development.

## 3.2 Study Skills

At the Hugh Baird University Centre, study skills will be provided by a variety of staff. The Personal Development Coaches will lead on this and sessions will be arranged for all students. Communication regarding these and any other sessions will be sent out by the Personal Development Coaches.

To access UCLan's Study Skills - 'Ask Your Librarian'

[https://www.uclan.ac.uk/students/support/study/it\\_library\\_trainer.php](https://www.uclan.ac.uk/students/support/study/it_library_trainer.php)

You can book a one to one session with a subject Librarian via Starfish. These sessions will help with questions such as

- "My lecturer says I need a wider variety of sources in my references, what do I do?"
- "I need to find research articles, where do I start?"
- "How do I find the Journal of ...?"
- "How do I use RefWorks?"

## 3.3 Learning Resources

### 3.3.1 Learning and Information Services (LIS)

For UCLan resources, the best place to start when exploring the Library resources available to you is;

- Your 'Subject Guide' can be found in the [Library Resources](#)
- Your 'My Library' tab in the [Student Portal](#)
- [Library search](#)
- Your module reading list - this can be found in your electronic module space.

The Hugh Baird University Centre has a full range of printing facilities, media studio, editing suite, dedicated HE study areas for independent study and two well stocked Library Learning Centres. Here you will find an extensive range of resources available to support your studies provided by the Hugh Baird University Centre and your partner university. Your course team works closely with the learning resources department to ensure that your primary learning needs are met. In addition, you will have access to journals and the electronic resources at UCLan. These include e-journals and databases, e-books, images and texts.

For library opening times please visit the Hugh Baird University Centre website.

### 3.3.2 Electronic Resources

The course MS TEAMS PAGE also houses many resources that are kept up to date by your course team.

## 3.4 Personal Development Planning

PDP is designed to:

- Enable you to work towards a point you would like to be at on graduation;
- Help you acquire the skills needed for your chosen career;
- Evaluate your strengths and plan to deploy them in a range of situations during study and after graduation.

PDP starts at the beginning of the first year and will vary from course to course, but the aim on all courses is that on graduation you will be well prepared for industry, demonstrating your skills, knowledge and capabilities in a variety of settings.

As a student, it is important that you tie together the modules you are studying concurrently and to trace your progression throughout the three levels of study. One of the purposes of using a journal is to enable you to remember the details of the taught sessions and to reflect on how successful you were in absorbing and applying the content, both then and now, within your working process. But whatever mechanism you prefer it is important that all students should reflect on their progress and identify successful changes to work or learning patterns that will assist you to become a 'better' student.

We aim to train you to take responsibility for your own learning and career development, to be able to evaluate your strengths and weaknesses and conduct a skills audit to develop a critical practice. This covers analysis of your key skills base (use of English, literacy and writing skills, numeracy, communication skills and use of IT) and you will be encouraged to evaluate your strengths and weakness on a continual basis as you progress through different points during the course.

Many of the conversations that you will have with your tutors are intended to cause you to reflect on the work that you have completed; but they also intend you to look forward and build upon this success or perhaps to challenge a working practice that is limiting your development. Within PDP, you should consider how your learning and working processes should evolve to enable greater creative success and therefore greater personal satisfaction achieved through learning!

## 3.5 Preparing for your Career

For UCLan Careers support, you can access what is available at:

<https://www.uclan.ac.uk/careeredge>

For careers support from the Hugh Baird University Centre, please contact the Personal Development Coaches. Your future is important to us, so to make sure that you achieve your full potential whilst at university and beyond, your course has been designed with employability learning integrated into it. This is not extra to your degree, but an important part of it, which will help you to show future employers just how valuable your degree is. These "Employability Essentials" take you on a journey of development that will help you to write your own personal story of your time at university:

- To begin with, you will explore your identity, your likes and dislikes, the things that are important to you and what you want to get out of life.
- Later, you will investigate a range of options including jobs and work experience, postgraduate study and self-employment,
- You will then be ready to learn how to successfully tackle the recruitment process.

