

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 Events Management FT and PT
4	Normal Duration:	2 YEARS
5	UCAS code:	N820

**6 Overview and General Educational Aims of the Programmes**

The programme is designed to enable students to have a core understanding of Events Management and the core concepts of Business. 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 in Events Management. The delivery and assessment is designed to provide a balance of intellectual and practical skills within Events 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 Events Management. 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 for Events Management within seminars through case study analysis. The contextualisation will be further enhanced by site visits to facilities and events. A

further key distinctive factor is the Industrial Work Placement. Students will research their relevant industry and employment opportunities. The programme incorporates essential key and transferable skills development relevant to the Service Sector. During the course students will be provided with career planning support.

Entry requirements are 180-220 UCAS points and applicants must apply via UCAS. Entry is also possible with significant working experience within Events Management. Therefore delivery of the programme will be flexible and adaptable to suit 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 Events Management to acquire a 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 Event Management industries;
- Develop transferable skills that will support your career development;
- Provide automatic progression to a BA (Hons) in Events Management, validated by Nottingham Trent University;
- Provide a programme of study which places an emphasis on work-based learning;
- Meet the precepts of the lifelong learning agenda.

**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 principles, theories, policy and practice that are used for the purpose of events. **(B)**

(A3) Demonstrate knowledge and understanding of the environment in which events 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 through the planning and implementation of events. **(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 events 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 when planning, implementing and evaluating events. **(B)**

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

Knowledge and Understanding:

- Demonstrate knowledge of the key principles of events management. **(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 an event or 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 events 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 in their 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 events 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.

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 your individual 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 your chosen industry, to prepare for the application and interview process. You will be 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.

## 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 in the events industry 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 dissertation allows you to acquire in-depth knowledge and understanding of an area of chosen study specific to the particular pathway industry you select.

The National Occupational Standards have also been mapped through the core management modules as a management benchmark. Therefore if students would like to work towards a Higher Apprenticeship in the future they will be accredited for knowledge based criteria within management. The Foundation Degree in Events 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 Hospitality Management modes of study.

Full Time	Part Time	Blended Learning
<ul style="list-style-type: none"> <li>• 1 year programme</li> <li>• 2 days per week</li> <li>• 120 credits per year</li> </ul>	<ul style="list-style-type: none"> <li>• 2 year programme</li> <li>• 1 day per week</li> <li>• 80 credits per year</li> </ul>	<ul style="list-style-type: none"> <li>• 3– 4 year programme</li> <li>• Modular based learning</li> </ul>

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

<b>Full Time – Year 1</b>	
<b>Semester 1</b>	<b>Semester 2</b>
Leadership Customer Care in Business Introduction to Events	Industrial Work Placement Marketing Events and Hospitality Planning (1)
<b>Full Time – Year 2</b>	
<b>Semester 1</b>	<b>Semester 2</b>
Research Project Human Resource Management Events and Hospitality Planning (2)	Financial Accounting Legal Compliance Special Events

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.

<b>Part Time – Year 1</b>	
<b>Semester 1</b>	<b>Semester 2</b>
Leadership Customer Care in Business	Marketing Introduction to Events
<b>Part Time – Year 2</b>	
<b>Semester 1</b>	<b>Semester 2</b>

Legal Compliance Industrial Work Placement *	Financial Accounting Event and Hospitality Planning (1)
<b>Part Time – Year 3</b>	
<b>Semester 1</b>	<b>Semester 2</b>
Human Resource Management Event and Hospitality Planning (2)	Special Events 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 the Events and Service Sector Industries
- Employees from within the Events Management 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 notwithstanding 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).



Programme referenced to national QAA Benchmark Statements: Programme recognised by: Date implemented:	Business, Hospitality, Sport and Tourism
Any additional information:	