

Course Handbook
BA(Hons) Business and Management
2019/20
Michael Summersall
Lancashire School of Business & Enterprise
UCLan Preston and Burnley



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 Dean 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

A warm welcome to your BA (Hons) Business and Management Degree Course which is based in the Lancashire School of Business and Enterprise

We hope that during your time with us here you will enjoy your studies and any other activities you may pursue. We have an active Student Union and many interesting clubs and societies which you may be interested in joining.

The first few weeks of your course will probably be quite hectic - lots of new faces, travelling to different buildings, learning new skills and subjects, etc. Your Student Handbook is, therefore, designed to act as a reference guide for all the pieces of information you may need during your life here.

We are very proud of the BA (Hons) Business and Management degree and expect motivation and commitment from our students. For our part, we can promise you an enthusiastic teaching team and a genuine concern for each individual student. Throughout your time on the programme I shall be playing an active part in the day-to-day running of the programme and will be available to offer guidance and support as and when necessary.

It is part of our University's philosophy to involve students in the running of their courses as much as possible. Quite soon therefore, we shall be asking you to nominate representatives to serve on the Course Staff/Student Liaison Committee (SSLC). So, perhaps at this early stage, you might like to be thinking about whether you would like to be a Student Representative.

Whatever part you play in student life, we would like to take this opportunity to wish you every success here at the University of Central Lancashire and to encourage you to strive to achieve your full potential.

Best wishes for your success.

Michael Summersall

Course Leader

BA (Hons) Business and Management

UCLan Burnley

It is my great pleasure to welcome you to the Burnley Campus of the University of Central Lancashire. You are joining us at a very exciting time in the evolution of the University and over the next few years you will witness a significant expansion of the campus and our learning community. During your time with us as a student, we will provide you with many opportunities to gain new experiences. Please take advantage of these and immerse yourself fully into University life. The more you engage, the greater the benefits. I hope you have a very successful time with us and I wish you all the best for the year ahead.

Specific information on the Burnley Campus can be found on the website:

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

Dr Ebrahim Adia
Provost, Burnley Campus

1.1 Rationale, aims and learning outcomes of the course



The programme of study will be directed towards the attainment, assessment and evaluation of knowledge and skills required by you, the business and management graduate.

The intention is to create an intellectually challenging degree that will prepare you as a graduate, for a career in the field of business and management, or for further academic study.

All students have the opportunity to complete a **work placement** in Year 3 and the award is then given as: BA (Hons) Business and Management with Work Placement.

All students are encouraged to take up smaller placement opportunities (internships) during their degree study in, usually during student vacations. The University has links with local employers and a number of internships are offered each year.

All students have the opportunity to study overseas in Year 2, for the whole year. This is a very valuable experience. It requires good organisation skills and close consultation with the Course Leader to ensure that “equivalent” modules are selected and to ensure that additional guided study is conducted where needed to ensure that compulsory modules are covered.

If students study overseas for the whole year and pass all equivalent modules, their award is then given as: BA (Hons) Business and Management with International Study.

Aims and Learning Outcomes of the Foundation (Business and Management) Programme:

Aims

- To provide the opportunity to students who do not have the normal entry qualifications, to prepare for and progress to one of the Business and Management undergraduate degree programmes.
- To provide a broad and academically rigorous business education, in preparation for undergraduate study in the Business and Management fields.
- To develop the students’ personal and interpersonal skills in preparation for study at HE level.
- To develop the students’ employability and business skills

Learning Outcomes

Upon successful completion of the programme students will be able to demonstrate:

- A1. Select and collate information from a range of sources and analyse business problems.
- A2. Construct and criticise proposed solutions
- A3. Draw conclusions and recommend actions appropriate to the level of study
- A4. Communicate knowledge and ideas effectively; orally and in writing.

- B1. Identify and describe a range of management and business problems and situations both real and simulated.
- B2. Demonstrate an ability to apply a range of business and management theories, models and perspectives to analyse management situations

- B3. Perform effectively within a team environment including; building, developing and managing teams, planning.
- B4. Conduct research into business and management issues, from a variety of business and academic sources.

- C1. Effectively select and process information from a range of sources;.
- C2. Describe and interpret theoretical, research and experiential data
- C3. Evaluate problem-solving tools and methods applied to business and management case studies.
- C4. Reflect and learn from own and others' experiences.

- D1. Assess existing skills and identify needs for further development
- D2. Develop effective negotiation skills
- D3. Develop effective networking skills.
- D4. Work independently
- D5. Manage teamwork processes effectively
- D6. Develop IT skills for data management and analysis

The Aims of the BA(Hons) Business and Management Programme are as follows:

- To provide an awareness of the relevant context within which business operates
- To develop an understanding of different domains of knowledge, and the various perspectives on issues related to the study and practice of business and management;
- To enhance critical and conceptual thinking and reasoning skills in the evaluation of the body of knowledge and research relating to business and management;
- To provide a learning experience which will enable students to enhance their individual effectiveness, employability skills, career potential and performance in employment;
- To enhance the student's intellectual and transferable skills, particularly with reference to business organisations and management;
- To develop the student's ability to design, manage and implement a process of personal learning which leads to the development of key personal, professional, social and transferable skills;
- To encourage engagement in research in a business and management context.

Work Placement:

- To offer an opportunity to undertake a placement and introduction to business practice by means of a practical/development period.
- To encourage students to integrate their academic studies with their practical experience of business

International Study:

- To offer students an opportunity to study abroad, demonstrate initiative, independence, motivation and depending on where they study, a working knowledge of another language.

Learning Outcomes

During your programme of study you will acquire a diverse range of skills. By the end of the programme you should be able to demonstrate the following abilities:

Knowledge and Understanding

1. Evaluate and critique principles and concepts relating to the impact of the external environment on the strategy, behaviour and management of organisations
2. Evaluate and critique principles and concepts relating to internal aspects, functions and processes of organisations
3. Demonstrate an ability to use theories, models and frameworks to critically evaluate the meaning, process and practice of business and management
4. Evaluate and utilize a range of strategies and approaches to developing self-awareness, personal reflection and continuing professional development.
5. Demonstrate an ability to apply business and management theories to a placement situation.

Subject-specific skills

An ability to:

1. Critically evaluate the role and nature of management
2. Critically analyse a range of management and business problems and situations both real and simulated
3. Demonstrate an ability to apply a range of business and management theories, models and perspectives to analyse management situations
4. Perform effectively within a team environment including; building, developing and managing teams, business planning and consultancy projects
5. Conduct research into business and management issues, either individually or as part of a team for projects, dissertations and presentations
6. Demonstrate an ability to develop effective networking skills within a business and management context.

Thinking Skills

An ability to:

1. Select, collate, analyse and synthesise information from a range of sources
2. Interpret and critically review theoretical, research and experiential data
3. Critically relate relevant concepts to evidence from practical applications and development
4. Evaluate problem-solving tools and techniques specific to the process of management
5. Plan and conduct research projects and effectively communicate the outcomes using a range of media.

