

Nottingham Trent University Programme Specification

Loughborough College

Basic Programme Information

1	Awarding Institution:	Nottingham Trent University
2	School/Campus:	Loughborough College
3	Final Award, Programme Title and Modes of Study:	Foundation Degree in Business and Management
4	Normal Duration:	
5	UCAS code:	

6 Overview and General Educational Aims of the Programmes

The programme is designed to enable students to have a core understanding of Business and Management. The Foundation Degree programmes have been specifically designed with the assistance of employers and enterprise agencies. These provide valuable information to ensure the programme incorporates all the latest requirements for seeking employment in the services sector and wishing to gain an in-depth knowledge and understanding of the industry both nationally, internationally and globally at a managerial level. It stresses the importance of autonomous learning and a thorough understanding of the supporting principles and techniques of management with an emphasis on work-based learning.

The programme is distinctive and particularly pertinent for those working or aspiring to work within Business and Management. The delivery and assessment is designed to provide a balance of intellectual and practical skills in Business and Management. This includes an industrial work placement and work based academic research project.

There will be in-depth input by lecturers, tutors and guest speakers who are experts in the field of Business and Management and the different service sectors. Delivery will include a combination of lectures, seminar and site visits for ample opportunity to contextualise and observe relevant theoretical concepts in practice. Core Modules e.g. Marketing Management and Leadership will be contextualised within Business and Management within seminars through case study analysis. The contextualisation will be

further enhanced by site visits to facilities and events within business and management. A distinctive factor of this programme is the embedding of employability skills throughout the modules. Students will be encouraged to carry out research into employment opportunities in their relevant industry. The programme incorporates essential key and transferable skills development relevant to Business Management. It is expected that by obtaining a foundation degree qualification, students will be provided with career-planning support and will be given the opportunity for career enhancement.

You can apply for the Business and Management qualifications via UCAS. Entry requirements are 180-220 UCAS points. Entry is also possible if you have significant working experience within the Service industry. Therefore delivery of the programme will be flexible and adaptable to suit your particular circumstances.

In summary, the programme aims to:

- Provide a solid educational foundation in the generic study of Business and Management with specialism in the service sector industry of your choice;
- Attract those of you who wish to acquire knowledge, skills and practical experience within the service sector industries with a view to gaining employment in a supervisory role in your chosen field irrespective of race, background, gender or physical disability, from the UK or overseas;
- Attract those of you who are practitioners from the service sector industries to acquire a business management qualification with a view to improving and developing your skills, knowledge and understanding of your industry, thereby offering an opportunity to seek promotion and career enhancement within the global Travel, Tourism, Leisure, Hospitality, Food Manufacturing, and Event Management industries;
- Develop transferable skills that will support your career development;
- Provide automatic progression to a BA (Hons) in Tourism Management, Leadership and Management, Sport Management, Hospitality Management, Events Management, and Public Services Management, validated by Nottingham Trent University;
- Provide a programme of study which places an emphasis on work-based learning;
- Meets the precepts of the lifelong learning agenda.

Learners also have the opportunity to study towards a Higher Apprenticeship which has been embedded through the Foundation Degree Programme. This Higher Apprenticeship will allow the student to gain employment within business whilst also gaining a qualification and developing skills within business and management. Alongside the Foundation Degree the learner can also achieve an NVQ level 5 in Leadership and Management.

Generic Foundation Degree Qualification Benchmarks (May 2010) and Honours Degree General Business and Management Benchmarks (2007)

7 Programme Outcomes

Programme outcomes describe what you should know and be able to do by the end of your programme if you take advantage of the opportunities for learning that we provide.

