

## UNIVERSITY OF CENTRAL LANCASHIRE

### 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>• Runshaw College</li> <li>• Hugh Baird College</li> </ul>
<b>3. University School/Centre</b>	Lancashire School of Business and Enterprise
<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>7. UCAS Code</b>	CLANC C30 N102 HBC N103
<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
<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> <li>• <b>To develop transferable key skills including independent and team skills, communication skills and the ability to solve problems creatively and to make decisions confidently.</b></li> </ul>	

- To offer a wide choice of options which cater for a variety of specialist interests and career-paths.

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

## 12. Learning Outcomes, Teaching, Learning and Assessment Methods

### A. Knowledge and Understanding

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

#### 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

#### Assessment methods

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. Subject-specific skills

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.

#### Teaching and Learning Methods

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

#### 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 subject-specific skills.

### C. Thinking Skills

C1. Analyse business problems and formulate appropriate approaches for solving them.

C2. Develop solutions to problems and challenges.

C3. Analyse and interpret data

#### 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 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.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 5	BU2402	Business and Management Practice	20	<b>FdA Business and Management</b> Requires 240 credits including a minimum of 100 at Level 5
	MG2006	Learning From Work 2	20	
	MD2002	Managerial Decision Making	20	
	HR2706	HRM Principles and Practice.	20	
	MK2003	Marketing Principles For Business	20	
	AC2101	Accounting	20	
Level 4	MD1711	Organisations in their Environment.	20	<b>Foundation Certificate Business and Management</b>  Requires a minimum of 120 credits at Level 4
	MD1712	Management Organisation and Functions.	20	
	MD1713	First Line Management.	20	
	MD1714	Professional and Academic Skills	20	

	MG1004	Preparation for Learning From Work	20	
	MD1023	Entrepreneurship and Small Business Start Up	20	
<b>Foundation Entry delivered at Burnley College</b>				
	HUC610	Essential Study Skills for Higher Education	40	<p>Successful completion of 120 credits on this Foundation year programme guarantees progression to the first year of one of the following degrees:</p> <p>BA (Hons) Business Management FdA Business and Management</p> <p>Students who exit after successful completion of 120 credits at Level 3 will receive a transcript of the modules and grades.</p>
	HUC111	Developing Essential Knowledge and Skills for Higher Education	20	
	HUC112	Informed Decision Making	20	
	HRC007	Managing People and Organisations	20	
	HRC008	Marketing and Retail	20	
<b>Foundation Entry delivered at Hugh Baird College</b>				
				Requires completion of 120 credits at Level 3.
	HRC004	Skills for Higher Education	20	<p>Successful completion of six modules leads to progression to Year 1 of BA (Honours) in the following:</p> <p>Accounting Accounting and Finance Management Accounting and Financial Studies Advertising and Marketing Communication Business and Management Business and Marketing Business Administration Business Studies Economics Human Resource Management International Business International Business and Management Marketing Management Retail Management</p> <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</p>
	HRC005	Introduction to Enterprise Skills	20	
	BUC006	Business in Context	20	
	ACC003	Accounting and Economics	20	
	HRC007	Managing People and Organisations	20	
	HRC008	Marketing and Retail	20	

			FdA Business and Management course at the College.
<b>15. Personal Development Planning</b>			
<p>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.</p> <p>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.</p>			
<p><b>16. Admissions criteria *</b>  (including agreed tariffs for entry with advanced standing)  <i>*Correct as at date of approval. For latest information, please consult the University's website.</i></p>			
<p><b>For students entering via the optional Foundation Entry route, the following admission criteria will apply: -</b></p> <p>The entry requirements for Foundation Year entry is 180 points at A2 level or equivalent.</p> <p>Other acceptable qualifications include:  Advanced VCE  Scottish Certificate of Education Higher Grade  Irish Leaving Certificate Higher Grade  International Baccalaureate  BTEC National Certificate/Diploma</p> <p><b>For students entering directly onto the Foundation Degree, the following admission criteria will apply: -</b></p> <p>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.</p> <p>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</p>			
<b>17. Key sources of information about the programme</b>			

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

Geoff Thwaites  
Greenbank Building **University of Central Lancashire, Preston, Lancashire. PR1 2HE. Tel: 01772 894670; Email: [Gthwaites@uclan.ac.uk](mailto:Gthwaites@uclan.ac.uk)**

- **Admissions Office**

University of Central Lancashire  
Preston PR1 2HE  
Lancashire  
UK  
[Admissions@uclan.ac.uk](mailto:Admissions@uclan.ac.uk)  
Tel: Enquiry Management +44 (0) 1772 892400  
Fax: +44 (0) 1772 894959  
Email: [cenquiries@uclan.ac.uk](mailto:cenquiries@uclan.ac.uk)

- **Partner Colleges**

**Burnley College**

Princess Way,  
Burnley,  
BB12 0AN  
Tel: +44 (0)1282 733373  
Fax: +44 (0)1282 733383

Web Address: [www.burnley.ac.uk](http://www.burnley.ac.uk)

**Kendal College**

Milnthorpe Road  
Kendal  
Cumbria  
LA9 5AY  
Tel: +44 (0) 1539 724313  
Fax: +44 (0) 1539733714

Web Address: [www.kendal.ac.uk](http://www.kendal.ac.uk)

**Runshaw College**

Langdale Road  
Leyland  
PR5 2DQ  
Tel: +44 (0) 1772 622677  
Fax: +44 (0)1772 642009

Web Address: [www.runshaw.ac.uk](http://www.runshaw.ac.uk)

**Hugh Baird College**

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L20 7EW  
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