

Hertfordshire Business School

Title of Programme: FdA Business Management

FdA Business Management
FdA Business Management with Accounting
FdA Business Management with Event Management
FdA Business Management with Human Resource Management
FdA Business Management with Law
FdA Business Management with Marketing
FdA Business Management with Tourism

Programme Code: BSBMGTFD

For Collaborative: External Validation at the colleges of Hertfordshire Higher Education Consortium:

Hertford Regional College
North Hertfordshire College
Oaklands College
West Herts College

Programme Specification

This programme specification is relevant to students entering:
03 September 2018

Associate Dean of School (Academic Quality Assurance):
Denise Ball

Signature 

A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme:

Section	Amendment

If you have any queries regarding the changes please email AQO@herts.ac.uk

Programme Specification FdA Business Management

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential employers. It provides a concise summary of the main features of the programme and the intended 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. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body Teaching Institution	University of Hertfordshire Hertford Regional College North Hertfordshire College Oaklands College West Herts College
University/partner campuses	Hertford Regional College – Ware and Broxbourne North Hertfordshire College - Stevenage Oaklands College – Welwyn Garden City West Herts College – Watford
Programme accredited by Final Qualification All Final Award titles (Qualification and Subject)	Not applicable Foundation Degree FdA Business Management FdA Business Management with Accounting FdA Business Management with Event Management FdA Business Management with Human Resource Management FdA Business Management with Law FdA Business Management with Marketing FdA Business Management with Tourism
FHEQ level of award UCAS code(s)	5 N101 - Business Management N1N3 - Business Management with Accounting N104 - Business Management with Event Management N1N6 - Business Management with Human Resource Management N1MC - Business Management with Law N1N5 - Business Management with Marketing N103 - Business Management with Tourism
Language of Delivery	English

A. Programme Rationale

This programme is designed to provide the essential skills, knowledge and understanding of business which will enable students to enter employment and/or progress to the honours top-up in Business disciplines. The programme offers an education in general business which puts emphasis on personal development and employability.

The programme structure enables students to experience a comprehensive range of business topics at level 4 before making a decision between general business or business with a specialist route at level 5. This helps to meet the individual needs of students, allowing them to make choices which match their developing career aspirations. The programme helps students to improve their academic skills at the same time as developing key skills required by employers.

Work Based Learning (WBL) and engagement with employers is central to the foundation degree concept and has been embraced in this programme in accordance with the Quality Assurance Agency (QAA) Foundation Degree Characteristics statement (2015). The Programme has been designed to reflect the real life experience of working in a business context, developing the students to work independently, in teams and for themselves. Whilst the WBL module in the programme is the focal point for the engagement with employers, it is not the sole point of employer engagement in the programme.

Full-time students will be mainly school or college leavers who have successfully completed a level 3 qualification. This may be an A level, a National Diploma, an AVCE (Advanced GNVQ) or other suitable qualification. The programme is also accessible by part-time students who may be similarly qualified or who may be accepted with a wider range of level 3 FE qualifications and/or work experience.

The programme provides opportunity for students to progress to a named award at the University of Hertfordshire that reflects the Foundation Degree pathway that they have studied and to achieve a named honours degree in three years in most cases. Students choosing the general business foundation degree may progress to BA (Hons) Business Administration.

The programme is offered at four colleges in Hertfordshire.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- prepare students for a career in business and management;
- provide students with a thorough understanding of business and management practices in local, national and international contexts;
- develop students' practical, transferable, intellectual, study, employability and enterprise skills;
- enable students to apply their learning in work-related contexts;
- equip students for further academic study;
- provide progression routes to appropriate honours degree programmes at the University of Hertfordshire.

C. Intended Learning Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA benchmark statements for Business and Management (2015) and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
A1- The intricacies of organisations	Acquisition of knowledge and understanding is through through a combination of lectures, small group tutorials, coursework and Practical assignments, and developed throughout the programme.	Knowledge and understanding are assessed through a combination of coursework and unseen examinations. Assessment is both formative and summative.
A2- The complexity of the local, national and international external environments in which organisations operate	Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to	Coursework assessment types are varied and include presentations, posters, reflective, evaluations, projects, IT-based activities
A3- The wide range of processes, procedures and		

<p>practices of effective business management</p> <p>A4- The basic principles of ethical considerations of business and organisations</p> <p><u>Programme Learning Outcomes relevant to Subject-specific pathways:</u></p> <p>A5- The theoretical concepts and vocational relevant information associated with Accounting</p> <p>A6- The theoretical concepts and vocational relevant information associated with Event Management</p> <p>A7- The theoretical concepts and vocational relevant information associated with Human Resource Management</p> <p>A8- The theoretical concepts and vocational relevant information associated with Law</p> <p>A9- The theoretical concepts and vocational relevant information associated with Marketing</p> <p>A10- The theoretical concepts and vocational relevant information associated with Tourism Management</p>	<p>broaden their individual knowledge and understanding of the subject.</p> <p>Learning Outcomes A5 to A10 are fully developed within the relevant specialist FdA Business Management pathways, although elements of these are available to students on the main FdA Business Management degree as options.</p> <p>Pathway specific knowledge and understanding is taught and assessed through the relevant pathway</p>	<p>and time-constrained exercises.</p> <p>Some elements of group assessment are also included.</p>
<p><u>Intellectual skills</u></p> <p>B1- Analyse and evaluate business information for decision-making purposes</p> <p>B2- Utilise cognitive skills of critical thinking, analysis and synthesis</p>	<p><u>Teaching and learning methods</u></p> <p>Intellectual skills specific to business are developed using the methods and strategies outlined in section A above.</p> <p>Critical, analytical and problem-solving skills are developed through tutorial work and in-course exercises particularly at level 5.</p>	<p><u>Assessment strategy</u></p> <p>Intellectual skills are assessed through a combination of coursework and unseen examinations, using the methods described in section A above.</p> <p>Assessment, which is both formative and summative, can take many forms, e.g.</p>