Knowledge and understanding. By the end of the Foundation Degree you will be able to:

(A1) Demonstrate the importance of vocational industry experience through both academic and professional reflective practice. **(B)**

(A2) Demonstrate a knowledge and understanding of the well established principles, theories, policy and practice of business. **(B)**

(A3) Demonstrate knowledge and understanding of the environment in which organisations operate and how they are managed. **(B)**

(A4) Demonstrate knowledge of research methods, design and application. **(B)**

(A5) Demonstrate an understanding of the key functions and responsibilities when managing a business. **(B)**

Skills, qualities and attributes. By the end of the programme you will be able to:

(B1) Reflect, analyse and interpret information providing valid conclusions in an appropriate format. **(B)**

(B2) Effectively communicate information in a variety of forms including information technology and the use of key techniques within business management. **(B)**

(B3) Practise effective self management in terms of time, planning and behaviour and motivation. **(B)**

(B4) Perform effectively as an individual demonstrating the ability to carry out research within a specified subject. **(B)**

(B5) Demonstrate leadership and effective team member skills. **(B)**

To achieve the interim Higher Certificate Award the student will be able to:

Knowledge and Understanding:

- Demonstrate knowledge of the key principles of business. **(B)**
- Demonstrate knowledge and understanding of the environment in which organisations operate and how they are managed. **(B)**
- Demonstrate an understanding of the key functions and responsibilities when managing a business. **(B)**
- Demonstrate knowledge of research design and application. **(B)**

Skills, Qualities and Attributes:

- Reflect and interpret information providing valid conclusions in an appropriate format. **(B)**
- Effectively communicate information in a variety of forms including information technology and the use of key techniques within business management. **(B)**
- Practise effective self management in terms of time, planning and behaviour and motivation. **(B)**
- Demonstrate leadership and effective team member skills. **(B)**

8 Teaching and Learning Methods

In the majority of modules, teaching and learning is centred on lectures supported by subject seminars and tutorials. Generally each seminar class will support the academic content of more than one lecture. Seminars are more student-led than lectures and are focused around particular issues facing the profession. Both lectures and seminars develop subject knowledge and understanding. In addition, you will be supported via study skills sessions which take place in induction and progress tutorial sessions (every other week).

The focus of the learning strategy is both academic and work based. There is recognition that learning takes place both in an academic environment i.e. the lecture room, but equally important is the application of learning in the work place. The aim is to bridge between the work experiences and learning in order to ensure that you do in fact convert your experiences into learning and learn from your experiences in an iterative and reflective manner. Therefore the strategies to be adopted are ones that require you to actively engage in observing and reflecting on your workplace experiences. In this way learning will take place, wherever possible, in a practical context, at work, and not just in the classroom. Application of theory to workplace situations further develops your understanding of management principles and theories and technical knowledge and skills.

You are encouraged to undertake independent reading to supplement and consolidate what is being taught in addition to accessing content and materials via, the Loughborough College Moodle (Learnzone) which is designed to support the independent element of learning. You will be provided with learning material for each module including a module handbook, handouts and course notes, but there will also be an emphasis on student centred approaches and online learning, which will be available on Learnzone and supported by access to e-books, journals and activities.

9 Assessment Methods

The programme uses a variety of assessment techniques to ensure that you can demonstrate the range of learning outcomes. Subject knowledge and understanding is assessed through examinations, coursework essays, coursework reports, individual or group presentations, written evaluations, debates and posters will be used as other forms of assessment. These also assess a range of transferable skills, including confidence in academic written communication.

As part of the Higher Apprenticeship practical assessments also include observations within the workplace which will assess competencies against the National Occupational Standards in Leadership and Management.

Simulated problems and case studies are used to assess problem solving skills and creativity in design solutions – these may be assessed through unseen examinations or as a written essay/report.

Vocational scenarios will form part of the assessment in the modules and normally, work-based learning will be adopted through the use of documents and information from your workplace or through investigative means, produced as part of normal work activities

The Work Placement and Research Project modules assess an important range of skills relevant to the world of work. Employability skills and continual professional development are encouraged throughout our programmes. The Industrial Work Placement module is specifically designed to support your needs and requirements, in either sourcing placements within their chosen industry, or to further develop their chosen career. You will research available positions, as well as the specific requirements to work within their chosen industry, to prepare for the application and interview process. You are formatively assessed throughout this module to prepare for the application, interview and placement induction.