It's your future: take charge of it!

## 4. Student Support

At the Hugh Baird University Centre, the **Health & Wellbeing Officer** offers information and advice to students relating to all aspects of leading a healthy lifestyle both inside and outside College. Information and advice are offered in many areas including:

- Sexual health
- Nutrition
- Stopping smoking
- Healthy living
- Staying safe
- Making a positive contribution
- Personal development
- Financial help
- Enjoying College

You can also access non-academic student support services at UCLan at: [http://www.uclan.ac.uk/students/study/library/the\\_i.php](http://www.uclan.ac.uk/students/study/library/the_i.php)

### 4.1 Additional Student Support

You will be assigned a Tutor who will provide additional academic advice and support during the year. Tutors are academic members of staff whose role is to look after a group of students across a year group for specific courses, they will be the first point of call for many of the questions that you might have during the year. Your Tutor will be able to help you with personal development, providing guidance and direction to enable you to realise your potential, and can refer you to other University support services if appropriate.

You may also be contacted by a Personal Development Coach, whose role it is to identify students that would benefit from additional support to engage in their studies. The Personal Development Coach will work with you, alongside the Tutor and other members of staff to develop solutions to any difficulties you may be experiencing.

### 4.2 Students with Disabilities

We make every possible effort to support students with disabilities and have a very strong, dedicated team of professionals who are here to help you.

If you have a specific learning difficulty (SpLD), a long-term health condition or mental health condition, you may be eligible to receive Disabled Support Allowance (DSA). Please

go to: <https://www.gov.uk/disabled-students-allowances-dsas/overview> for more information and to apply.

## 4.3 Students' Union

The Students' Union is here to 'make life better for students' and we aim to do this every day through our wide range of services, activities and opportunities. You can find out more information on our website: <http://www.uclansu.co.uk/>

As one of the thousands of students who are not studying on the main UCLan campus in Preston, the Students Union is still your union, please check <http://www.uclansu.co.uk/> for full details on what we may be running in your partner institution.

# 5. Assessment

## 5.1 Assessment Strategy

### ***Why is assessment relevant to learning?***

For assessment to be truly meaningful, you have to perceive its relevancy to your learning. Consequently, we make assessment relevant to your interests, relevant to the industry's standards and relevant to potential future careers.

In previous sections within this document we've tried to give you some insight into how we 'modularised' your learning. The learning process enables you to unpack these and 'use' the contents. We gauge how well you do this by assessment. Assessment forms part of your learning process; it provides feedback information so that you can refine your judgement of your own abilities and progress, and respond accordingly - this is significant in your planning and the self-evaluation that occurs within your PDP activities and your Journals and Logs. Secondly, it provides information that helps us evolve the various modules and, ultimately, the course you are studying.

Each assignment that you undertake commits you to a certain amount of study. To ensure fairness the evidence of this study must be completed by all students to the same deadline. Part of the assessment process is the recognition that meeting deadlines involves realistic planning and setting achievable targets. Thus your tutors will apply deadlines rigorously, as does the University system generally. We recognise that some students achieve better grades for practical work, whilst other are better at theoretical study. Consequently, we will use a very wide range of assessment methods to ensure that all skills and knowledge are fairly assessed.

To ensure that you have a full and accurate understanding of the purpose and processes of assessment, there will be frequent opportunities to discuss the assessment of each assignment. These discussions will include 'house-keeping' and simple practicalities, as well as making sure you fully understand what you will be expected to do to fulfil the brief. There will also be discussion of more abstract areas, such as 'creativity', 'originality' and 'imagination'. You will have the opportunity to discuss what seemingly subjective assessment criteria such as 'experimentation' actually mean, rather than simply being assessed on them.