Other skills relevant to employability and personal development

An ability to:

1. Use verbal and non-verbal communication skills effectively
2. Collate, evaluate and transfer information using a range of media
3. Work independently and as a member of a team
4. Manage own personal development and growth
5. Manage self in terms of time, planning, motivation and individual initiative

1.2 Course Team

UCLan Preston:

The BA (Hons) Business and Management degree programme is located in the Lancashire School of Business and Enterprise within the Division of HRM and Leadership. Your Course Team consists of your Course Leader, Year Tutors and lecturers from a range of disciplines. The Course Leader is Michael Summersall. The Course Leader is supported by Year Tutors for each year of the course. In Year One this role is shared between Christine McCarthy and Mike Summersall. In Year Two, Tony Proctor is the Year Tutor. In the final year, the role is ,again, shared between Christine McCarthy and Michael Summersall. If you have any problems or general enquiries about the programme the Course Leader or relevant Year Tutor should be your contact point.

Contact details are given below:

Name	Role	Room	Telephone	E.Mail
Michael Summersall	Course Leader	Gr265	01772 894705	Msummersall1@uclan.ac.uk
Claire Ashworth	Year 1 Tutor	Gr263	01772 894779	CAshworth2@uclan.ac.uk
Tony Proctor	Year 2 Tutor	Gr260	01772 894704	TProctor@uclan.ac.uk
Michael Summersall	Year 3 Tutor	GR265	01772 894705	Msummersall1@uclan.ac.uk

Enquiries about specific modules should be addressed to each module leader. Contact details for the leaders of the modules are given on the Module Information Pack. These are distributed at the first lecture of each module.

UCLan Burnley:

Name	Role	Room	Telephone	E.Mail
	Course Leader			

1.3 Expertise of staff

The Course Team is well developed in terms of teaching and learning practice established over many years and builds upon the previous business and industry experience of individuals, whilst maintaining good links with commerce and the professional bodies. A number of staff are research active.

1.4 Academic Advisor

You will be assigned an Academic Advisor who will provide additional academic support during the year. They will be the first point of call for many of the questions that you might have during the year. Your Academic Advisor will be able to help you with personal development, including developing skills in self-awareness, reflection

and action planning.



1.5 Administration details

Campus Admin Services provides academic administration support for students and staff and are located in the following hubs which open from 8.45am until 5.15pm

Monday to Thursday and until 4.00pm on Fridays. The hub can provide general assistance and advice regarding specific processes such as extenuating circumstances, extensions and appeals.

Greenbank Building

Sport and Wellbeing

Lancashire School of

Business and

Enterprise

telephone: 01772 891992/891993

email: GreenbankHub@uclan.ac.uk

UCLan Burnley

Information Building, Princess Way, Room C106

Opening times: 8.45am – 5pm Monday to Thursday, 8.45am – 4pm Friday

telephone: 01772 475500

email: burnleyhub@uclan.ac.uk

1.6 Communication



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.

Within the Lancashire School of Business and Enterprise, Academic and programme support staff will normally communicate with you using e.mail. We will use

your University e.mail address and you are expected to access your e.mails regularly.

Module Tutors will also use Blackboard so you must ensure you access these areas regularly as well. In some circumstances the University will ring you and you should ensure that you update your mobile phone number.

Letters will be sent occasionally if all other means of communication fail. These will be sent to your home address so you must ensure your details are kept up to date.

1.7 External Examiner

The University has appointed an External Examiner to your course who helps to ensure that the standards of your course are comparable to those provided at other higher education institutions in the UK. The name of this person and home institution can be found below. If you wish to make contact with your External Examiner, you should do this through your Course Leader and not directly. External Examiner reports will be made available to you electronically.

The School will also send a sample of student coursework to the external examiner(s) for external moderation purposes, once it has been marked and internally moderated by the course tutors. The sample will include work awarded the highest and lowest marks and awarded marks in the middle range.

The External Examiner for BA (Hons) Business and Management is Mr Shaun Bisheswar



2. Structure of the course

2.1 Overall structure

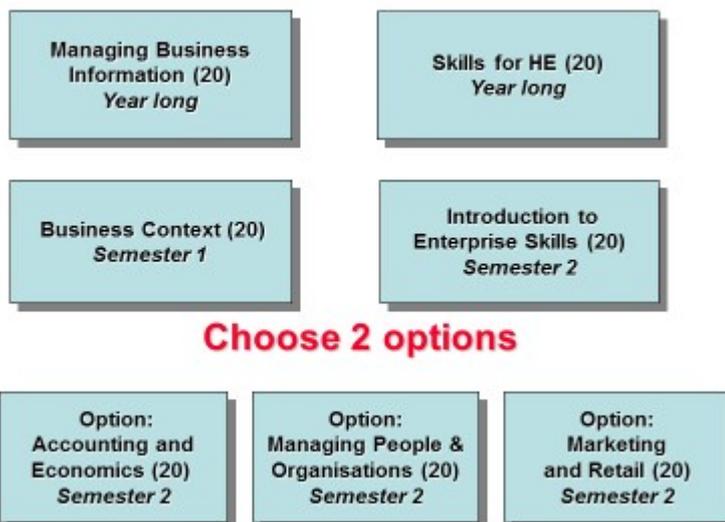
Foundation Year Experience

The Foundation entry year is designed for students who do not have the usual entry qualification to directly join one of our main degree programmes. Foundation entry students are typically registered on a 4 or 5 year programme, linked to one of our 3 or 4 year Degree programmes in the Lancashire School of Business and Enterprise. i.e. the one in this handbook. The first year of this programme (or Year 0 as it is officially known) will prepare you to progress to a main degree programme on successful completion. Although you are registered on a particular programme, that you may have expressed an interest in upon application, you may switch to another appropriate programme during the course of your foundation year. Please speak to your academic adviser for further details.

UCLan Preston:

In this Foundation year, you will take 6 modules; 4 modules which are compulsory, plus 2 which are a choice out of 3 in Semester 2. At the first lecture of each module you will receive a Module Information Pack (MIP) which includes the learning outcomes particular to that module, the lecture/seminar programme and the work and the assessment requirements.

Foundation Year

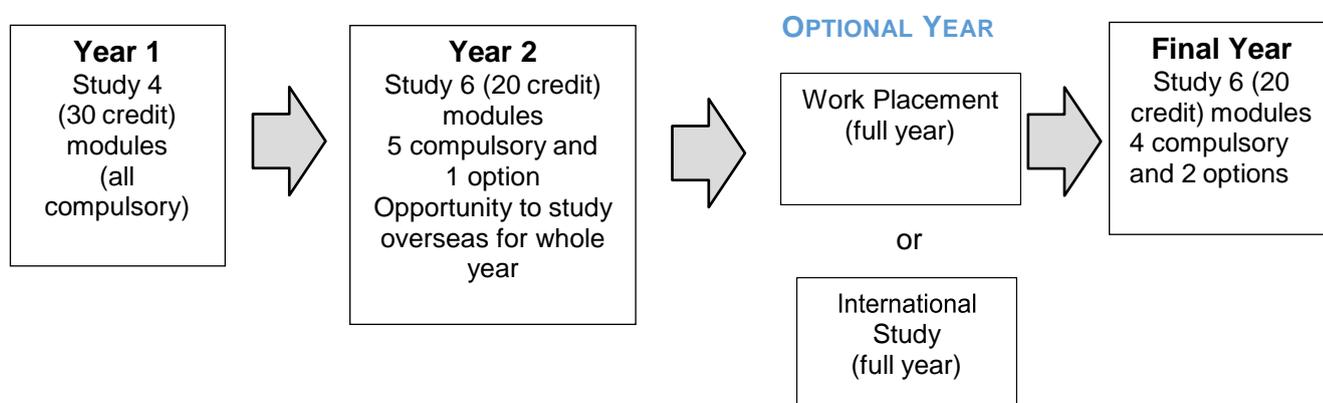


UCLan Burnley:

In this Foundation year, you will take 5 compulsory modules:

Code	Title	Credit
HUC610	Essential Study Skills for Higher Education	40
HUC111	Developing Academic Knowledge	20
HUC115	Learning by Experience	20
HUC114	Target Award Extended Study	20
VOC106	Volunteering and Community Action	20

BA(Hons) Business and Management Experience



This course is designed as a full-time programme.