We are keen to develop links with local businesses as well as international agencies to support you in obtaining a 120 hour industrial work placement. The completion of 120 hours will be verified by a witness testimony and contact with the College through a nominated work based mentor. You will be assessed through a portfolio of evidence of academic and professional reflective practice, transferable skills and personal learning and thinking. You will also have the opportunity to further develop your employability skills through the entrepreneurship and business enterprise module allowing you to develop and business idea and business plan to support a business start-up.

10 Programme Structure and Curriculum

The programme is aimed at attracting you as a student wishing to acquire knowledge, skills and practical experience and also practitioners employed within Business who want to gain an understanding and experience of a range of management disciplines. The programme is available on a full time or part-time basis, with successful students gaining a range of management competencies.

The Higher Apprenticeship is available for full time, part time and blended learning students. Students who enrol onto the Higher Apprenticeship may have progressed from the Advanced Apprenticeship and already work within a supervisory, team leader or manager role. Other students may have progressed from a BTEC, A level or returned to education and already work within an appropriate position. Loughborough College work closely with businesses to provide apprenticeships and recruitment services; therefore you may be interested in applying for a Higher Apprenticeship position. Due to the Apprentice being required to commit to work a minimum number of hours per week the part time and blended learning options are available.

Through the Higher Apprenticeship you would have the opportunity to develop transferable skills such as communication and IT. Embedded into the module specifications are the National Occupational Standards, Personal Learning and Thinking Skills and Employment Responsibilities and Rights which enable the programme to form part of a Higher Apprenticeship. The Higher Apprenticeship will provide a mixture of 'on the job' and 'off the job training' where you would have the option to include the Level 5 NVQ Diploma in Management (NOS).

However, all students on the FdA Business and Management programme will achieve knowledge elements of the Higher Apprenticeship, through the National Occupational Standards, so that should they wish to complete an apprenticeship in the future they will be accredited for this element of the apprenticeship which has been mapped into specific modules. The National Occupational Standards have also been mapped through the FdA in Events Management and FdA in Hospitality Management as a benchmark for performance within Management. However, these pathways are not eligible to meet the criteria for the Apprenticeship fully during their FdA's.

The Foundation Degree in Business and Management can be studied through a variety of modes which will suit individual learner's requirements. The following table provides information on the different FdA Business and Management modes of study.

Full Time	Part Time	Blended Learning
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<ul style="list-style-type: none"> • 2 year programme • 2 days per week • 120 credits per year • Industrial work placement • Students progressed from A-level Business or BTEC 	<ul style="list-style-type: none"> • 3 year programme • 1 day per week • 80 credits per year • Employment within industry • Can form part of a Higher Apprenticeship in Leadership and Management • Students progressed from A-level or BTEC • Students progressed from work based learning 	<ul style="list-style-type: none"> • 3– 4 year programme • Modular based learning • 3 day training programme per module • Plus on-line lectures • 80 credits per year • Employment in industry • Can form part of a Higher Apprenticeship in Leadership and Management • Students progressed from work based learning or selected by employer for an Apprenticeship
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The sequential order of delivery for the full time modules can be seen below.

Full Time – Year 1	
Semester 1	Semester 2
Leadership Customer Care in Business Developing Teams	Industrial Work Placement Marketing Performance Management
Full Time – Year 2	
Semester 1	Semester 2
Research Project Human Resource Management Leading Change	Financial Accounting Entrepreneurship and Business Enterprise Business Coaching and Mentoring

We aim to deliver part time and full time modules together wherever possible; however to ensure that we support part time students appropriately and due to the fact that they may already be in employment, the industrial work placement and research project are timetabled separately for part time students.