There are several desirable attributes within assessment of any course; these are that you:

- Understand the meaning of terms used in assessment;
- Have a clear understanding of exactly how the assessment mechanism works, and the reasons for the arrangements adopted;

- Appreciate that assessment is a means of developing your own critical facilities and self-awareness;
- Know what steps to take to meet assessment criteria and gain maximum benefit from the process;
- Are assessed frequently and that this regular process encourages you to make comparisons between your own judgement and values, and those of others;
- Are aware of the assessment criteria that staff apply to the growing evidence of your learning and that this is clear and open and is discussed freely;
- Partake in the activities of discussion, evaluation and assessment and that you receive feedback that is immediate and frequent, detailed, accurate and fair

### **What is assessed?**

We assess course work – course work is normally a set of creative projects and some essays, set by your tutors to deadlines that are same for all. Course work is marked to an agreed set of criteria and, through moderation, a final mark is achieved.

It is important for you to understand that we don't assess modules; we assess assignments packaged within these modules. By assessing individual assignments, we obtain a mark that indicates how well you did overall on a particular module. At the end of your course, by putting the module marks together we calculate your degree classification. Therefore, the assessment of each assignment contributes to passing your degree.

**You must attempt each assessment; even if your work is late or incomplete, we still regard the submission of this as an 'attempt' – it is always better to attempt an assessment that you think you will fail than to submit nothing at all!**

The assessment strategy is created out of the information agreed at validation and contained within the module descriptors. Many modules have two or more assignments but it is entirely normal for a module to be only composed of one assignment. In the Module Handbook (occasionally called Module Information Pack), all the assignments for that module are usually included. Read them as soon as you receive it because this will help you understand what we expect of you and how the module will develop; it will also help you to time-manage your workload for the semester or year.

In feedback your tutors will explain what qualities in your work defined the grade you were awarded, and what you could improve on in future assessment that will assist you to improve your grades.

The nature of your course requires that a number of different learning methods be used and assessed. These can be summarised as follows:

**Lecture/Seminar Work** - The majority of the modules that you study are practical. However, even within practical modules it is still often appropriate to deliver some lectures and seminars. It is normal to assess the knowledge that you have gained from these lectures at various points throughout the year. However, rather than always expecting you to present theoretical learning for assessment in the form of essays, we often prefer you to introduce this knowledge in your practical work or to create seminar presentations, which you may think of as solo or group presentations. To assess the results of lectures and seminars we apply criteria based upon the following:

- Consideration of information and personal views, interpretation and analysis



- Involvement of the use of resources to extend understanding through self-study
- Development of abilities to originate, research and prepare concepts or ideas
- Fluency in communicating creative issues, concepts or ideas

**Group Work** – It is more appropriate to assess group work in some courses more than others, but where group work is assessed we sub-divide its assessment into 2 different approaches: Firstly, when we assess your understanding of some aspect of theory within group work, we may need to isolate your contribution and measure this contribution to the group's presentation separately from other students. We may use your supporting documentation, discussions, viva voces and workshop sessions to help us to monitor your contribution. Secondly, it is common in practical work to assess your groups' response to a particular task holistically. In these instances, it is not always possible or relevant to isolate each individual's contribution (however we may adjust this grade for one or more individuals if we feel there has been an unequal contribution to the group from certain members). To assess group work we apply criteria based upon the following:

- Your understanding of personal responsibility
- Your ability to integrate and play an active part
- Your participation in complex organisational and creative decision making
- Your management and monitoring of the group's progress
- Your participation in joint presentations of proposals/solutions

In addition to the above, assessment criteria may also include:

- \* Active involvement in learning
- \* Positive use of resources
- \* Relationships with people - working in teams or groups
- \* Management of study including self-study

The specifics of the assessment criteria for each assignment will be explained to you prior to starting the assignment, but if you are in any doubt **speak to your module tutor immediately!**

### ***Why do you assess written work in practice-based courses?***

To ensure that your course is the equal of all other subjects it is not only essential to test your embedded knowledge through the creation of creative work, but to test your intellectual understanding and higher levels skills of research, reflection and communication. Essays and other written works are the simplest way of testing the skills of:

1. The collection of appropriate knowledge (research) from primary and secondary sources
2. The organisation of this knowledge in a coherent and logical way (structure)
3. The ability of you as the writer to make the material 'alive' and engaging to the reader (communication)
4. The correct use of academic conventions, such as referencing and language and grammar (accuracy)

Please remember that, unless you are told otherwise, we expect **all** written work submitted for assessment to be word-processed, printed on white A4 paper, using a plain font of

either 11 or 12 points. Citations and references should be made in Harvard format. Where a specific word count is listed:

- i) Between 'two stated figures', i.e., between 2,000 and 2,500 work, you should not submit work where the word count is outside of these limits
- ii) That is 'a single figure', i.e. 1,500 words, you should submit work that is within 10% of this figure (in the case of 1,500 words you should submit no less than 1,350 and no more than 1,650 words).

The words on the title page, in the bibliography and in appendices are not included in the word count.

### ***How can I be certain that my work has been assessed accurately and fairly?***

To ensure standards are maintained our assessment procedures are rigorous and regularly reviewed. For example:

1. All work that accounts for 25% or more of a module will be assessed by at least 2 staff members from your College; all work that receives a fail grade (below 40%) will also be assessed by at least 2 of your College tutors;
2. Samples of work from each module will be further moderated by UCLan staff
3. If, because of the particular nature of your work or because of prior commitment, 2 staff members cannot present at 'ephemeral' assessment (presentations), then we will ask you to record your work on video so that this becomes available to another staff member;
4. Our assessment processes are monitored by academics from other Universities, just as we are asked to 'externally examine' similar courses to yours in other institutions. Your course's External Examiner may view the work you submit for assignments at any time but normally at the end of the academic year; they will certainly discuss your modules with staff and look at a range of samples of the work of students on all modules within your course.

## **5.2 Notification of Assignments and Examination Arrangements**

All assessed work must be submitted according to the Course's assessment plan (issued by your course tutor). Authorisation of the late submissions requires written permission from your university. Extenuating Circumstances may be applied for in cases where factors outside your control will adversely affect your performance on the course. If you are unable to submit work within 10 days of the due submission date (due to verifiable circumstances) you may be able to submit an application in accordance with your university's Extenuating Circumstances procedures.

## 5.3 Referencing

Your work must be referenced using the Harvard system where specified. Sessions and a presentation from Library Learning Centre staff will be delivered so that you are clear about this system. Further information will be provided on the UCLan website.

You are required to sign a declaration indicating that individual work submitted for an assessment is your own.

## 5.4 Confidential Material

It is not expected that students will need to access confidential material for this programme. Students have an ethical and legal responsibility to respect confidentiality and maintain the anonymity of individuals and organisations within their assignments. All students will be required to adhere to the Ethics in research Policy, which can be located on the College's MyDay webpage.

## 5.5 Cheating, plagiarism, collusion or re-presentation

The Hugh Baird University Centre uses an online Assessment Tool called Turnitin. Students are required to self-submit their own assignment on Turnitin and will be given access to the Originality Reports arising from each submission. In operating Turnitin, Schools must take steps to ensure that the University's requirement for all summative assessment to be marked anonymously is not undermined and therefore Turnitin reports should either be anonymised or considered separately from marking. Turnitin may also be used to assist with plagiarism detection and collusion, where there is suspicion about individual piece(s) of work.

## 5.6 How do I know my assessed work has been marked fairly?

Assessment is an integral part of the course. Module staff work closely together to design assessments, agree the marking criteria and approve final versions of assessments to ensure that these are appropriate. The criteria for assessment will be communicated to you clearly during the module teaching.