<p>B3- Analyse and solve business problems using appropriate techniques</p> <p>B4- Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations</p>	<p>Throughout, the learner is encouraged to develop intellectual skills further by independent study</p>	<p>essay assignments, project reports, portfolios, presentations and IT-based activities.</p>
<p>Practical skills</p>	<p>Teaching and learning methods</p>	<p>Assessment strategy</p>
<p>C1- Apply a range of appropriate business techniques to analyse data to solve structured business problems</p> <p>C2- Conduct research into business and management issues through creation, extraction and analysis of data from a range of sources</p> <p><u>'Business Management with ...' Pathways ONLY</u></p> <p>C3- Review issues of specific relevance to the chosen discipline and evaluate their significance using a range of techniques appropriate to the specialism</p>	<p>Practical skills are developed throughout the programme by methods and strategies outline in sections A and B above.</p>	<p>Practical skills are assessed through a combination of coursework, unseen examinations, case study reports, presentations, and IT based activities.</p>
<p>Transferable skills</p>	<p>Teaching and learning methods</p>	<p>Assessment strategy</p>
<p>D1- Communicate effectively, both orally and in writing</p> <p>D2- Make effective use of IT tools for business</p> <p>D3- Manage time and resources effectively</p> <p>D4- Work effectively within a team</p> <p>D5- Manipulate, sort and present data</p> <p>D6- Learn to study effectively in preparation for life-long learning</p>	<p>Transferable skills are developed through the programme.</p> <p>Skill D1 is developed through coursework, written reports, oral presentations and project reports.</p> <p>Skills D2 and D5 are introduced through modules such as Methods and Systems for Business Decisions and Work Based Learning and developed further through project work and course assessments.</p> <p>Skill D3 is developed as workloads are managed and deadlines have to be met.</p>	<p>Transferable skills are assessed through the use of coursework, oral presentations and examinations (Skills D1, D2, D3 and D5)</p> <p>Skill D4 is assessed by group based assessments.</p> <p>Skill D6 is assessed via coursework and examinations.</p> <p>Skill D7 is assessed through practical coursework and group based business simulations.</p>

D7- Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments

D8- Operate in the dynamic global arena and appreciate contemporary and cross cultural difference

Skill D4 is developed through tutorials and group-based coursework assessment.

Skill D6 is developed and promoted throughout the programme.

Skills D7 and D8 are developed and promoted throughout the programme, particularly in the Enterprise, Work Based Learning and Exploring Business Ethics modules.

Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.

Skill D8 is assessed through examination and in class tests.

D. Programme Structures, Features, Levels, Modules, and Credits

The programme is offered in full-time (2 years – 4 semesters) and part-time (2 years - 6 semesters) modes, in addition to a slower part-time rate of study, and leads to the award of a Foundation Degree in Business.

Entry is normally at level 4 (A-level or equivalent qualifications), but is possible at level 5 with suitable level 4 qualifications. Intake is normally semester A in September.

Professional and Statutory Regulatory Bodies

N/A

Work-Based Learning, including Sandwich Programmes

Work based learning (WBL) and engagement with employers is central to the foundation degree concept. It has been embraced through an ethos and definition of WBL as “learning through, for and at work”. The programme is designed to reflect the real life experience of working in a business environment: developing students to work independently, in teams and for themselves in a variety of business-oriented activities. Whilst the WBL modules in the programme are the focal point for developing employability skills and engagement with employers, they are not the sole points in the programme of such engagement. There is an emphasis throughout on real life case studies and briefs, and these culminate in the final-year WBL project module, in which students put “the needs of an organisation” at the heart of their project. Such organisations will commonly be SMEs (small and medium enterprises), but could also include large employers, public services, charities and not-for-profit groups.

Erasmus Exchange programme

N/A

Appendix A provides the unique module code for each college's module delivery.

Please note that the availability of particular modules in any one year and at any one college will depend on the college of study and student numbers.

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 identifies where each learning

outcome is assessed.

Table 1a Outline Programme Structure – FdA Business Management
(Stevenage, Ware, Watford, Welwyn Garden City)

Mode of study Full-Time (2 years – 4 semesters)

Entry point Semester A

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
<u>Module Title</u>							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Developing the Business Professional		15	English	0	65	35	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Methods and Systems for Business Decisions		15	English	50	50	0	B
Business Law		15	English	0	100	0	B

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
<u>Module Titles</u>							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
Work Based Learning Project		30	English	0	70	30	AB

Optional Modules (select 3)*

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Optional Modules (select 3)*							
<u>Module Titles</u>							
Financial Management	See College Module Code Matrix in Appendix A	15	English	60	40	0	A
Analysing Financial Statements		15	English	50	50	0	A
Organisational Psychology		15	English	50	50	0	A
Resourcing and Talent Management		15	English	0	70	30	A
Marketing Communications		15	English	0	70	30	A
Marketing Planning		15	English	70	30	0	A
Management Accounting for Business Decisions		15	English	80	20	0	B
Performance Management and Reward		15	English	50	50	0	B
Product Innovation		15	English	0	80	20	B

* Students may take any three of the level 5 specialist modules listed above. To give a good balance of subjects on this generalist route, students are advised to take one module from each pathway (Accounting, Human Resources Management and Marketing).