Students can choose to follow a full-time placement or International Study during the course. This normally takes place during Year 3 after successful completion of Year 2. Students who opt for the placement year are supported in their search by studying HR2009 Transition to Work during Year 2 and also by the University Careers Service. Placement opportunities are advertised through the Careers intranet and students are also actively encouraged to search for their own placement opportunity. The vast majority of placements are paid. Students may undertake placements, internationally, nationally or regionally.

Students wishing to take an International Study Year will be supported by the International Office and Course Leader.

There are 16 modules and students study 4 x 30 credit modules in Year 1 and 6 x 20 credit modules in Years 2 and 3.

Progression from one year to the next is **dependent upon** successful completion of all the modules for that year.

It is **absolutely imperative** that students do register and study for the required number of modules each year 6. It is the responsibility of the student to ensure this is done.

Details of all compulsory modules and options are given in Section 2.2 Modules Available

In order to achieve the full award of BA (Hons) Business and Management, students must gain 360 credits. More details can be found in 2.3 Course Requirements.

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 half or double modules with credit allocated up to a maximum of 120 credits per module. The Core and Option modules are given in the section below. More details about the modules can be found in the Course Area on Blackboard. Please note: optional modules may not be available every year and a student can only study these if they fit into their personal timetable.

UCLan Preston

Course Structure for Year 1

Compulsory modules

Module Code	Module Title	Credit Value
HR1005	Introduction to Business Functions	30
BU1006	The Business Environment	30
HR1007	Business and Management Project Essentials	30
HR1008	Management and Organizational Behaviour	30

Course Structure for Year 2

Compulsory modules

3 Year Programme

Module Code	Module Title	Credit Value
HR2010	Research Methods	20
MD2011or HR2054	Planning Your Career or Career Planning for International Students	20
EC2102	Global Environment of Business	20
HR2015	Work and Organizational Change	20
MG2008	Project and Operations Management	20

Work Placement

Module Code	Module Title	Credit Value
HR2009	Transition to Work	20
HR2010	Research Methods	20
EC2102	Global Environment of Business	20
HR2015	Work and Organizational Change	20
MG2008	Project and Operations Management	20

Compulsory Modules for Students on Work Placement Year

Module Code	Module Title	Credit Value
MD3000	Work Placement	120

Compulsory Modules for Students on International Study Year

Module Code	Module Title	Credit Value
BC3008	International Study	120

Course Structure for Final Year

Compulsory Modules

3 Year Course

Module Code	Module Title	Credit Value
HR3993 or BC3011 or HR3013 or HR3047	Dissertation Management Report Leadership and Change HRM in a Global Context	20 20 20 20
BU3016	Contemporary Issues in Business	20
MD3059 or BU3413 or MD3105	Business Strategy (online) Business Strategy and Decision-Making International Strategic Management	20 20 20
HR3053	Management Analysis Project	20

Work Placement

Module Code	Module Title	Credit Value
MD3001	Continuing Professional Development	20
HR3993 or BC3011 or HR3013 or HR3047	Dissertation Management Report Leadership and Change HRM in a Global Context	20 20 20 20
BU3016	Contemporary Issues in Business	20
MD3059 or BU3413 or MD3105	Business Strategy (online) Business Strategy and Decision-Making International Strategic Management	20 20 20

International Study

Module Code	Module Title	Credit Value
HR3993 or BC3011 or HR3013 or HR3047	Dissertation Management Report Leadership and Change HRM in a Global Context	20 20 20 20
BU3016	Contemporary Issues in Business	20
MD3059 or BU3413 or MD3105	Business Strategy (online) Business Strategy and Decision-Making International Strategic Management	20 20 20
HR3993 or BC3011 or HR3013 or HR3047	Dissertation Management Report Leadership and Change HRM in a Global Context	20 20 20 20

Option Modules

Year 2

You may choose **one** option from the list below:

Module Code	Module Title	Credit Value
HR2004	Retail Strategic Analysis and Tools	20
EC2401	Business Economics	20
HR2050	Managing Personnel and Human Resources*	20
MK2003	Principles of Marketing**	20
MK2005	Integrated Marketing Communications**	20
HR2405	Management Skills	20
HR2406	Introduction to Fashion Trends	20
HR2402	Introduction to Buying Principles	20
MD2048	Enterprise and The Small Business	20

Year 3

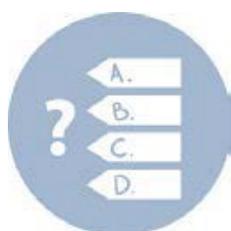
You may choose **two** options from the following:

Module Code	Module Title	Credit Value
AC3650	Risk and Capital Markets (pre-req AC2407)	20
AC3908	International Financial Environment (pre-req AC3409)	20
BU3207	International Management	20
BC3005	Summer Internship	20
HR3024	Evaluating HRM* (pre-req HR2050)	20
HR3026	Learning and Development* (pre-req HR2050)	20
HR3034	Management Consultancy Skills	20
MD3415	Business Strategy	20
HR3401	Strategic Approaches to Buying	20
HR3406	Coaching and Mentoring	20
MK3013	Marketing of Services** (pre-req MK2003)	20
MK3106	Contemporary Retail Marketing	20
MK3034	E-Marketing** (pre-req MK2014)	20

You are also able to study other option modules from the Lancashire School of Business and Enterprise and from other School within the University, subject to approval by the Head of School or nominee. The primary criteria will be that the option is deemed to be capable of contributing to the subject's aims and objectives.

Note: Plan Ahead - Before choosing your options at Level 5 (Year 2) please refer to Level 6 (Year 3) option modules. Some Level 6 modules carry a pre-requisite. If you do not take the pre-requisite module in year 2, this will prevent you from going on to study your preferred choice in year 3. Please note not all options can be guaranteed due to staff sabbatical leave and student demand. Please note that these options list are available for the academic year 2016/17. They may change in future years. There is also a possibility that some option modules may clash with the timetabling of the compulsory modules and in these cases, you may have to reconsider your option module.

The Module Descriptors for all core modules are available on your Course Area on Blackboard.



2.3 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.

At this stage you may wish to discuss your progress to date and where your specific strengths and weaknesses lie. This is an opportunity to identify and gain further advice on extra support available (if you have not already accessed this) to enable you to complete all modules to the best of your ability. In some cases this may involve discussions of moving onto a different programme of study following final assessments.

2.4 Study Time

2.4.1 Weekly timetable

A timetable will be available once you have enrolled on the programme, through the student portal.

2.4.2 Expected hours of study

The normal amount of work in achieving a successful outcome to your studies is to study 5 hours per week per 20 credit module on average. This includes attendance to lectures, seminars and workshops and time spent in private study.

In a typical week in Year 1 you are expected to attend approximately twelve hours of classes. In addition to this you will be expected to spend time undertaking directed reading around your subject area, preparing for seminars, planning and organising group activities and researching for assignments. This will total approximately 18 hours per week (on average). You will be given guidance on these activities during your lectures and seminars. As already highlighted, the time commitment per module is heavy and makes up the equivalent of a normal business week on average across the year. This is likely to increase in Years 2 and 3 as the work becomes increasingly challenging and you engage in a range of activities such as placement search, etc.