Part Time – Year 1	
Semester 1	Semester 2
Leadership Customer Care in Business	Marketing Performance Management

Part Time – Year 2	
Semester 1	Semester 2
Developing Teams Industrial Work Placement *	Financial Accounting Leading and Managing Operations
Part Time – Year 3	
Semester 1	Semester 2
Human Resource Management Leading Change	Business Coaching and Mentoring Research Project*

The modules have been chosen so that the programme outcomes are developed. A 'Curriculum Map' is available illustrating how the programme outcomes and modules interrelate.

11 Admission to the Programme

The target groups for the Foundation Degree programmes are:

- Students who have completed A Levels, BTEC and equivalent;
- Practitioners from with Business;
- Junior to middle management employees within Industry.

For admission to the Foundation Degree programmes, students will require one of the following:

- Applications are welcomed from students without these traditional qualifications.

These non-standard entry candidates however will display the following characteristics.

- Management experience within the relevant industrial pathway
- Demonstrable transferable skills e.g. management or supervisory experience within a non-related industrial environment.
- Significant training experiences and/or qualifications at level 4 or above with an extended period away from education

All applicants of this nature are interviewed and not withstanding the above, will be accepted on merit and integrity, which will be judged by application, interview and academic and professional references.

12 Support for Learning

During your time at Loughborough College you will be required to develop the academic skills relevant to your course of study. There is an extended induction programme which introduces the study skills required in order to successfully complete the course. Induction will also provide you with the necessary information to enable you to undertake studies including tuition in using online resources and library use. Academic development training e.g. study skills, takes a number of forms including discipline-specific training embedded within the induction process and modules, as well as on online platforms. A range of support options and study materials are available via the College Moodle system "Learnzone" to assist your academic development, including a comprehensive online study skills package.

The College offers structured ongoing support to students. The department will provide you with a personal tutor during the induction period and throughout the duration of your course. In addition, the College also offers more specialised support through progress tutorials which continue study skills (every other week) as well as seeking to holistically develop and assist you to make the most of your time as a student at Loughborough College. Support for career opportunities and future destinations are also available. An Academic Tutor is available to book 1:1 supportive meetings and to track/review progress and set targets. Each student is entitled to at least 2 progress review meetings in each semester.

Teambuilding and group work is given a strong emphasis and this begins during induction with exercises and a team day out to create 'added value'.

Individual and group tutorials will provide students with further study skills and an opportunity to get relevant support to aid completion of coursework.

Other types of student support are available e.g. financial and legal advice, counselling, mentoring, via the Student Access Centre. This is available not only through the College's own structures but also through the Loughborough Students' Union (based at Loughborough University).

13 Graduate Destinations/ Employability

The programmes are aimed at students who wish to or are employed within Business. The programme aims to equip students with contemporary knowledge, understanding and skills to obtain their chosen career or enhance their career prospects. The programme has been created to ensure that employability skills are developed throughout year 1 with the Industrial Work Placement module and the year 2 module Entrepreneurship and Business Enterprise.

Common graduate destinations are onto Top Up Degree provision either at Loughborough College or another Higher Education Institute.

Loughborough College's and Loughborough University's Careers Service are available to all students, offering individual consultations to students.

14 Programme Standards and Quality

- A programme committee monitors student feedback on module delivery.
- Students will be given detailed feedback on all assessed work.
- Loughborough College internal verification systems will apply
- There is an academic External Examiner who will submit an annual report on the standards and quality of the programme.
- Nottingham Trent University validates the programme.
- The subject benchmarks of the Quality Assurance Agency have been incorporated into the programme's learning outcomes.
- Nottingham Trent University's Internal Verifier will also contribute to quality assurance

15 Assessment Regulations

This programme is subject to the University's Common Assessment Regulations (located in its [Academic Standards and Quality Handbook](#)). Any programme-specific assessment features are described below:

There are no programme specific exceptions from the University regulations.

16 Additional Information

Collaborative partner(s): Nottingham Trent University

Loughborough College

Programme referenced to national Business, Hospitality, Sport and Tourism

QAA Benchmark Statements:

Programme recognised by:

Date implemented:

Any additional information: