

Title of Programme: FdA Business Management

Programme Code: BSBMGTFD

For Collaborative: External Validation at Hertfordshire Higher Education Consortium

Hertford Regional College, Ware
Oaklands College, Welwyn Garden City
West Hertfordshire College, Watford

Programme Specification

This programme specification is relevant to students entering:
01 September 2023

Deputy Associate Dean of School (Academic Quality Assurance):
Dr. Michaela Cottee (on behalf of Veronica Earle)



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	University of Hertfordshire
Teaching Institution	Hertford Regional College Oaklands College West Hertfordshire College
University/partner campuses	Hertford Regional College - Ware Oaklands College – Welwyn Garden City West Hertfordshire College - Watford
Programme accredited by	Not applicable
Final Qualification	FdA
All Final Award titles	Business Management
(Qualification and Subject)	
FHEQ level of award	5

A. Programme Rationale

The Foundation Degree Business Management is a two-year programme 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 Administration at the University of Hertfordshire. Students are registered with the University of Hertfordshire and have access to university facilities including accommodation and learning resources. The programme offers an education in general business which puts emphasis on personal professional development, employability, and entrepreneurship, focusing on small medium business and start-ups.

Authentic and innovative work-based learning is an integral part of foundation degrees and their design. It enables students to take on appropriate role(s) within the workplace, giving them the opportunity to learn and apply the skills and knowledge they have acquired as an integrated element of the course. It involves the development of higher-level learning within both the higher education provider and the workplace. Work-based learning can be achieved through many forms, including part-time work, full-time employment (during vacation time), integrated work placements and real work environments.

The programme structure enables students to experience a comprehensive range of business topics at level 4 and level 5. This widens students' knowledge and understanding of managing a business, allowing them to make a choice between starting a business or working in SMEs as their first step in the business world. Additionally, the programme helps students to improve their academic and employability skills at the same time as developing key skills required by employers or to run a small business.

The opportunity to study a business in detail over two semesters in the second year of study will allow students to design a work-based learning project that encompasses and draws on their knowledge and understanding from their Foundation Degree studies. Thus, the Programme has been designed to enable students to study real business cases, developing the student's ability to work both independently and as part of a team. This experience is fundamental to their development of appropriate and relevant employability

skills. There is also an opportunity for students to explore the option of Studying Abroad or a work placement after level 5 before moving on to the level 6 top-up year.

The Foundation Degree Business Management is delivered at Hertford Regional College, Oaklands College and West Hertfordshire College.

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:

- Provide progression to the BA (Hons) Business administration degree at the University of Hertfordshire
- Prepare students for a career in business and management
- Develop students practical, transferable, intellectual, employability and entrepreneurial skills
- Provide students with a thorough understanding of business and management practices in local, national and international contexts
- Enable students to apply their learning in work-related contexts for example, the work-based learning project and work experience
- Equip students for further academic study

The purpose of the Foundation Degree is to enable graduates to exercise personal responsibility and decision-making as the qualities necessary for employment. They will be equipped to undertake further training, develop existing skills, and acquire new competences.

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 Management (2019), the QAA Characteristics Statement Foundation Degree (2020) 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 (2021) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
A1- Examine the intricacies of organisations	Acquisition of knowledge and understanding is through a combination of lectures, individual as well as group tutorials or workshops.	Knowledge and understanding are assessed through a combination of coursework and time-constrained assessments. Assessments may be both formative and summative.
A2- Analyse the complexity of the local, national and international external environments in which organisations operate	The range of assessments and practical assignments will develop students' professionalism and employability skills.	Coursework assessment types are varied and include presentations, posters, reflective, evaluations, projects, IT-based activities and time-constrained exercises. Some elements of group assessment are also included.
A3- Research the wide range of processes, procedures and practices of effective business management	Throughout the programme, the student 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 business topics. Examples of modules include Global Business, Exploring business ethics, Management Accounting for Business Decisions and Introduction to Human Resource Management.	
A4- Explore the basic principles of ethical considerations of business and organisations		