For the work placement year or international study year these are typically of 36-48 weeks duration.



2.4.3 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:

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: GreenbankHubAttendan@uclan.ac.uk

International Students - you MUST attend your course of study regularly; under PBS, UCLan is obliged to tell UKVI if you withdraw from a course, defer or suspend your studies, or if you fail to attend the course regularly.

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. You can check your attendance record through the 'MyUclan' facility available in your student portal.

Each time you are asked to enter your details on SAM you must remember that the University has a responsibility to keep information up to date and that **you must only enter your own details on the system**. To enter any other names would result in inaccurate records and be dishonest. Any student who is found to make false entries can be disciplined under the student guide to regulations.

3. Approaches to teaching and learning

3.1 Expertise of staff

The Course Team is well developed in terms of teaching and learning practice established over many years and builds upon the previous business and industry experience of individuals, whilst maintaining good links with commerce and the professional bodies. A number of staff are research active.

3.2 Learning and teaching methods

Students are supported by the electronic Blackboard system where materials are made available by module staff to support learning. Students are expected to complete guided self-study for each module in parallel to the taught inputs and other tutor-led work. Tutors will provide specific information in relation to their modules.

Acquisition of core **knowledge and understanding** is through a variety of teaching and learning methods including lectures, seminars and workshops. Group activities are used to encourage social learning and interaction. Particular emphasis is placed on applied, active learning with students participating in case studies, exercises and live project work. Explicit use of experiential learning will help to deepen understanding and encourage reflective practice.

For the teaching and learning of **subject specific material** in business and management the practice, theories and models will be explained in lectures and practiced and applied during the seminars and workshops. Students will undertake guided self-study. Students will learn to formulate, test and appraise their ideas through both individual work and group work in both exercises and assessed work.

For **thinking skills** the use of critical perspectives and applied business and management examples will be used in lectures, supported by seminars in which students have the opportunity to apply perspectives to case material, simulations and role plays. Interactive style workshops at all levels allow the students to actively solve problems and apply principles and data to their own research projects.

Students will learn **study skills** from lecture, seminar and workshop activities and from both directed and student initiated self-study. The use of experiential learning and learner-centred activities such as role plays, presentations, the dissertation and projects, together with encouraging both self-analysis and evaluation will enable continuous personal and professional development. Students will engage in presentations on a regular basis and when possible will be offered leadership and teamwork experiences.

3.3 Study skills

You are offered support in the development of study skills in a variety of ways. All modules in Year One will include relevant guidance and advice on subject specific study skills. Across Year One, this will include guidance on skills including essay and reporting writing, referencing, note taking, presentation skills, etc. In addition, student study support is offered through WISER a University wide initiative. WISER offers both group workshops and individual consultations on a range of study skills. Please follow the link for more information: [WISER](#)



3.4 Learning resources

3.4.1 Learning Information Services (LIS)

Extensive [resources](#) are available to support your studies provided by LIS – library and IT staff. Take advantage of the free training sessions designed to enable you to gain all the skills you need for your research and study.

3.4.2 Electronic Resources

LIS provide access to a huge range of electronic resources – e-journals and databases, e-books, images and texts. All modules will also include learning material on their Blackboard area.

A subject guide for business and management is available at:

http://www.uclan.ac.uk/students/library/business_management_guide.php

This guide provides an overview of the library resources specifically for these subject areas, including recommended eBook collections, journal databases and other eResources (online databases).

The opening times of the library can be found via the following link:

http://www.uclan.ac.uk/students/study/library/opening_hours.php

Your Blackboard area will contain a link to general information about the degree such as a copy of this handbook, module descriptors, skills advice and useful websites. You will also see module areas on Blackboard which will include a range of resources from your tutors.

3.5 Personal development planning

Personal Development Planning is embedded within the programme. During this process you will develop your ability to reflect upon your academic, personal and professional skills base and plan for future personal development. Students will be encouraged to draw together all elements of PDP existing within modules and call upon personal experiences within the workplace and other extra-curricular scenarios. There will be a strong focus on developing individual employability and lifelong learning skills. The modules which will concentrate on the PDP areas are **Transition to Work (HR2009)** or **Career Planning (MD2011)** or **Career Planning for International Students (HR2054)** in Year Two, and through either **Management Analysis Project (HR3053)** or **Continuing Professional Development (MD3001)** in the final year.



3.6 Preparing for your career

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.

Daily drop in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal or through this link: [CAREERS](#)

- career and employability advice and guidance appointments
- support to find work placements, internships, voluntary opportunities, part-time employment and live projects
- workshops, seminars, modules, certificates and events to develop your skills

Daily drop in service available from 09:00-17:00 for CV checks and initial careers information. For more information come along and visit the team (in Foster building near the main entrance) or access our careers and employability resources via the Student Portal.

Achieving successfully in your chosen course of study in business and management will be of great importance in your future development in the world of work and/or going on to further study at Masters level or for professional qualifications. The PDP modules are particularly relevant for this in developing you for the work placement opportunity or in the alternative modules about the work environment and careers.

Graduates from the programme have secured positions with a range of employers including IBM, Bae Systems, Halfords, Waitrose, EE, United Utilities, Centrica, Virgin, etc. A number of graduates are employed by local SMEs and many continue their studies at Masters level.

4. Student Support

It is important to us that you are supported throughout your studies and a range of support services are available to you within your course, Lancashire School of Business and Enterprise and the University. Within your course, you are supported by your Course Leader, Module Tutors and Academic Advisor. Within the Lancashire School of Business and Enterprise there is a Student Support Office based in Greenbank Hub (Gr 006) which offers a range of advice and guidance to all students. Within your first few weeks at university, your Course Leader will explain to you what is offered by the Student Support Team and how you access them.



4.1 Academic Advisors

Your Academic Advisor will be available to discuss all aspects of your University life with you. This may be in informal chats after class or in more structured class sessions to review skills and discuss issues within the group. You can also make individual appointments for confidential discussion. On the Business and Management programme, your Academic Advisors can be contacted by email to arrange a mutually agreeable time for appointments but there will be standard 'drop-in' hours throughout the week. These can be found in your module Blackboard area under 'contacts'

4.2 Students with disabilities

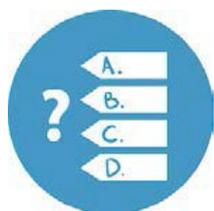
If you have a disability that may affect your studies, please let one of the course team know as soon as possible. With your agreement, information will be passed on to the Disability Advisory Service. The University will make reasonable adjustments to accommodate your needs and to provide appropriate support for you to complete your study successfully. Where necessary, you will be asked for evidence to help identify appropriate adjustments. Arrangements are made for students who have a disability/learning difficulty for which valid supporting evidence can be made available. Contact the Disability Adviser for advice and information.

Within the Lancashire School of Business and Enterprise the Academic Lead for students with disabilities is Angela MacKenzie. Angela's e.mail address is AMMackenzie@uclan.ac.uk if you wish to contact her for further advice/support. Angela is based in Greenbank 259.