All module staff engage in development and training in assessment, marking and feedback. Once the assessments have been completed the module team will discuss the assessment methods and marking criteria, prior to starting to mark, so that there is a common understanding of what is expected of students. All assessed modules have moderation built into the marking process. Moderation involves sampling students' assessed work to make sure that the learning outcomes and agreed marking criteria have been interpreted and applied in the same way. This ensures that you and your fellow students are treated equitably and that the academic standards are applied consistently. During the marking process the module leader will co-ordinate moderation to ensure that at least 10% of assessed work (or a minimum of three pieces) has been reviewed by other markers and any concerns about consistency or accuracy addressed with the whole

module team. Your work may or may not be part of this sample, but the processes for developing assessments and marking criteria as well as moderation mean that you can be confident that teaching staff are marking assessments to the same criteria. Module teams may then use feedback from moderation to improve clarity about the nature and purpose of future assessment, or to make changes if required.

Modules are also moderated externally. The module leader will arrange for the external examiner to receive a sample of work for review and comment. External examiners cannot change individual grades but can act as 'critical friends' and confirm that marking standards are in line with other, similar courses in the sector. If, on reviewing the sample, external examiners feel that the marking criteria have not been applied consistently the work of the whole cohort will be reviewed.

## **6. Classification of Awards**

The University of Central Lancashire publishes the principles underpinning the way in which awards and results are decided in their [Academic Regulations](#). Decisions about the overall classification of awards are made by Assessment Boards through the application of the academic and relevant course regulations.

## **7. Appendices**

### **7.1 Programme Specification(s)**

<b>UNIVERSITY OF CENTRAL LANCASHIRE</b>
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**Programme Specification**

This Programme Specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided.

***Sources of information on the programme can be found in Section 17***

<b>1. Awarding Institution / Body</b>	University of Central Lancashire
<b>2. Teaching Institution and Location of Delivery</b>	Partner Colleges: <ul style="list-style-type: none"> <li>• Burnley College</li> <li>• Kendal College</li> <li>• Hugh Baird College</li> </ul>
<b>3. University School/Centre</b>	School of Business & Management
<b>4. External Accreditation</b>	None
<b>5. Title of Final Award</b>	Foundation Degree Arts in Business and Management
<b>6. Modes of Attendance offered</b>	Full Time, Part Time
<b>7a) UCAS Code</b>	CLANC C30  N102  HBC N103
<b>7b) JACS and HECOS Code</b>	
<b>8. Relevant Subject Benchmarking Group(s)</b>	Business and Management  Foundation Degree
<b>9. Other external influences</b>	None
<b>10. Date of production/revision of this form</b>	March 2017 / Revised September 2017 / September 2018
<b>11. Aims of the Programme</b>	<ul style="list-style-type: none"> <li>• <b>To promote within the student an enthusiasm for the academic study of business and management whilst encouraging independent judgement, self-awareness and work specific-skills relevant to a particular profession or sector of industry.</b></li> <li>• <b>To provide an in-depth and intellectually challenging study of business and management developing analytical, critical and creative abilities in an integrated way.</b></li> </ul>

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| <ul style="list-style-type: none"><li>• To develop transferable key skills including independent and team skills, communication skills and the ability to solve problems creatively and to make decisions confidently.</li></ul> |
| <ul style="list-style-type: none"><li>• To offer a wide choice or options which cater for a variety of specialist interests and career-paths.</li></ul>  |
| <ul style="list-style-type: none"><li>• To develop in students' personal qualities and attributes applicable to modern working life.</li></ul>   |

<b>8. Learning Outcomes, Teaching, Learning and Assessment Methods</b>
<b>A. Knowledge and Understanding</b>
A1. Discuss, critically appraise, and apply concepts and perspectives relevant to the area of business.
A2. Demonstrate understanding of management processes within different business functions
<b>Teaching and Learning Methods</b>
There will be some lectures, but most of the time will be spent in workshops and seminars, in student-centred discussion, analysing case studies or considering real business problems from the students' own experience
<b>Assessment methods</b>
Most assessment is by coursework and in-class tests. The coursework may involve group work, seminar presentations, exercises, business reports and some academic essays. A few modules also have a formal examination as part of the assessment.
<b>B. Subject-specific skills</b>
B1. Analyse business and management problems and formulate appropriate methods for solving them.
B2. Contribute to the management process based on knowledge and understanding of the functional areas of business.
B3. Analyse and interpret simple and complex data.
B4. Develop and present solutions to business and management problems and challenges.
<b>Teaching and Learning Methods</b>
There will be some lectures but the majority of the time will be spent in workshops and seminars, in student discussion, analysing case studies or considering real business problems from the student's own experience with the focus on subject-specific skills development as outlined in Section B above
<b>Assessment methods</b>
Most assessment is by coursework and in-class tests. The coursework may involve group work, individual and group presentations, written reports and academic essays. A few modules also have a formal examination as part of the assessment of subject-specific skills.
<b>C. Thinking Skills</b>
C1. Analyse business problems and formulate appropriate approaches for solving them.
C2. Develop solutions to problems and challenges.
C3. Analyse and interpret data
<b>Teaching and Learning Methods</b>
There will be some lectures but the majority of the time will be spent in workshops and seminars, in student-centred discussion, analysing case studies or considering real business problems from the

students' own experience to facilitate the development of the Thinking Skills identified in Section C above.

**Assessment methods**

Most assessment is by coursework and in-class tests. The coursework may involve group work, individual and group presentations, written reports and academic essays. A few modules also have a formal examination as part of the assessment of Thinking Skills identified in Section C above.

**D. Other skills relevant to employability and personal development**

D1. Demonstrate an enhanced level of skills appropriate to making an effective contribution to working in the chosen area of business. Key skills include:

- Communication: taking part in discussions, making presentations, reading and responding to written material and producing written material.
- Information Technology: preparing information, processing and presenting information and reviewing and evaluating the use of information technology.
- Numeracy: collecting and recording data, working with data and presenting results and findings.
- Group Work: Planning activities with others and working towards identified targets together.
- Improving own learning and performance: setting targets and planning action, following a plan to meet targets and reflecting on and evaluating outcomes.

D2. Demonstrate a broad range of skills appropriate to making an effective contribution to working in a chosen area of business

**Teaching and Learning Methods**

There will be some lectures but the majority of the time will be spent in workshops and seminars, in student-centred discussion, analysing case studies or considering real business problems from the students' own experience to facilitate the development of employability and personal development skills identified in Section D above

**Assessment methods**

Most assessment is by coursework and in-class tests. The coursework may involve group work, individual and group presentations, written reports and academic essays. A few modules also have a formal examination as part of the assessment of employability and personal development skills identified in Section D above.



**APPENDIX 9A - CAP**

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 5	BU240 2	Business and Management Practice	20	<b>FdA Business and Management</b>  Requires 240 credits including a minimum of 100 at Level 5
	MG200 6	Learning from Work 2  Managerial Decision Making	20  20	
	MD200 2		20	
	HR270 6	HRM Principles and Practice.  Marketing Principles for Business	20  20	
	MK200 3	Accounting	20	
	AC210 1			
Level 4	MD171 1	Organisations in their Environment.	20	<b>Foundation Certificate Business and Management</b>  Requires a minimum of 120 credits at Level 4
	MD171 2	Management Organisation and Functions.	20	
	MD171 3	First Line Management.  Professional and Academic Skills	20  20	
	MD171 4	Preparation for Learning from Work	20	
	MG100 4			
	MD102 3	Entrepreneurship and Small Business Start Up	20	
<b>Foundation Entry delivered at Burnley College</b>				
	HUC61 0	Essential Study Skills for Higher Education	40	Successful completion of 120 credits on this Foundation year programme guarantees progression to the first year of one of the following degrees:  BA (Hons) Business Management  FdA Business and Management
	HUC11 1	Developing Essential Knowledge and Skills for Higher Education	20	
	HUC11 2	Informed Decision Making	20	