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a(ii) Outline Programme Structure for FdA Business Management with Accounting (Stevenage, Ware, Watford, Welwyn Garden City)

Level 4

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Principles of Marketing		15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Developing the Business Professional	See College Module Code Matrix in Appendix A	15	English	0	65	35	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Methods and Systems for Business Decisions		15	English	50	50	0	B
Business Law		15	English	0	100	0	B

Level 5

	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Module Titles							
Exploring Business Ethics		15	English	70	30	0	A
Financial Management		15	English	60	40	0	A
Analysing Financial Statements		15	English	50	50	0	A
Work Based Learning Project*	See College Module Code Matrix in Appendix A	30	English	0	70	30	AB
Global Business		15	English	0	70	30	B
Enterprise		15	English	0	70	30	B
Management Accounting for Business Decisions		15	English	80	20	0	B

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a(iii) Outline Programme Structure for FdA Business Management with Event Management (Broxbourne and Ware, Stevenage, Watford)

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Developing the Business Professional		15	English	0	65	35	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Methods and Systems for Business Decisions		15	English	50	50	0	B
Business Law		15	English	0	100	0	B

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Exploring the Event Industry		15	English	70	0	30	A
Risk Management and Security for Events		15	English	0	100	0	A
Work Based Learning Project*		30	English	0	70	30	AB
Global Business		15	English	0	70	30	B
Enterprise		15	English	0	70	30	B
Event Planning, Design and Community Engagement		15	English	0	100	0	B

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a(iv) Outline Programme Structure for FdA Business Management with Human Resource Management (Stevenage, Ware, Watford)

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Developing the Business Professional		15	English	0	65	35	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Methods and Systems for Business Decisions		15	English	50	50	0	B
Business Law		15	English	0	100	0	B

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Organisational Psychology		15	English	50	50	0	A
Resourcing and Talent Management		15	English	0	70	30	A
Work Based Learning Project*		30	English	0	70	30	AB
Global Business		15	English	0	70	30	B
Enterprise		15	English	0	70	30	B
Performance Management and Reward		15	English	50	50	0	B

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (v) Outline Programme Structure for FdA Business Management with Law (Stevenage, Watford, Welwyn Garden City)

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Developing the Business Professional		15	English	0	65	35	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Methods and Systems for Business Decisions		15	English	50	50	0	B
Business Law		15	English	0	100	0	B

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Enterprise		15	English	0	70	30	B
English and European Legal Systems and Procedures		15	English	0	100	0	A
Contract and Commercial Law		30	English	50	50	0	AB
*Work Based Learning Project		30	English	0	70	30	AB
Global Business		15	English	0	70	30	B

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (vi) Outline Programme Structure for FdA Business Management with Marketing (Stevenage, Ware, Watford, Welwyn Garden City)

Level 4

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
<u>Module Title</u>							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Developing the Business Professional		15	English	0	65	35	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Methods and Systems for Business Decisions		15	English	50	50	0	B
Business Law		15	English	0	100	0	B

Level 5

	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
<u>Module Titles</u>							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Product Innovation		15	English	0	80	20	A
Marketing Communications		15	English	0	70	30	A
*Work Based Learning Project		30	English	0	70	30	AB
Global Business		15	English	0	70	30	B
Enterprise		15	English	0	70	30	B
Marketing Planning		15	English	70	30	0	B

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (vii) Outline Programme Structure for FdA Business Management with Tourism (Broxbourne and Ware, Stevenage, Watford)

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Developing the Business Professional		15	English	0	65	35	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Methods and Systems for Business Decisions		15	English	50	50	0	B
Business Law		15	English	0	100	0	B

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Tourism and Development		15	English	50	50	0	A
Tourism Passenger Transport		15	English	0	100	0	A
Work Based Learning Project*		30	English	0	70	30	AB
Global Business		15	English	0	70	30	B
Enterprise		15	English	0	70	30	B
Destination Marketing Research		15	English	0	100	0	B

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (viii) Outline Programme Structure for FdA Business Management – Part-time (Stevenage, Ware, Watford)

Mode of study Part time (2 years - 6 semesters); **Entry point** Semester A

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Business Law		15	English	0	100	0	B
Methods and Systems for Business Decisions		15	English	50	50	0	C
Developing the Business Professional		15	English	0	65	35	C

Level 5

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
*Work Based Learning		15	English	0	70	30	BC

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Optional Modules (select 3)							
Financial Management	See College Module Code Matrix in Appendix A	15	English	60	40	0	A
Analysing Financial Statements		15	English	50	50	0	A
Organisational Psychology		15	English	50	50	0	A
Resourcing and Talent Management		15	English	0	70	30	A
Marketing Communications		15	English	0	70	30	A
Marketing Planning		15	English	70	30	0	A
Management Accounting for Business Decisions		15	English	80	20	0	B
Performance Management and Reward		15	English	50	50	0	B
Product Innovation		15	English	0	80	20	B

* Students may take any three of the level 5 specialist modules listed above. To give a good balance of subjects on this generalist route, students are advised to take one module from each pathway (Accounting, Human Resources Management and Marketing).

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (ix) Outline Programme Structure for FdA Business Management with Accounting (part-time) (Stevenage, Ware, Watford)

Level 4

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Business Law		15	English	0	100	0	B
Methods and Systems for Business Decisions		15	English	50	50	0	C
Developing the Business Professional		15	English	0	65	35	C

Level 5

Compulsory Modules Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Analysing Financial Statements		15	English	50	50	0	A
Financial Management		15	English	60	40	0	A
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
Management Accounting for Business Decisions		15	English	80	20	0	B
*Work Based Learning Project		30	English	0	70	30	BC

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (x) Outline Programme Structure for FdA Business Management with Event Management (part-time) (Broxbourne and Ware, Stevenage, Watford)

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Business Law		15	English	0	100	0	B
Methods and Systems for Business Decisions		15	English	50	50	0	C
Developing the Business Professional		15	English	0	65	35	C

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
Exploring the Event Industry		15	English	70	0	30	A
Risk Management and Security for Events		15	English	0	100	0	A
Event Planning, Design and Community Engagement		15	English	0	100	0	B
*Work Based Learning Project		30	English	0	70	30	BC

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (xi) Outline Programme Structure for FdA Business Management with Human Resource Management (part-time) (Stevenage, Ware, Watford)