4.3 Students' Union

The Students' Union offers thousands of volunteering opportunities ranging from representative to other leadership roles. We also advertise paid work and employ student staff on a variety of roles. You can find out more information on our website: <http://www.uclansu.co.uk/>

5. Assessment



5.1 Assessment Strategy

In line with the general policy of the University, assessment on the programme is regarded as an essential part of the learning process. The intention is to inform you about your progress, recognise achievement and give guidance and support. Within each module the assessment methods are designed to contribute to your continuing development: giving feedback on a regular basis, giving direction and focus to energy and commitment, identifying opportunities for improvement and the realisation of potential and providing periodic evaluations of progress and finally a summative measure of your achievement at the University.

The learning outcomes of each module are shared with you and each assessment is designed to determine the level of achievement in those learning outcomes, using the University's grading system. There is a commitment within the overall assessment policy of the Course, to give thorough feedback in written and oral form, on an individual and group basis to allow for effective reflection, adjustment and development. There is a rich and diverse set of assessment methods used within the modules. These include formal essays and reports, time-constrained assessments, individual presentations and team case studies and project presentations and examinations. The general intent is to encourage you to reflect critically on the application of concepts to practical situations and to handle original primary as well as secondary material. While there will be a considerable amount of small team work and assessments, there will also be sufficient opportunities your performance to be differentiated on an individual basis.

5.1.2 Assessment covers four areas:

5.1.2.1 Knowledge and understanding

A variety of assessments are used including essays, examinations, presentations, case study analysis, business and market analysis including plans and reports. Essay-type questions and problem solving exercises are used in addition to written coursework projects, including both group and individual based assessment and presentations.

5.1.2.2 Subject specific skills

This may take the form of skills audits, reflective portfolios, case studies and learning contracts. Group based problem solving activities are assessed from both a process and output perspective. Presentations and reflective reports assist in the assessment of transferable skills.

5.1.2.3 Thinking skills

A variety of assessments are used including essays, examinations, exercises in problem solving including the use of case studies and business reports, presentations, dissertations and live project work.

5.1.2.4 Other skills relevant to employability and personal development

A variety of methods are used including critical essays, examinations, presentations, short tests, case study work and projects.

5.2 Notification of assignments and examination arrangements

Students will be notified on Blackboard of the requirements for individual assessments and the deadlines for submission. Examination arrangements will also be given on Blackboard.

The respective module leaders will notify you through the Module Information Packs (MIPs) and Assessment Briefs. Students are also advised that module tutors often make announcements by e-mail and in lectures. All assessments will be notified in writing.

Short Tests and Examinations may be set within the semester or at the end of a semester/year and students should ensure that they are fully aware of when and where these are.

5.3 Referencing

Harvard referencing style is used in all our assessment work in the Lancashire School of Business and Enterprise. A copy of the guide to Harvard referencing is available in your programme area of Blackboard and available on this link: [Harvard Referencing Explained](#)

5.4 Confidential material

During the course of your study, it is possible that you may have access to confidential information, for example, on placement, in completing your dissertation, undertaking a live project, etc. Please remember that it is your ethical and legal responsibility to respect confidentiality and maintain the anonymity of individuals and organisations within your assignments. If you need further guidance on these issues you should contact the relevant Module Tutor or your Course Leader.

5.5 Cheating, plagiarism, collusion or re-presentation

Please refer to the information included in section 6.6 of the University Student Handbook for full definitions. The University uses an online Assessment Tool called Turnitin. A pseudo-Turnitin assignment will be set up using the School space on Blackboard to allow students to check as many drafts as the system allows before their final submission to the 'official' Turnitin assignment. 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.

The consequences of plagiarism will be addressed in workshops in the first year and you will be supported in developing academic writing skills which will help avoid plagiarism. Early in Year One you will be introduced to Turnitin and encouraged to submit test pieces so you will understand how it works. This will further assist you to develop your academic writing skills.

6. Classification of Awards

The University publishes the principles underpinning the way in which awards and results are decided in [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. Student Feedback

You can play an important part in the process of improving the quality of this course through the feedback you give.

In addition to the on-going discussion with the course team throughout the year, there are a range of mechanisms for you to feedback about your experience of teaching and learning. We aim to respond to your feedback and let you know of our plans for improvement. In the past few years changes have been made to the programme in response to student feedback. This includes the introduction of compulsory modules across Year One of the course and changes in modules in Years 2 and 3. In 2014/15 a career planning module was introduced in Year 2 dedicated to the specific requirements of international students. In 2015/16, the final year dissertation (HR3993) was optionalised and students can now choose to study Leadership and Change (HR3013) or HRM in Global Context (HR3047) instead. We continually review the options available to students within years 2 and 3 and during the last academic year have introduced new modules for study.

As a student your feedback is essential to inform the Course Team of your views about modules, the course as a whole and the University facilities. There are opportunities to do so personally in dialogue with Module Tutors and the Course Leader throughout the year. Other opportunities for students to voice opinions include Staff/Student Liaison Committee (SSLC) meetings (one per semester), completion of Module Evaluation Questionnaires and informal discussion in classes with whole groups.

7.1 Student Staff Liaison Committee meetings (SSLCs)

Details of the Protocol for the operation of SSLCs is included in section 8.2 of the University Student Handbook.

The purpose of a SSLC meeting is to provide the opportunity for course representatives to feedback to staff about the course, the overall student experience and to inform developments which will improve future courses. These meetings are normally scheduled once per semester.

Meetings will be facilitated using guidelines and a record of the meeting will be provided with any decisions and / or responses made and / or actions taken as a result of the discussions held. The meetings include discussion of items forwarded by course representatives, normally related to the following agenda items (dependent on time of year).

The course team encourage student feedback in all areas and recognise that additional items for discussion may also be raised at the meeting

- Update on actions completed since the last meeting
- Feedback about the previous year – discussion of external examiner's report; outcomes of National /UCLan student surveys.
- Review of enrolment / induction experience;

- Course organisation and management (from each individual year group, and the course overall);
- Experience of modules - teaching, assessment, feedback;
- Experience of academic support which may include e.g. Personal Development Planning, academic advisor arrangements;
- Other aspects of University life relevant to student experience e.g. learning resources, IT, library;
- Any other issues raised by students or staff.

Updates on actions resulting from the SSLC may be emailed, discussed in class or posted on Blackboard to ensure that students clearly understand any changes which have been made.

8. Appendices

8.1 Programme Specification(s)

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

1. Awarding Institution / Body	University of Central Lancashire
2. Teaching Institution and Location of Delivery	University of Central Lancashire
3. University Department/Centre	School of Management
4. External Accreditation	N/A
5. Title of Final Award	BA Business (Foundation Entry) (non-award-bearing programme: initial stage of 4 year degree course)
6. Modes of Attendance offered	Full time
7. UCAS Codes	B278, B378, B478, B678, B778, B878 F424, F524, F724 L256 M234, M865
8. Relevant Subject Benchmarking Group(s)	Business and Management
9. Other external influences	N/A
10. Date of production/revision of this form	March 2016
11. Aims of the Programme	
<ul style="list-style-type: none">• To provide the opportunity to students who do not have the normal entry qualifications, to prepare for and progress to one of the Business and Management undergraduate degree programmes.	
<ul style="list-style-type: none">• To provide a broad and academically rigorous business education, in preparation for undergraduate study in the Business and Management fields.	
<ul style="list-style-type: none">• To develop the students' personal and interpersonal skills in preparation for study at HE level.	