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 established and 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>Cognitive, analytical and problem-solving skills are developed through tutorial work and in-class exercises, for example case studies for Enterprise, practical tasks for Accounting in practice, Managing and analysing business data as well as Management Accounting for business decisions.</p> <p>Throughout, the student is encouraged to develop intellectual skills further by independent study using the relevant module content on Studynet.</p>	<p>Intellectual skills are assessed through a combination of coursework and unseen time-constrained assessments, 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, marketing or business plan, personal development plan or portfolio, group or individual presentations and specific 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 of varying complexity</p> <p>C2- Conduct research into business and management issues through creation, extraction and analysis of data from a range of sources</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>
Transferable skills	Teaching and learning methods	Assessment strategy
<p>D1- Communicate effectively, both orally and in writing to a range of audiences</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 using and comparing a range of principles, frameworks, criteria and techniques</p>	<p>Transferable skills are developed through the programme.</p> <p>Skill D1 is developed through coursework, written reports, oral presentations and various forms of reports.</p> <p>Students are expected to use IT systems to apply skills D2 and D5 through modules such as Analysing and managing business data as well as Management accounting for business decisions developed course assessments.</p> <p>Skill D3 and D6 is developed as students are expected to manage their commitments and workload to</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>

D6- Learn to study effectively in preparation for life-long learning	ensure deadlines are met. This is especially relevant to the Work Based Learning project. These skills are developed and promoted throughout the programme as forms of employability and professionalism.	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	Skill D4 is developed through tutorials and group-based coursework assessment.	
D8- Operate in the dynamic global arena and appreciate contemporary and cross-cultural difference	Skills D7 and D8 are developed and promoted throughout the programme, particularly in the Enterprise, Innovation creativity and entrepreneurship as well as Small business management modules.	

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

The programme is offered in full-time mode over two (2) years, and leads to the award of a Foundation Degree in Business Management. Students are then permitted to progress to the University of Hertfordshire level 6 top-up on the BA (Hons) Business Administration programme.

Intake is normally at level 4 (A-level or equivalent qualifications) with entry in September of each year.

The programme is offered at three colleges in Hertfordshire, which are Hertford Regional College (HRC), Oaklands College (OAK) and West Hertfordshire College (WHC).

Professional and Statutory Regulatory Bodies

N/A

Work-Based Learning, including Sandwich Programmes

Work based learning (WBL) is central to the foundation degree. It has been embraced through an ethos and definition of WBL as “learning through, for and at work”. There is an emphasis on the use of real-life case studies and briefs during delivery, and these culminate in the final-year WBL project module.

Student Exchange programme

Incoming Exchange

N/A

Study Abroad

N/A

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

Mode of study Full time (2 years; 4 semesters)

Entry point Semester A

HERTFORD REGIONAL COLLEGE

Level 4

Compulsory Modules Module Title	Module Code	Credit points	% Examination	% Coursework	% Practical	Semesters
Business Development Skills	4FBS2054	15	0	80	20	A
Accounting in Practice	4FBS2055	15	0	100	0	A
Applied Research Methods	4FBS2056	15	0	70	30	A
Principles of Marketing	4FBS2057	15	0	70	30	A
Business Law	4FBS2058	15	0	100	0	B
Economics for Business	4FBS2059	15	0	100	0	B
Introduction to Human Resource Management	4FBS2060	15	0	100	0	B
Analysing and Managing Business Data	4FBS2061	15	0	100	0	B

Level 5

Compulsory Modules Module Title	Module Code	Credit Points	% Examination	% Coursework	% Practical	Semesters
Work-Based Learning Project	5FBS2053	30	0	80	20	AB
Management Accounting for Business Decisions	5FBS2054	15	0	100	0	A
Exploring Business Ethics	5FBS2055	15	0	60	40	A
Innovation, Creativity and Entrepreneurship	5FBS2056	15	0	60	40	A
Small Business Management	5FBS2059	15	0	60	40	B
Enterprise	5FBS2050	15	0	70	30	B
Global Business	5FBS2058	15	0	100	0	B

Progression to level 5 requires a minimum of 90 credits and passes in modules at Level 4.

