

Hertfordshire Business School

Title of Programme: FdA Business Management

FdA Business Management
FdA Business Management with Accounting
FdA Business Management with Human Resource Management
FdA Business Management with Marketing

Programme Code: BSBMGTFD

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

Hertford Regional College
Oaklands College
West Herts College

Programme Specification

This programme specification is relevant to students entering:
01 September 2021

Associate Dean of School (Academic Quality Assurance):
Veronica Earle

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
Section 1	Remove programmes for 2021/22:

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	University of Hertfordshire
Teaching Institution	Hertford Regional College Oaklands College West Herts College
University/partner campuses	Hertford Regional College – Ware Oaklands College – Welwyn Garden City West Herts College – Watford
Programme accredited by	Not applicable
Final Qualification	Foundation Degree
All Final Award titles	FdA Business Management
(Qualification and Subject)	FdA Business Management with Accounting FdA Business Management with Human Resource Management FdA Business Management with Marketing
FHEQ level of award	5
UCAS code(s)	N101 - Business Management N1N3 - Business Management with Accounting N1N6 - Business Management with Human Resource Management N1N5 - Business Management with Marketing
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 provides opportunity for students to progress to the University of Hertfordshire. Further details will be provided by the Collaborative Partnership Leader.

The programme is offered at three 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 broaden their individual knowledge and understanding of the subject.	Coursework assessment types are varied and include presentations, posters, reflective, evaluations, projects, IT-based activities and time-constrained exercises.
A3- The wide range of processes, procedures and practices of effective business management		
A4- The basic principles of ethical considerations of business and organisations	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.	Some elements of group assessment are also included.
<u>Programme Learning Outcomes relevant to Subject-specific pathways:</u>		
A5- The theoretical concepts and vocational relevant information associated with Accounting	Pathway specific knowledge and understanding is taught and	

<p>A7- The theoretical concepts and vocational relevant information associated with Human Resource Management</p> <p>A9- The theoretical concepts and vocational relevant information associated with Marketing</p>	<p>assessed through the relevant pathway</p>	
Intellectual skills	Teaching and learning methods	Assessment strategy
<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>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>Throughout, the learner is encouraged to develop intellectual skills further by independent study</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. essay assignments, project reports, portfolios, presentations and IT-based activities.</p>
Practical skills	Teaching and learning methods	Assessment strategy
<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</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>

using a range of techniques appropriate to the specialism		
Transferable skills	Teaching and learning methods	Assessment strategy
D1- Communicate effectively, both orally and in writing	Transferable skills are developed through the programme.	Transferable skills are assessed through the use of coursework, oral presentations and examinations (Skills D1, D2, D3 and D5)
D2- Make effective use of IT tools for business	Skill D1 is developed through coursework, written reports, oral presentations and project reports.	
D3- Manage time and resources effectively	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.	Skill D4 is assessed by group based assessments.
D4- Work effectively within a team	Skill D3 is developed as workloads are managed and deadlines have to be met.	Skill D6 is assessed via coursework and examinations.
D5- Manipulate, sort and present data	Skill D4 is developed through tutorials and group-based coursework assessment.	Skill D7 is assessed through practical coursework and group based business simulations.
D6- Learn to study effectively in preparation for life-long learning	Skill D6 is developed and promoted throughout the programme.	Skill D8 is assessed through examination and in class tests.
D7- Demonstrate the ability to use academic, enterprise and employability skills in both scholarly and work-based environments	Skills D7 and D8 are developed and promoted throughout the programme, particularly in the Enterprise, Work Based Learning and Exploring Business Ethics modules.	
D8- Operate in the dynamic global arena and appreciate contemporary and cross cultural difference	Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.	

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

The programme is offered in full-time (2 years – 4 semesters) 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

(page 20 includes details of the colleges that are running this pathway)

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

Entry point Semester A

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
Developing the Business Professional		15	English	0	60	40	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

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	0	100	0	A
Enterprise		15	English	0	70	30	B
Global Business		15	English	0	70	30	B
Work Based Learning Project		30	English	0	80	20	AB

Optional Modules (select 3)*

Module Titles	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Financial Management	See College Module Code Matrix in Appendix A	15	English	60	40	0	A
Analysing Financial Statements		15	English	0	100	0	A
Organisational Psychology		15	English	0	100	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
(page 20 includes details of the colleges that are running this pathway)

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
Developing the Business Professional		15	English	0	60	40	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

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	0	100	0	A
Financial Management		15	English	60	40	0	A
Analysing Financial Statements		15	English	0	100	0	A
Work Based Learning Project*		30	English	0	80	20	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 Human Resource Management

(page 20 includes details of the colleges that are running this pathway)

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
Developing the Business Professional		15	English	0	60	40	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

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	0	100	0	A
Organisational Psychology		15	English	0	100	0	A
Resourcing and Talent Management		15	English	0	70	30	A
Work Based Learning Project*		30	English	0	80	20	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 (iv) Outline Programme Structure for FdA Business Management with Marketing
(page 20 includes details of the colleges that are running this pathway)

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
Developing the Business Professional		15	English	0	60	40	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

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	0	100	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	80	20	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).