<ul style="list-style-type: none"> To develop the students' employability and business skills
12. Learning Outcomes, Teaching, Learning and Assessment Methods
A. Knowledge and Understanding
<p>A1. Select and collate information from a range of sources and analyse business problems.</p> <p>A2. Construct and criticise proposed solutions</p> <p>A3. Draw conclusions and recommend actions appropriate to the level of study</p> <p>A4. Communicate knowledge and ideas effectively; orally and in writing.</p>
Teaching and Learning Methods
<p>A combination of <i>lectures</i>, to aid development of subject specific skills, <i>seminars</i>, to include practical exercises, including case studies, discussion, individual and group oral presentations to further aid the development of subject specific skills and <i>workshops</i>, to allow the development and demonstration of transferable skills. E-Learn and on-line discussions will further develop students' communication skills and knowledge of the subject. These, together with guided self-study to widen sources of reference to support the above will form the teaching and learning methods.</p>
Assessment methods
<p>Individual and collective, reflective assignments involving peer feedback and assessment. Group and individual presentations. Business and research reports. Essay planning and writing. Tests. Case studies. Portfolio of employability documentation and progression</p>
B. Subject-specific skills
<p>B1. Identify and describe a range of management and business problems and situations both real and simulated.</p> <p>B2. Demonstrate an ability to apply a range of business and management theories, models and perspectives to analyse management situations</p> <p>B3. Perform effectively within a team environment including; building, developing and managing teams, planning.</p> <p>B4. Conduct research into business and management issues, from a variety of business and academic sources.</p>
Teaching and Learning Methods
<p>A combination of <i>lectures</i>, to aid development of subject specific skills, <i>seminars</i>, to include practical exercises, including case studies, discussion, individual and group oral presentations to further aid the development of subject specific skills and <i>workshops</i>, to allow the development and demonstration of transferable skills. E-Learn and on-line discussions will further develop students' communication skills and knowledge of the subject. These, together with guided self-study to widen sources of reference to support the above, will form the teaching and learning methods.</p>
Assessment methods
<p>Individual and collective, reflective assignments involving peer feedback and assessment. Group and individual presentations. Business and research reports. Essay planning and writing. Tests. Case studies. Portfolio of employability documentation and progression</p>
C. Thinking Skills
<p>Display an ability to:-</p> <p>C1. Effectively select and process information from a range of sources;.</p> <p>C2. Describe and interpret theoretical, research and experiential data</p> <p>C3. Evaluate problem-solving tools and methods applied to business and management case studies.</p> <p>C4. Reflect and learn from own and others' experiences.</p>
Teaching and Learning Methods
<p>A combination of <i>lectures</i>, to aid development of subject specific skills, <i>seminars</i>, to include practical exercises, including case studies, discussion, individual and group oral presentations to further aid the development of subject specific skills and <i>workshops</i>, to allow the development and demonstration of transferable skills. E-Learn and on-line discussions will further develop students' communication skills and knowledge of the subject. These, together with guided self-study to widen sources of reference to support the above, will form the teaching and learning methods.</p>
Assessment methods

Individual and collective, reflective assignments involving peer feedback and assessment. Group and individual presentations. Business and research reports. Essay planning and writing. Tests. Case studies. Portfolio of employability documentation and progression.

D. Other skills relevant to employability and personal development

To develop an ability to:-

- D1. Assess existing skills and identify needs for further development
- D2. Develop effective negotiation skills
- D3. Develop effective networking skills.
- D4. Work independently
- D5. Manage teamwork processes effectively
- D6. Develop IT skills for data management and analysis

Teaching and Learning Methods

A combination of *lectures*, to aid development of subject specific skills, *seminars*, to include practical exercises, including case studies, discussion, individual and group oral presentations to further aid the development of subject specific skills and *workshops*, to allow the development and demonstration of transferable skills. E-Learn and on-line discussions will further develop students' communication skills and knowledge of the subject. These, together with guided self-study to widen sources of reference to support the above, will form the teaching and learning methods.

Assessment methods

Individual and collective, reflective assignments involving peer feedback and assessment. Group and individual presentations. Business and research reports. Essay planning and writing. Tests. Case studies. Portfolio of employability documentation and progression.

13. Programme Structures*

14. Awards and Credits*

Level	Module Code	Module Title	Credit rating	
3	HRC002	Managing Business	20	<p>BA (Hons) Business (Foundation Entry)</p> <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"> Accounting Accounting and Finance Management Accounting and Financial Studies Advertising and Marketing Communication Business and Management Business and Marketing Business Administration Business Studies Economics International Business International Business and Management Marketing Management Retail Management <p>Students who exit after successful completion of 120 credits at Level 3 will receive a transcript of the modules and grades</p>
	HRC004	Skills for Higher Education	20	
	HRC005	Introduction to Enterprise	20	
	BUC006	Business in Context	20	
	ACC003	Accounting & Economics	20	
	HRC007	Managing People and	20	
	HRC008	Marketing and Retail	20	

15. Personal Development Planning

A strong emphasis is placed upon personal development throughout the programme. Personal Development Planning exists as a formal strand though module HRC004 in which the learner's ability to reflect upon his/her skills base and plan for future personal development is developed, practiced, monitored and assessed. There is, in addition a strong focus on developing the individual's employability and lifelong learning skills. The academic advisor system additionally provides each student with an individual with whom they can consult on a wide variety of issues over the term of their study.

16. Admissions criteria

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

17. Key sources of information about the programme

- Fact sheet <http://www.uclan.ac.uk/courses/ug/>
- Prospectus <http://www.uclan.ac.uk/courses/index.htm>
- Prospectus Hard Copy: Contact University Admissions Department admissions@uclan.ac.uk
- University Admissions Department: email admissions@uclan.ac.uk
- Advise about applications <http://www.uclan.ac.uk/courses/ug/applying.htm>
- Open Days and Campus Tours <http://www.uclan.ac.uk/opendays/index.htm>
- Department Website <http://www.uclan.ac.uk/facs/lbs/depts/stratin/index.htm>
- Information about the UCLan <http://www.uclan.ac.uk>
- Information about the City of Preston <http://www.uclan.ac.uk/guide2/preston/index.htm>
- Information about Student Life at UCLan <http://www.yourunion.co.uk>

18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																	
				Knowledge and understanding				Subject-specific Skills				Thinking Skills				Other skills relevant to employability and personal development					
				A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	C3	C4	D1	D2	D3	D4	D5	D6
LEVEL 3(FE)	HRC002	Managing Business	COMP	x	x	x	x			X	x	x	x	x					x	x	X
	HRC004	Skills for Higher Education.	COMP	x			x			X	X	x	x		x	x	X	x	x	X	
	HRC005	Introduction to Enterprise	COMP	x	x		x	x	x	x	x	x	x	x	x	X	X		x	X	x
	BUC006	Business in Context	COMP	x			x	x	x		x	x	x	x					x	x	
	ACC003	Accounting and Economics	O	x		x	x	x	x		x	x		x					x	X	
	BHRC00	Managing People &	O	x	x	x	x	x	x	x	x		x	x	x	X	x		x	x	
	BUC008	Marketing and Retail.	O	x	x		x	x	x	x	x		x	x	x				x	x	X

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

1. Awarding Institution / Body	University of Central Lancashire
2. Teaching Institution and Location of Delivery	University of Central Lancashire – Preston Campus; Burnley Campus
3. University School/Centre	Lancashire School of Business and Enterprise
4. External Accreditation	
5. Title of Final Award	BA(Hons) Business and Management
6. Modes of Attendance offered	3 years full-time and 4 years full-time with either work placement or international study Part-time
7. UCAS Code	N202
8. Relevant Subject Benchmarking Group(s)	Business and Management (BM)
9. Other external influences	
10. Date of production/revision of this form	March 2016 / Revised June 2017 / Revised April 2018/September 2018
11. Aims of the Programme	
<ul style="list-style-type: none"> • To provide an awareness of the relevant context within which business operates • To develop an understanding of different domains of knowledge, and the various perspectives on issues related to the study and practice of business and management; 	