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Business Law		15	English	0	100	0	B
Methods and Systems for Business Decisions		15	English	50	50	0	C
Developing the Business Professional		15	English	0	65	35	C

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Organisational Psychology		15	English	50	50	0	A
Resourcing and Talent Management		15	English	0	70	30	A
Global Business		15	English	0	70	30	B
Enterprise		15	English	0	70	30	B
Performance Management and Reward		15	English	50	50	0	B
*Work Based Learning Project		30	English	0	70	30	BC

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (xii) Outline Programme Structure for FdA Business Management with Law (part-time) (Stevenage, Watford)

Level 4

Compulsory Modules Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Business Law		15	English	0	100	0	B
Methods and Systems for Business Decisions		15	English	50	50	0	C
Developing the Business Professional		15	English	0	65	35	C

Level 5

Compulsory Modules Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
English and European Legal Systems and Procedures		15	English	0	100	0	A
Contract and Commercial Law		30	English	50	50	0	AB
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
*Work Based Learning Project		30	English	0	70	30	BC

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (xiii) Outline Programme Structure for FdA Business Management with Marketing (part-time)
(Stevenage, Ware, Watford)

Level 4

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
<u>Module Title</u>							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Business Law		15	English	0	100	0	B
Methods and Systems for Business Decisions		15	English	50	50	0	C
Developing the Business Professional		15	English	0	65	35	C

Level 5

	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
<u>Module Titles</u>							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Product Innovation		15	English	0	80	20	A
Marketing Communications		15	English	0	70	30	A
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
Marketing Planning		15	English	70	30	0	B
*Work Based Learning Project	30	English	0	70	30	BC	

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Table 1a (xiv) Outline Programme Structure for FdA Business Management with Tourism (part-time) (Broxbourne and Ware, Stevenage, Watford)

Level 4

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Principles of Marketing	See College Module Code Matrix in Appendix A	15	English	0	100	0	A
Accounting for Managers		15	English	0	100	0	A
Introduction to Research Methods		15	English	0	100	0	A
Economics for Business		15	English	0	100	0	B
Introduction to Human Resource Management		15	English	0	60	40	B
Business Law		15	English	0	100	0	B
Methods and Systems for Business Decisions		15	English	50	50	0	C
Developing the Business Professional		15	English	0	65	35	C

Level 5

Module Titles	Module Code	Credit Points	Language of Delivery	% examination	% coursework	% Practical	Semesters
Compulsory Modules							
Exploring Business Ethics	See College Module Code Matrix in Appendix A	15	English	70	30	0	A
Tourism and Development		15	English	50	50	0	A
Tourism Passenger Transport		15	English	0	100	0	A
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
Destination Marketing Research		15	English	0	100	0	B
*Work Based Learning Project		30	English	0	70	30	BC

*For awards other than FdA Business Management, the Work Based Learning Project must be in the same subject area as the named award.

Progression to Level 5 requires 120 credit points at Level 4. For students with less than 120 credits at Level 4 progression will be determined by the Programme Examination Board.

The award of FdA Business and Management requires 240 credits passed with at least 120 at Level 5 including the Work Based Learning Project (see also programme-specific regulations).

Award classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in [UPR AS14](#), Section D.

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

Final Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
Foundation Degree	Business and Management	240 credit points including at least 120 at level 5	5	All programme learning outcomes (see Table 2)

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
University Certificate	<leave blank>	45 credit points at level 4	4	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Certificate of Higher Education	<add title, or leave blank if untitled>	120 credit points at level 4	4, 5	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm

Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, [UPR AS11](#), [UPR AS12/UPR AS13](#) (*delete as applicable*) and [UPR AS14](#)) with the exception of those listed below, which have been approved by the University:

The specific regulation that relates to the Work-Based Learning Project module:

- Final compensation cannot be awarded for the Work-Based Learning Project module, as work-based learning is a key defined element of a Foundation degree.
- In order to be eligible for an award with specialism (FdA Business Management with Accounting, FdA Business Management with Human Resource Management, FdA Business Management with Law, FdA Business Management with Marketing, FdA Business Management with Tourism, FdA Business Management with Event Management) students must align their Work-Based Learning Project module with that specialism (Accounting, Human Resource Management, Law, Marketing, Tourism, or Event Management respectively). Where there is no such alignment, students will be awarded the FdA Business Management.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- A Programme Manager in each college, who is responsible for the day-to-day management of the programme. The Programme Manager co-ordinates all activities at the college including delivery and assessment.
- An HE Manager or equivalent in each college supporting the Programme Manager and ensuring the smooth implementation of UH policies and procedures at college level
- The Head of UK and International Collaborations, HBS, who has overall responsibility for this programme. Programme management is additionally supported by the University of Hertfordshire Academic Partnership Office.
- A Link Tutor who has responsibility for co-coordinating the programme across all colleges, liaising between the University and the colleges, and for providing guidance and support to the Programme Managers
- A University Admissions Tutor with specific responsibility for admissions and progression onto university-based programmes.
- A designated University Administrator who liaises with programme staff and co-ordinates registration, assessment, examinations, boards and results.
- Module Leaders who are responsible for the day-to-day activities of specific modules.
- A Programme Committee which meets regularly to monitor the delivery of the programme and to achieve changes to the programme, chaired by the Link Tutor. Members include Programme Managers and student representatives from each college
- Programme Managers meetings, chaired by the Link tutor to discuss day to day management, learning, teaching and assessment issues, and to make recommendations to the Programme Committee.