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		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		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 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 Marketing, students must align their Work-Based Learning Project module with that specialism (Accounting, Human Resource Management, Marketing 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 Hertfordshire Business School (HBS) Director of UK Partnerships, who has overall responsibility for this programme. Programme management is additionally supported by the University of Hertfordshire Academic Partnership Office.

- An HBS Collaborative Partnerships Leader, 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 HBS Collaborative Partnerships Leader. Members include Programme Managers and student representatives from each college
- Programme Managers meetings, chaired by the HBS Collaborative Partnerships Leader 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 HBS Collaborative Partnerships Leader
- 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 [Ask Herts](#) website provides information on a wide range of resources and services available at the University of Hertfordshire including academic support, accommodation, fees, funding, visas, wellbeing services and student societies.

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.

In accordance with section 4(5) of the Higher Education and Research Act 2017 (HERA), the UK Office for Students (OfS) has registered the University of Hertfordshire in the register of English higher education providers. The Register can be viewed at: <https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/>. Furthermore, the OfS has judged that the University of Hertfordshire delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK. Consequently, the University received a Gold award in the 2018 Teaching Excellence and Student

Outcomes (TEF) exercise. This award was made in June 2018 and is valid for up to 3 years. The TEF panel's report and conclusions can be accessed at: <https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-outcomes/#/provider/10007147>

G. Entry requirements

The normal entry requirements for the programme are:

For current entry tariff point requirements, please refer to the relevant page for the Course on the University website or on the online prospectus.

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:
Karen Leong Trimarchi, Hertfordshire Business School
k.trimarchi2@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		✓	✓		✓								✓		✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	
	Work-based learning project		✓	✓	✓	✓							✓	✓			✓	✓		✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	
	Options provided below (in italics)																															
	Analysing Financial Statements				✓		✓						✓	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	✓				✓		
	Management Accounting for Business Decisions				✓	✓	✓						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓				✓	✓	
	Organisational Psychology		✓			✓			✓				✓	✓				✓	✓	✓	✓	✓	✓		✓	✓		✓	✓			✓
	Resourcing and Talent Management			✓		✓			✓							✓		✓	✓	✓		✓	✓		✓					✓		✓
Performance Management & Reward			✓	✓	✓			✓					✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓	✓	
Marketing Communications		✓		✓						✓		✓	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	✓	✓	✓			✓		

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 Human Resource Management</i></p> <p>A7. <i>The theoretical concepts and vocational relevant information associated with Marketing</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 2016
March 2021
Level 4 entering September 2021
Collaborative Partnerships Unit

Table 3 Course structure

Course details		
Course code	Course description	HECOS
BSHRBMGTFD	FdA Business Management - HRC	100078
BSOKBMGTFD	FdA Business Management - OAK	100078
BSNHBMGTFD	FdA Business Management - NHC	100078
BSWHBMGTFD	FdA Business Management - WHC	100078

APPENDIX A

The College Module Code Matrix

Compulsory Modules Level 4

Module Title

	Pathway	Hertford Regional College Code	Oaklands Code	West Herts College Code
Accounting for Managers	Core	4FBS1326	4FBS1328	4FBS1329
Business Law	Core	4FHE1164	4FHE1162	4FHE1163
Developing the Business Professional	Core	4FBS1333	4FBS1336	4FBS1337
Economics for Business	Core	4FBS1338	4FBS1340	4FBS1341
Introduction to Human Resource Management	Core	4FBS1342	4FBS1344	4FBS1345
Methods and Systems for Business Decisions	Core	4FBS1331	4FBS1332	4FBS1334
Principles of Marketing	Core	4FBS1346	4FBS1347	4FBS1350
Introduction to Research Methods	Core	4FBS1349	4FBS1353	4FBS1352

Compulsory Modules Level 5

Module Titles

	Pathway	Hertford Regional College Code	Oaklands Code	West Herts College Code
Enterprise	Core	5FBS1473	5FBS1475	5FBS1477
Exploring Business Ethics	Core	5FBS1465	5FBS1467	5FBS1468
Global Business	Core	5FBS1493	5FBS1496	5FBS1497
*Work Based Learning Project	Core	5FBS1538	5FBS1540	5FBS1541
Resourcing and Talent Management	General business	5FBS1518	Not running	5FBS1521
Management Accounting for Business Decisions		5FBS1502	5FBS1504	5FBS1505
Marketing Communications		5FBS1506	5FBS1509	5FBS1508
Analysing Financial Statements	Accounting	Not running	5FBS1490	5FBS1492
Financial Management			5FBS1487	5FBS1488
Management Accounting for Business Decisions			5FBS1504	5FBS1505
Organisational Psychology	HRM	5FBS1510	Not running	5FBS1513
Performance Management and Reward		5FBS1514		5FBS1517
Resourcing and Talent Management		5FBS1518		5FBS1521
Marketing Communications	Marketing	Not running	5FBS1509	Not running
Marketing Planning			5FBS1529	
Product Innovation			5FBS1471	