<ul style="list-style-type: none"> • To enhance critical and conceptual thinking and reasoning skills in the evaluation of the body of knowledge and research relating to business and management;
<ul style="list-style-type: none"> • To provide a learning experience which will enable students to enhance their individual effectiveness, employability skills, career potential and performance in employment;
<ul style="list-style-type: none"> • To enhance the student's intellectual and transferable skills, particularly with reference to business organisations and management;
<ul style="list-style-type: none"> • To develop the student's ability to design, manage and implement a process of personal learning which leads to the development of key personal, professional, social and transferable skills;
<ul style="list-style-type: none"> • To encourage engagement in research in a business and management context.
<p>Work Placement:</p> <ul style="list-style-type: none"> • To offer an opportunity to undertake a placement and introduction to business practice by means of a practical/development period. • To encourage students to integrate their academic studies with their practical experience of business
<p>International Study:</p> <ul style="list-style-type: none"> • To offer students an opportunity to study abroad, demonstrate initiative, independence, motivation and depending on where they study, a working knowledge of another language.
<p>12. Learning Outcomes, Teaching, Learning and Assessment Methods</p>
<p>A. Knowledge and Understanding</p>
<p>On successful completion of this programme a student will be able to:</p> <p>A1. Evaluate and critique principles and concepts relating to the impact of the external environment on the strategy, behaviour and management of organisations</p> <p>A2. Evaluate and critique principles and concepts relating to internal aspects, functions and processes of organisations</p> <p>A3. Demonstrate an ability to use theories, models and frameworks to critically evaluate the meaning, process and practice of business and management</p> <p>A4. Evaluate and utilize a range of strategies and approaches to developing self-awareness, personal reflection and continuing professional development.</p> <p>A5. Demonstrate an ability to apply business and management theories to a placement situation.</p>
<p>Teaching and Learning Methods</p> <p>Acquisition of core knowledge and understanding (A1-A5) is mainly through lectures, seminars and workshops. Additional support and resources are available using the VLE platform – Blackboard. Group activities, discussions and debates are used to encourage independent learning and interaction. Particular emphasis is placed on active learning with students undertaking a one year full-time placement and participating in live project work. Guest lectures may be used.</p>
<p>Assessment methods</p> <p>For outcomes A1-A5 a variety of assessments are used including portfolio building, essays, written reports, case study analysis, problem solving exercises, functional plans, group based assessments, online discussion groups, examinations and presentations.</p>
<p>B. Subject-specific skills</p>
<p>An ability to</p> <p>B1. Critically evaluate the role and nature of management</p>

- B2. Critically analyse a range of management and business problems and situations both real and simulated
- B3. Demonstrate an ability to apply a range of business and management theories, models and perspectives to analyse management situations
- B4. Perform effectively within a team environment including; building, developing and managing teams, business planning and consultancy projects
- B5. Conduct research into business and management issues, either individually or as part of a team for projects, dissertations and presentations
- B6. Demonstrate an ability to develop effective networking skills within a business and management context

Teaching and Learning Methods

For the teaching of business, management, HRM, marketing, finance and other subject-specific theories, methodologies and models will be explained in lectures and applied during seminars and other related activities. Students will learn subject specific skills through a series of workshops, group work and projects in which student ideas are formulated, developed, tested and appraised. Students will also participate in a real company project and produce independent research. Throughout the course, students are directed to the availability of short term internships with local industry and are actively encouraged to engage and reflect on their learning. Students keep a reflective learning log throughout the placement year and with support from visiting tutors, evaluate the content of this log during the placement period. Students will learn through the formal placement, observations, advice, research and practice. Guest lectures may be used. Additional support and resources are available using the VLE platform – Blackboard.

Assessment methods

For outcomes B1 – B6 a variety of assessments are used including case study analysis, production of functional plans, individual and group presentations, portfolio development, critical essays, company reports and projects, reflective analyses, examinations and, for some students, dissertations

C. Thinking Skills

An ability to:

- C1. Select, collate, analyse and synthesise information from a range of sources
- C2. Interpret and critically review theoretical, research and experiential data
- C3. Critically relate relevant concepts to evidence from practical applications and development
- C4. Evaluate problem-solving tools and techniques specific to the process of management
- C5. Plan and conduct research projects and effectively communicate the outcomes using a range of media.

Teaching and Learning Methods

For learning outcomes C1 – C5, critical perspectives and case study examples will be used in lectures, seminars and workshops. This input will be supported by activities in which students have the opportunity to apply perspectives to case material, simulations and role plays. The placement and student internship experience allows the students to actively engage in solving problems and applying theoretical principles and data to their own research projects.

Assessment methods

Critical essays, case studies, dissertation and management research projects provide students with a means to apply thinking skills C1- C5 both on a theoretical and consultancy style basis. All students will apply research tools to a live client problem through management research projects and some students may choose to complete a dissertation and apply research tools to a theoretical hypothesis.

D. Other skills relevant to employability and personal development

An ability to:

- D1. Use verbal and non-verbal communication skills effectively
- D2. Collate, evaluate and transfer information using a range of media
- D3. Work independently and as a member of a team
- D4. Manage own personal development and growth
- D5. Manage self in terms of time, planning, motivation and individual initiative

Teaching and Learning Methods

Experiential learning and learner-centred activities such as encouraging self-awareness through individual and collective reflection and evaluation, role plays, presentations and simulations will enable continuous personal and professional development. In addition, undertaking the one-year placement, short term internships and additional involvement in live projects will enable students to evaluate their developmental progress. Students will engage in presentations on a regular basis.

Assessment methods

This may take the form of skills audits, reflective portfolios, case studies and learning contracts. Group based problem solving activities are assessed from both a process and output perspective. Presentations and group reflective reports and individual learning journals, in addition to developing functional plans will assist in the assessment of transferable skills.

13. Programme Structures*				14. Awards and Credits*
Level	Module Code	Module Title	Credit rating	
Level 6		Four Compulsory Modules:		BA (Hons) Business and Management Requires 360 credits including a minimum of 220 at Level 5 or above and 100 at Level 6 Work placement route requires successful completion of MD3000 which has a notional credit rating of 120 credits. International study route requires successful completion of BC3008 which has a notional credit rating of 120 credits BA Business and Management Requires 320 credits including a minimum of 180 at Level 5 or above and 60 at Level 6
	BU3016*	Contemporary Issues in Business	20	
	HR3053 or MD3001	Management Analysis Project or Continuing Professional Development	20 20	
	MD3059* or BU3413 or MD3105*	Business Strategy (online) or Business Strategy or International Strategic Management	20 20 20	
	HR3993 or BC3011 or HR3013* or HR3047*	HRM & Leadership Dissertation or Management Report or Leadership and Change Management or HRM in Global Context	20 20 20 20	
	MD3004	Work Placement (for students taking this route)	Notional 120	
	BC3008	International Study (for students taking this route)	Notional 120	
	<u>Options</u>	<u>Plus 40 Credits from the following options:</u>		
	HR3024*	Evaluating HRM	20	
	HR3026*	Learning and Development	20	
	HR3406	Coaching and Mentoring	20	
	HR3034*	Management Consultancy Skills	20	
	MD3055*	Managing Your Business	20	
	MD3104*	International Management	20	
	MK3013*	Marketing of Services	20	
	MK3034	E.Marketing	20	
	CD3114	Enterprise in Practice	20	
	AC3410	Financial Management for Business	20	
	AC3650*	Risk and Capital Markets	20	