Support

Students are supported by:

- A programme tutor to help students understand the programme structure
- A personal tutor to provide academic and pastoral support
- An induction period at the beginning of each new academic year
- A designated UH-based student administrator and link tutor
- The use of student support services at both the college of study and the University of Hertfordshire including advice on finance, University regulations, legal matters, chaplaincy, counselling, disability, learning support, and careers.
- StudyNet, a versatile on-line interactive intranet and learning environment
- Student voice mechanisms including programme representatives, SFQ responses (Student Feedback Questionnaire responses collected via Student ViewPoint) and student forums.
- Use of a wide range of current Learning Resources both at the college of study and the University of Hertfordshire, including digital and print information, and computer and Wi-Fi access.
- Use of the University of Hertfordshire Students' Union

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide for each constituent module.

The [Herts Handbook](#) is an introduction to the academic, social, cultural and sporting services and opportunities available at the University of Hertfordshire, and includes the Student Charter and Student Code of Conduct.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: <http://www.herts.ac.uk/secreg/upr/>. In particular, [UPR SA07](#) 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

The UK Quality Assurance Agency for Higher Education (QAA) has confirmed the quality and standards of provision at the University of Hertfordshire. A key part of QAA's role is to review and report on how universities maintain their academic standards and quality, to inform students and the wider public. The team of QAA reviewers visited the University of Hertfordshire in 2015/16 and judged that its academic standards, the quality and enhancement of its students' learning experience, and the quality of information about this learning experience all meet UK expectations. In other words, the University meets national requirements for standards and quality. The QAA's report can be accessed at: <http://www.qaa.ac.uk/reviews-and-reports/provider?UKPRN=10007147#.V-KHajXy0nE>

G. Entry requirements

The normal entry requirements for the programme are:

The normal entry requirements for the programme are:

120 or more UCAS points which must be made up of at least one A level (A2), a BTEC QCF Subsidiary Diploma or equivalent **together with** a minimum of GCSE grade C English Language and GCSE grade D* Maths, or a University of Hertfordshire accepted equivalent.

GCSE grade C or above, or a University of Hertfordshire accepted equivalent will be required for those students entering the **Accounting pathway (qualifications recognised as equivalent by the University on its website at <http://www.herts.ac.uk/apply/entry-requirements/undergraduate-degrees/gcse-equivalent-entry-requirements>)*

A minimum IELTS score of 6.0* or qualifications recognised as equivalent by the University on its website at <http://www.herts.ac.uk/apply/entry-requirements/undergraduate-degrees> will be accepted as alternative to GCSE English Language at grade C.

[*IELTS at no lower than 5.5 in every band]

Non-standard entry to the programmes

The Hertfordshire Business School Undergraduate Admissions Team makes all admissions decisions regarding non-standard applications, including those from elsewhere in the EU and those for direct entry above Level 4.

Applicants with prior relevant undergraduate study and who meet the necessary English and Mathematics requirements are eligible to be considered for entry to the programme at Level 5 or Level 6. They should have 120 credit points at Level 4 or equivalent to join at Level 5, plus a further 120 credit points at Level 5 or equivalent to join at Level 6. The modules making up the previous 120 credit points of study must normally be passed at the first attempt and should contribute to an overall grade average of at least 55%.

The programme is subject to the University's Principles, Policies, Regulations and Procedures for the Admission of Students to Undergraduate and Taught Postgraduate Programmes and will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL)

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in [UPR SA03](#)), along with associated

procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:
Herminia Alonso, Hertfordshire Business School h.alonso@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk

FdA Business Management

Table 2: Development of Intended Programme Learning Outcomes in the Constituent Modules

This map identifies where the programme learning outcomes are assessed in the constituent modules. It provides (i) an aid to academic staff in understanding how individual modules contribute to the programme aims (ii) a checklist for quality control purposes and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses.

		Programme Learning Outcomes (as identified in section 1 and the following page)																													
		Knowledge & Understanding										Intellectual Skills								Practical Skills			Transferable Skills								
Module Title	Module Code	A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	B1	B2	B3	B4	B5	B6	B7	B8	C1	C2	C3	D1	D2	D3	D4	D5	D6	D7	D8	
Level 4	Accounting for Managers			✓		✓					✓	✓	✓		✓	✓		✓	✓	✓			✓					✓			
	Principles of Marketing	✓	✓	✓	✓					✓	✓	✓		✓		✓		✓	✓	✓							✓	✓	✓	✓	
	Developing the Business Professional	✓		✓							✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓			✓		✓		
	Methods and Systems for Business Decisions			✓							✓	✓		✓	✓				✓	✓	✓		✓						✓		
	Business Law	✓	✓						✓			✓	✓			✓			✓	✓	✓	✓	✓	✓			✓	✓			
	Economics for Business		✓									✓	✓	✓	✓	✓	✓			✓	✓			✓	✓				✓		
	Introduction to Research Methods		✓		✓							✓	✓	✓		✓	✓			✓	✓	✓	✓	✓	✓				✓		
	Intro to Human Resource Management		✓	✓	✓	✓			✓					✓	✓	✓	✓			✓		✓			✓		✓	✓	✓	✓	✓
Level 5	Exploring Business Ethics	✓	✓		✓							✓		✓		✓			✓		✓		✓		✓	✓	✓	✓	✓	✓	
	Enterprise	✓	✓	✓	✓						✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Global Business	✓	✓		✓							✓		✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Financial Management			✓		✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	
	Work Based Learning Project	✓	✓	✓	✓						✓	✓			✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
	<i>Options provided below (in italics)</i>																														
	<i>Analysing Financial Statements</i>			✓		✓						✓	✓	✓	✓	✓	✓			✓	✓	✓		✓	✓	✓				✓	
	<i>Management Accounting for Business Decisions</i>			✓	✓	✓						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓				✓	✓
	<i>Exploring the Event Industry</i>			✓	✓		✓						✓	✓			✓	✓	✓		✓	✓		✓	✓				✓	✓	
	<i>Risk Management Security and Events</i>	✓		✓			✓					✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓				✓			✓
	<i>Event Planning and Community Engagement</i>	✓		✓	✓		✓						✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓
<i>Organisational Psychology</i>	✓			✓			✓				✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	

<i>Resourcing and Talent Management</i>			✓		✓			✓					✓		✓	✓	✓		✓	✓				✓		✓
<i>Performance Management & Reward</i>		✓	✓	✓			✓					✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓
<i>Marketing Communications</i>		✓		✓				✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	
<i>Marketing Planning</i>		✓		✓				✓		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓
<i>Product Innovation</i>		✓	✓		✓			✓		✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	
<i>Tourism and Development</i>			✓						✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓			✓	
<i>Tourism Passenger Transport</i>				✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
<i>Destination Marketing Research</i>				✓	✓			✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
<i>English and European Legal Systems and Procedures</i>			✓					✓		✓	✓	✓			✓		✓		✓	✓	✓				✓	
<i>Contract and Commercial Law</i>								✓		✓	✓	✓			✓		✓		✓	✓	✓					

KEY TO PROGRAMME LEARNING OUTCOMES

Knowledge and Understanding	Practical Skills
<p>A1. The intricacies of organisations</p> <p>A2. The complexity of the local, national and international external environments in which organisations operate</p> <p>A3. The wide range of processes, procedures and practices of effective business management</p> <p>A4. The basic principles of ethical considerations of business and organisations</p> <p>A5. <i>The theoretical concepts and vocational relevant information associated with Accounting</i></p> <p>A6. <i>The theoretical concepts and vocational relevant information associated with Event Management</i></p> <p>A7. <i>The theoretical concepts and vocational relevant information associated with Human Resource Management</i></p> <p>A8. <i>The theoretical concepts and vocational relevant information associated with Law</i></p> <p>A9. <i>The theoretical concepts and vocational relevant information associated with Marketing</i></p> <p>A10. <i>The theoretical concepts and vocational relevant information associated with Tourism Management</i></p>	<p>C1. Apply a range of appropriate business techniques to analyse data to solve structured business problems</p> <p>C2. Conduct research into business and management issues through creation, extraction and analysis of data from a range of sources</p> <p>C3. Review issues of specific relevance to the chosen discipline and evaluate their significance using a range of techniques appropriate to the specialism</p>
Intellectual Skills	Transferable Skills
<p>B1. Analyse and evaluate business information for decision-making purposes</p> <p>B2. Utilise cognitive skills of critical thinking, analysis and synthesis</p> <p>B3. Analyse and solve business problems using appropriate techniques</p> <p>B4. Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations</p>	<p>D1. Communicate effectively, both orally and in writing</p> <p>D2. Make effective use of IT tools for business</p> <p>D3. Manage time and resources effectively</p> <p>D4. Work effectively within a team</p> <p>D5. Manipulate, sort and present data</p> <p>D6. Learn to study effectively in preparation for life-long learning</p> <p>D7. Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments</p> <p>D8. Operate in the dynamic global arena and appreciate contemporary and cross cultural difference</p>

Section 2

Programme management

Relevant QAA subject benchmarking statements

Type of programme

Date of validation/last periodic review

Date of production/ last revision of PS

Relevant to level/cohort

Administrative School

Characteristics Statement, Foundation Degree (2015)

Business and Management (2015)

Foundation Degree

April 16

March 18

Level 4 entering September 2018

Collaborative Partnership Unit

Table 3 Course structure

Course details					
Course code	Course description				JACS
BSBMGTFD	Foundation Degree in Business Management				N100 Business studies / N200 Management studies
Course Instances					
Instances code	Intake	Stream	Instances Year	Location:	Mode of study
BMHFD1F	A	FdA Business Management	1	Hertford Regional College	Full Time
BMHFD1P-1	A	FdA Business Management:	1	Hertford Regional College	Part Time
BMHFD1P-2	A	FdA Business Management:	1	Hertford Regional College	Part Time
BMHFD2F	A	FdA Business Management	2	Hertford Regional College	Full Time
BMHFD2P-1	A	FdA Business Management:	2	Hertford Regional College	Part Time
BMHFD2P-2	A	FdA Business Management:	2	Hertford Regional College	Part Time
BMAHFD1F	A	FdA Business Management with Accounting	1	Hertford Regional College	Full Time
BMAHFD1P-1	A	FdA Business Management with Accounting:	1	Hertford Regional College	Part Time
BMAHFD1P-2	A	FdA Business Management with Accounting:	1	Hertford Regional College	Part Time

BMAHFD2F	A	FdA Business Management with Accounting	2	Hertford Regional College	Full Time
BMAHFD2P-1	A	FdA Business Management with Accounting:	2	Hertford Regional College	Part Time
BMAHFD2P-2	A	FdA Business Management with Accounting:	2	Hertford Regional College	Part Time
BMANFD1F	A	FdA Business Management with Accounting	1	North Herts College	Full Time
BMANFD1P-1	A	FdA Business Management with Accounting:	1	North Herts College	Part Time
BMANFD1P-2	A	FdA Business Management with Accounting:	1	North Herts College	Part Time
BMANFD2F	A	FdA Business Management with Accounting	2	North Herts College	Full Time
BMANFD2P-1	A	FdA Business Management with Accounting:	2	North Herts College	Part Time
BMANFD2P-2	A	FdA Business Management with Accounting:	2	North Herts College	Part Time
BMAOFD1F	A	FdA Business Management with Accounting	1	Oaklands College	Full Time
BMAOFD2F	A	FdA Business Management with Accounting	2	Oaklands College	Full Time
BMAWFD1F	A	FdA Business Management with Accounting	1	West Herts College	Full Time
BMAWFD1P-1	A	FdA Business Management with Accounting:	1	West Herts College	Part Time
BMAWFD1P-2	A	FdA Business Management with Accounting:	1	West Herts College	Part Time
BMAWFD2F	A	FdA Business Management with Accounting	2	West Herts College	Full Time
BMAWFD2P-1	A	FdA Business Management with Accounting:	2	West Herts College	Part Time
BMAWFD2P-2	A	FdA Business Management with Accounting:	2	West Herts College	Part Time
BMEHFD1F	A	FdA Business Management with Event Management	1	Hertford Regional College	Full Time
BMEHFD1P-1	A	FdA Business Management with Event Management:	1	Hertford Regional College	Part Time
BMEHFD1P-2	A	FdA Business Management with Event Management:	1	Hertford Regional College	Part Time
BMEHFD2F	A	FdA Business Management with Event Management	2	Hertford Regional College	Full Time
BMEHFD2P-1	A	FdA Business Management with Event Management:	2	Hertford Regional College	Part Time