**APPENDIX 9A - CAP**

	HRC00 7	Managing People and Organisations	20	Students who exit after successful completion of 120 credits at Level 3 will receive a transcript of the modules and grades.
	HRC00 8	Marketing and Retail	20	

**Foundation Entry delivered at Hugh Baird College**

	HRC00 4	Skills for Higher Education	20	<p>Requires completion of 120 credits at Level 3.</p> <p>Successful completion of six modules leads to progression to Year 1 of BA (Honours) in the following:</p> <ul style="list-style-type: none"> <li>Accounting</li> <li>Accounting and Finance Management</li> <li>Accounting and Financial Studies</li> <li>Advertising and Marketing Communication</li> <li>Business and Management</li> <li>Business and Marketing</li> <li>Business Administration</li> <li>Business Studies</li> <li>Economics</li> <li>Human Resource Management</li> <li>International Business</li> <li>International Business and Management</li> <li>Marketing Management</li> <li>Retail Management</li> </ul> <p>Students who exit after successful completion of 120 credits at Level 3 will receive a transcript of the modules and grades.</p> <p>Hugh Baird College students will (in addition to the programmes listed) be able to progress to the FdA Business and Management course at the College.</p>
		Introduction to Enterprise Skills	20	
	HRC00 5			
	BUC00 6	Business in Context	20	
	ACC00 3	Accounting and Economics	20	
	HRC00 7	Managing People and Organisations	20	
			20	
	HRC00 8	Marketing and Retail		

**15. Personal Development Planning**

Four modules in the programme are particularly relevant to Personal Development Planning. Initially MD1714 Professional and Academic Skills and MD1023 Enterprise and Small Business Start Up aim to facilitate the development of academic (transferable), professional and business skills and to encourage students to develop the entrepreneurial attributes and qualities to make a success of work in small business and in a larger organisational context. These are complemented by MG1004 Preparation for Learning from Work, which aims to help students gain the greatest possible advantage from their experience in the workplace. This module provides workshops covering for example, learning from self-reflection, action planning, project planning and management and career planning and maximises students' ability to succeed in their chosen career path.

Later in the programme, MG2006, Learning from Work continues to provide students with the skills required to reflect and learn from workplace experience and to plan their future career. Finally, MD2002 Managerial Decision Making aims to build upon the knowledge and skills gained within the MD1714 module, Academic and Professional Skills, delivered during year 1 of the programme and concentrate upon the development of Leadership and Management skills. This will involve the broadening of self-development skills, using a range of resources communicating, providing direction for others, facilitating change, people skills and the ability to achieve results.

**16. Admissions criteria \***

(including agreed tariffs for entry with advanced standing)

*\*Correct as at date of approval. For latest information, please consult the University's website.*

**For students entering via the optional Foundation Entry route, the following admission criteria will apply: -**

The entry requirements for Foundation Year entry is 180 points at A2 level or equivalent.

Other acceptable qualifications include:

Advanced VCE

Scottish Certificate of Education Higher Grade

Irish Leaving Certificate Higher Grade

International Baccalaureate

BTEC National Certificate/Diploma

**For students entering directly onto the Foundation Degree, the following admission criteria will apply: -**

Students should be at least 18 years of age. Entry requirements for a Foundation Degree in Business and Management are a minimum of 200 points at A2 (or equivalent) plus GCSE Maths and English at Grade C or above.

Applications from individuals with non-standard qualifications, relevant work or life experience and who can demonstrate the ability to cope with and benefit from Foundation Degree level studies are welcome. For students who have not studied recently there may be a requirement to undertake an Access Programme. For details of those offered by the University please contact Course Enquires, Tel: 01772 892400

**17. Key sources of information about the programme**

- **HBC Prospectus**
- **HBC website**
- **Open days at 6<sup>th</sup> Form Colleges**
  - **UCAS events**
- **Open Evenings**

- **HBC Prospectus**

- **University of Central Lancashire – Main Campus**

Geoff Thwaites

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