	AC3908* MD3005 MD3062*	International Financial Environment Work Based Learning Project Applied Consulting Plus up to 2 options available within the School that the Course Leader deems appropriate for the programme of study. Further such options need to be agreed upon by the External Examiner	20 20	
Level 5		Five Compulsory Modules		Diploma of Higher Education Business and Management Requires 240 credits including a minimum of 100 at Level 5 or above
	HR2009 or MD2011 or HR2054*	Transition to Work Planning your career Career Planning for International Students	20 20 20	
	HR2015	Work and Organisational Change	20	
	HR2010	Research Methods	20	
	EC2102	Global Environment of Business	20	
	MG2008	Project and Operations Management	20	
	<u>Options</u>	<u>Plus 20 credits from the following options:</u>		
	HR2050	Managing Personnel and Human Resources	20	
	MK2003	Principles of Marketing	20	
	MK2005*	Integrated Marketing Communications	20	
	EC2006*	Business and Economics in the European Union	20	
	AC2000*	Enterprise Operations for Financial Managers	20	
	AC2650	Introduction to Financial Services Markets	20	
	MD2005	Work Based Learning Project	20	
		Plus up to 1 option available within the School of Management or Business that the Course Leader deems appropriate for the programme of study. Further such options must be agreed upon by the External Examiner		

Level 4		Four Compulsory Modules		Certificate of Higher Education Requires 120 credits at Level 4 or above.
	HR1008	Management and Organizational Behaviour	30	
	HR1007	Business and Management Project Essentials	30	
	HR1005	Introduction to Business Functions	30	
	BU1006	The Business Environment	30	

***Modules not available at Burnley Campus**

Foundation Entry delivered at Burnley Campus

Level 3	HUC610	Essential Study Skills for Higher Education	40	Successful completion of 120 credits on this Foundation year programme guarantees progression to the first year of BA (Hons) Business and Management at Burnley Campus
	HUC111	Developing Academic Knowledge	20	
	HUC115	Learning by Experience	20	
	HUC114	Target Award Extended Study	20	
	VOC106	Volunteering and Community Action	20	

15. Personal Development Planning

Personal Development Planning (PDP) will be embedded into the programme during Level 4 and Level 6. At Level 5 it will be a formal strand of the programme. During Level 4 students will develop the ability to reflect upon their academic and employability alongside their personal and professional development. This development will be embedded into the compulsory modules where the assignments include opportunities for reflection and development of core academic, professional and personal development. At Level 5 there is a strong focus on developing individual employability and lifelong learning skills through the modules of HR2009 Transition to Work (for students applying for placements) or CD2001 Career Planning (if not). The specific needs of international students are particularly focussed on in HR2054 Career Planning for International Students. PDP is particularly enhanced throughout the placement year where students draw on their learning from Levels 4 and 5 to inform their development within a business organisation. During Level 6 PDP is designed to allow students to reflect on their experiences either from placement (MD3001 Continuing Professional Development) or a work-based project (HR3053 Management Analysis Project) and produce an in depth analysis of personal learning and action plans for further development. Throughout the degree programme, students will be encouraged to take ownership of their personal development and this will be facilitated through individual Academic Advisors.

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.*

Full- Time Students entering at Level 4

The University's minimum standard entry requirements for degree level study is a 12 unit profile, made up from one of the following:

At least two A2 level subjects including
One A2 level subject plus one single award Advanced VCE
One double or two single award(s) Advanced VCE

Other acceptable qualifications include:

Scottish Certificate of Education Higher Grade

Irish Leaving Certificate Higher Grade

International Baccalaureate

BTEC National Certificate/Diploma

Kite marked Access Course

Applications from individuals with non-standard qualifications, relevant work or life experience and who can demonstrate the ability to cope with and benefit from degree-level studies are welcome and these applicants will be interviewed. If applicants have not studied recently they may need to undertake an Access programme first.

17. Key sources of information about the programme

- UCLan website: http://www.uclan.ac.uk/courses/ba_hons_business_and_management.php
- University Admissions Department: email uadmissions@uclan.ac.uk
- Direct from Programme Leader camccarthy@uclan.ac.uk
- Course handbook available online: www.uclan.ac.uk
- Open Days and Applicant Days
- Information about The Lancashire School of Business and Enterprise:
<http://www.uclan.ac.uk/faculties/business-law-applied-social-studies.php>

18. Curriculum Skills Map

Please tick in the relevant boxes where individual Programme Learning Outcomes are being assessed

Level	Module Code	Module Title	Core (C), Compulsory (COMP) or Option (O)	Programme Learning Outcomes																				
				Knowledge and understanding					Subject-specific Skills						Thinking Skills					Other skills relevant to employability and personal development				
				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	B6	C1	C2	C3	C4	C5	D1	D2	D3	D4	D5
LEVEL 6	BU3016	Contemporary Issues in Business	COMP	X		X				X	X		X		X	X	X	X		X	X	X		X
	MD3059	Business Strategy	COMP	X	X	X		X	X	X	X				X	X	X	X	X	X	X	X		X
	BU3413	Business Strategy	COMP	X	X	X		X	X	X	X				X	X	X	X	X	X	X	X		X
	MD3105	International Strategic Management	COMP	X	X	X		X	X	X	X				X	X	X	X	X	X	X	X		X
	MD3001	Continuing Professional Development	COMP			X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X
	HR3053	Management Analysis Project	COMP		X	X	X			X		X			X		X	X		X	X	X	X	X

19. LEARNING OUTCOMES FOR EXIT AWARDS:

For **each exit award available**, list learning outcomes relating to the knowledge and understanding, subject specific skills, thinking, other skills relevant to employability and personal development that a typical student might be expected to gain as a result of successfully completing each level of a course of study.

For example, for a standard BA/BSc (Hons) award the exit award learning outcomes for CertHE (Level 4) and DipHE (Level 5), BA/BSc (Level 6) should be included; for a postgraduate Masters, this would normally be PGDip and PGCert.

Learning outcomes for the award of: Certificate in Higher Education, (Level 4)

1. Knowledge of the underlying concepts and principles associated with Business and Management.
2. An ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of Business and Management.
3. Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

Learning outcomes for the award of: Diploma in Higher Education, Business and Management (Level 5)

1. Knowledge and critical understanding of the concepts and principles associated with Business and Management and of the way in which those principles have developed.
2. Ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context.
3. Knowledge of the main methods of enquiry in Business and Management and ability to evaluate critically the appropriateness of different approaches to problem solving in organisation contexts.
4. An understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge.

Learning outcomes for the award of: BA (Hons) Business and Management (Level 6)

1. A broad and comparative knowledge of the general scope of Business and Management, the different functions and disciplines, and their interactions with related subjects.
2. A detailed knowledge of a range of Business and Management disciplines through specialised study that is informed by current developments in the subject.
3. A critical understanding of the essential theories, principles and concepts of Business and Management
4. Well-developed skills for the gathering, evaluation, analysis and presentation of information, ideas, concepts and quantitative and/or qualitative data, drawing on a wide range of current sources.