BMEHFD2P-2	A	FdA Business Management with Event Management:	2	Hertford Regional College	Part Time
BMENFD1F	A	FdA Business Management with Event Management	1	North Herts College	Full Time
BMENFD1P-1	A	FdA Business Management with Event Management:	1	North Herts College	Part Time
BMENFD1P-2	A	FdA Business Management with Event Management:	1	North Herts College	Part Time
BMENFD2F	A	FdA Business Management with Event Management	2	North Herts College	Full Time
BMENFD2P-1	A	FdA Business Management with Event Management:	2	North Herts College	Part Time
BMENFD2P-2	A	FdA Business Management with Event Management:	2	North Herts College	Part Time
BMEOFD1F	A	FdA Business Management with Event Management	1	Oaklands College	Full Time
BMEOFD2F	A	FdA Business Management with Event Management	2	Oaklands College	Full Time
BMEWFD1F	A	FdA Business Management with Event Management	1	West Herts College	Full Time
BMEWFD1P-1	A	FdA Business Management with Event Management:	1	West Herts College	Part Time
BMEWFD1P-2	A	FdA Business Management with Event Management:	1	West Herts College	Part Time
BMEWFD2F	A	FdA Business Management with Event Management	2	West Herts College	Full Time
BMEWFD2P-1	A	FdA Business Management with Event Management:	2	West Herts College	Part Time
BMEWFD2P-2	A	FdA Business Management with Event Management	2	West Herts College	Part Time
BMHHFD1F	A	FdA Business Management with Human Resource Management	1	Hertford Regional College	Full Time
BMHHFD1P-1	A	FdA Business Management with Human Resource Management	1	Hertford Regional College	Part Time
BMHHFD2F	A	FdA Business Management with Human Resource Management	2	Hertford Regional College	Full Time
BMHHFD2P-2	A	FdA Business Management with Human Resource Management	2	Hertford Regional College	Part Time
BMHNFD1F	A	FdA Business Management with Human Resource Management	1	North Herts College	Full Time
BMHNFD1P-1	A	FdA Business Management with Human Resource Management	1	North Herts College	Part Time
BMHNFD1P-2	A	FdA Business Management with Human Resource Management	1	North Herts College	Part Time
BMHNFD2F	A	FdA Business Management with Human Resource Management	2	North Herts College	Full Time
BMHNFD2P-1	A	FdA Business Management with Human Resource Management	2	North Herts College	Part Time

BMHNFD2P-2	A	FdA Business Management with Human Resource Management	2	North Herts College	Part Time
BMHWFD1F		FdA Business Management with Human Resource Management	1	West Herts College	Full Time
BMHWFD1P-1	A	FdA Business Management with Human Resource Management	1	West Herts College	Part Time
BMHWFD1P-2	A	FdA Business Management with Human Resource Management	1	West Herts College	Part Time
BMHWFD2F	A	FdA Business Management with Human Resource Management	2	West Herts College	Full Time
BMHWFD2P-1	A	FdA Business Management with Human Resource Management	2	West Herts College	Part Time
BMHWFD2P-2	A	FdA Business Management with Human Resource Management	2	West Herts College	Part Time
BMLNFD1F	A	FdA Business Management with Law	1	North Herts College	Full Time
BMLNFD1P-1	A	FdA Business Management with Law	1	North Herts College	Part Time
BMLNFD1P-2	A	FdA Business Management with Law	1	North Herts College	Part Time
BMLNFD2F	A	FdA Business Management with Law	2	North Herts College	Full Time
BMLNFD2P-1	A	FdA Business Management with Law	2	North Herts College	Part Time
BMLNFD2P-2	A	FdA Business Management with Law	2	North Herts College	Part Time
BMLOFD1F	A	FdA Business Management with Law	1	Oaklands College	Full Time
BMLOFD2F	A	FdA Business Management with Law	2	Oaklands College	Full time
BMLWFD1F	A	FdA Business Management with Law	1	West Herts College	Full time
BMLWFD1P-1	A	FdA Business Management with Law	1	West Herts College	Part Time
BMLWFD1P-2	A	FdA Business Management with Law	1	West Herts College	Part Time
BMLWFD2F	A	FdA Business Management with Law	2	West Herts College	Full time
BMLWFD2P-1	A	FdA Business Management with Law	2	West Herts College	Part Time
BMLWFD2P-2	A	FdA Business Management with Law	2	West Herts College	Part Time
BMMHFD1F	A	FdA Business Management with Marketing	1	Hertford Regional College	Full time
BMMHFD1P-1	A	FdA Business Management with Marketing	1	Hertford Regional College	Part Time
BMMHFD2F	A	FdA Business Management with Marketing	2	Hertford Regional College	Full time

BMMHFD2P-2	A	FdA Business Management with Marketing	2	Hertford Regional College	Part Time
BMMNFD1F	A	FdA Business Management with Marketing	1	North Herts College	Full time
BMMNFD1P-1	A	FdA Business Management with Marketing	1	North Herts College	Part Time
BMMNFD1P-2	A	FdA Business Management with Marketing	1	North Herts College	Part Time
BMMNFD2F	A	FdA Business Management with Marketing	2	North Herts College	Full time
BMMNFD2P-1	A	FdA Business Management with Marketing	2	North Herts College	Part Time
BMMNFD2P-2	A	FdA Business Management with Marketing	2	North Herts College	Part Time
BMMOFD1F	A	FdA Business Management with Marketing	1	Oaklands College	Full time
BMMOFD2F	A	FdA Business Management with Marketing	2	Oaklands College	Full time
BMMWFD1F	A	FdA Business Management with Marketing	1	West Herts College	Full time
BMMWFD1P-1	A	FdA Business Management with Marketing	1	West Herts College	Part Time
BMMWFD1P-2	A	FdA Business Management with Marketing	1	West Herts College	Part Time
BMMWFD2F	A	FdA Business Management with Marketing	2	West Herts College	Full time
BMMWFD2P-1	A	FdA Business Management with Marketing	2	West Herts College	Part Time
BMMWFD2P-2	A	FdA Business Management with Marketing	2	West Herts College	Part Time
BMTHFD1F	A	FdA Business Management with Tourism	1	Hertford Regional College	Full time
BMTHFD1P-1	A	FdA Business Management with Tourism	1	Hertford Regional College	Part Time
BMTHFD2F	A	FdA Business Management with Tourism	2	Hertford Regional College	Full time
BMTHFD2P-2	A	FdA Business Management with Tourism	2	Hertford Regional College	Part Time
BMTNFD1F	A	FdA Business Management with Tourism	1	North Herts College	Full time
BMTNFD1P-1	A	FdA Business Management with Tourism	1	North Herts College	Part Time
BMTNFD1P-2	A	FdA Business Management with Tourism	1	North Herts College	Part Time
BMTNFD2F	A	FdA Business Management with Tourism	2	North Herts College	Full time
BMTNFD2P-1	A	FdA Business Management with Tourism	2	North Herts College	Part Time

BMTNFD2P-2	A	FdA Business Management with Tourism	2	North Herts College	Part Time
BMTWFD1F	A	FdA Business Management with Tourism	1	West Herts College	Full time
BMTWFD1P-1	A	FdA Business Management with Tourism	1	West Herts College	Part Time
BMTWFD2F	A	FdA Business Management with Tourism	2	West Herts College	Full Time
BMTWFD2P-1	A	FdA Business Management with Tourism	2	West Herts College	Part Time
BMTWFD2P-2	A	FdA Business Management with Tourism	2	West Herts College	Part Time

APPENDIX A The College Module Code Matrix

Compulsory Modules Level 4 Module Title	Pathway	Hertford Regional College Code	North Hertfordshire College Code	Oaklands Code	West Herts College Code
Accounting for Managers	Core	4FBS1326	4FBS1327	4FBS1328	4FBS1329
Business Law	Core	4FHE1164	4FHE1161	4FHE1162	4FHE1163
Developing the Business Professional	Core	4FBS1333	4FBS1335	4FBS1336	4FBS1337
Economics for Business	Core	4FBS1338	4FBS1339	4FBS1340	4FBS1341
Introduction to Human Resource Management	Core	4FBS1342	4FBS1343	4FBS1344	4FBS1345
Methods and Systems for Business Decisions	Core	4FBS1331	4FBS1330	4FBS1332	4FBS1334
Principles of Marketing	Core	4FBS1346	4FBS1348	4FBS1347	4FBS1350
Introduction to Research Methods	Core	4FBS1349	4FBS1351	4FBS1353	4FBS1352
Compulsory Modules Level 5 Module Titles	Pathway	Hertford Regional College Code	North Hertfordshire College Code	Oaklands Code	West Herts College Code
Enterprise	Core	5FBS1473	5FBS1474	5FBS1475	5FBS1477
Exploring Business Ethics	Core	5FBS1465	5FBS1466	5FBS1467	5FBS1468
Global Business	Core	5FBS1493	5FBS1495	5FBS1496	5FBS1497
*Work Based Learning Project	Core	5FBS1538	5FBS1539	5FBS1540	5FBS1541
Analysing Financial Statements	Accounting	5FBS1489	5FBS1491	5FBS1490	5FBS1492
Financial Management	Accounting	5FBS1485	5FBS1486	5FBS1487	5FBS1488
Management Accounting for Business Decisions	Accounting	5FBS1502	5FBS1503	5FBS1504	5FBS1505
Event Planning, Design and Community Engagement	Event Management	5FBS1476	5FBS1478	N/A	5FBS1480
Exploring the Event Industry	Event Management	5FBS1481	5FBS1482	N/A	5FBS1483
Risk Management and Security for Events	Event Management	5FBS1522	5FBS1523	N/A	5FBS1526
Organisational Psychology	HRM	5FBS1510	5FBS1511	N/A	5FBS1513
Performance Management and Reward	HRM	5FBS1514	5FBS1516	N/A	5FBS1517
Resourcing and Talent Management	HRM	5FBS1518	5FBS1519	N/A	5FBS1521
Contract and Commercial Law	Law	N/A	5FHE1173	5FHE1174	5FHE1175
English and European Legal Systems and Procedures	Law	N/A	5FHE1176	5FHE1177	5FHE1178
Marketing Communications	Marketing	5FBS1506	5FBS1507	5FBS1509	5FBS1508
Marketing Planning	Marketing	5FBS1525	5FBS1527	5FBS1529	5FBS1528
Product Innovation	Marketing	5FBS1470	5FBS1469	5FBS1471	5FBS1472
Destination Marketing Research	Tourism	5FBS1545	5FBS1546	N/A	5FBS1547
Tourism and Development	Tourism	5FBS1530	5FBS1532	N/A	5FBS1533
Tourism Passenger Transport	Tourism	5FBS1542	5FBS1543	N/A	5FBS1544