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

OAKLANDS COLLEGE

Level 4

Compulsory Modules Module Title	Module Code	Credit points	% Examination	% Coursework	% Practical	Semesters
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Business Development Skills	4FBS2038	15	0	80	20	A
Accounting in Practice	4FBS2039	15	0	100	0	A
Applied Research Methods	4FBS2040	15	0	70	30	A
Principles of Marketing	4FBS2041	15	0	70	30	A
Business Law	4FBS2042	15	0	100	0	B
Economics for Business	4FBS2043	15	0	100	0	B
Introduction to Human Resource Management	4FBS2044	15	0	100	0	B
Analysing and Managing Business Data	4FBS2045	15	0	100	0	B

Level 5

	Module Code	Credit Points	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules						
Module Title						
Work-Based Learning Project	5FBS2039	30	0	80	20	AB
Management Accounting for Business Decisions	5FBS2040	15	0	100	0	A
Exploring Business Ethics	5FBS2041	15	0	60	40	A
Innovation, Creativity and Entrepreneurship	5FBS2042	15	0	60	40	A
Small Business Management	5FBS2045	15	0	60	40	B
Enterprise	5FBS2043	15	0	70	30	B
Global Business	5FBS2044	15	0	100	0	B

Progression to level 5 requires a minimum of 90 credits and passes in modules at Level 4.

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

WEST HERTFORDSHIRE COLLEGE

Level 4

	Module Code	Credit points	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules						
Module Title						
Business Development Skills	4FBS2046	15	0	80	20	A
Accounting in Practice	4FBS2047	15	0	100		A
Applied Research Methods	4FBS2048	15	0	70	30	A
Principles of Marketing	4FBS2049	15	0	70	30	A
Business Law	4FBS2050	15	0	100	0	B
Economics for Business	4FBS2051	15	0	100	0	B
Introduction to Human Resource Management	4FBS2052	15	0	100	0	B
Analysing and Managing Business Data	4FBS2053	15	0	100	0	B

Level 5

Compulsory Modules Module Title	Module Code	Credit Points	% Examination	% Coursework	% Practical	Semesters
Work-Based Learning Project	5FBS2046	30	0	80	20	AB
Management Accounting for Business Decisions	5FBS2066	15	0	100	0	A
Exploring Business Ethics	5FBS2048	15	0	60	40	A
Innovation, Creativity and Entrepreneurship	5FBS2049	15	0	60	40	A
Small Business Management	5FBS2052	15	0	60	40	B
Enterprise	5FBS2047	15	0	70	30	B
Global Business	5FBS2051	15	0	100	0	B

Progression to level 5 requires a minimum of 90 credits and passes in modules at Level 4.

The award of FdA Business Management requires 240 credits with at least 120 credits 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 (FdA)	Business Management	240 credit points including at least 120 which must be 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 AS11](#), [UPR AS12/UPR AS13](#) 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.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- 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
- 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.
- The Hertfordshire Business School (HBS) Deputy Dean who has overall responsibility for this programme. Programme administration is additionally supported by the University of Hertfordshire Collaborative Partnership Unit.
- 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 or representative 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 Manager 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, for example advice on finance, University regulations, legal matters, chaplaincy, counselling, disability, learning support, and careers.
- Online information and learning materials and support through the University's Virtual Learning Environment (Canvas) as well as a College wide set of systems and tools for educational delivery.
- Student voice mechanisms including programme representatives, SFQ responses (Student Feedback Questionnaire) 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
- Access to UH Careers and Employment Services

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 programme site for the Consortium
- A module site 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/>

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:
dhaq@herts.ac.uk

If you wish to receive a copy of the latest 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 delivered and 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)																	
		Module Codes			Knowledge and understanding				Intellectual Skills				Practical Skills		Transferable Skills							
		OAK	WHC	HRC	A1	A2	A3	A4	B1	B2	B3	B4	C1	C2	D1	D2	D3	D4	D5	D6	D7	D8
Level 4	Business Development Skills	4FBS2038	4FBS2046	4FBS2054	X		X		X	X				X	X	X	X	X	X	X	X	X
	Accounting in Practice	4FBS2039	4FBS2047	4FBS2055			X		X	X	X		X	X	X	X	X		X	X		
	Applied Research Methods	4FBS2040	4FBS2048	4FBS2056		X	X		X	X	X		X	X	X	X	X	X	X	X	X	
	Principles of Marketing	4FBS2041	4FBS2049	4FBS2057	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Business Law	4FBS2042	4FBS2050	4FBS2058	X	X		X	X	X		X		X	X	X	X	X		X		X
	Economics for Business	4FBS2043	4FBS2051	4FBS2059		X			X	X		X	X			X	X			X		X
	Introduction to Human Resource Management	4FBS2044	4FBS2052	4FBS2060	X	X	X	X		X		X	X	X			X	X		X	X	X
Level 5	Analysing and Managing Business Data	4FBS2045	4FBS2053	4FBS2061			X		X	X	X		X	X	X		X	X	X	X	X	
	Work-Based Learning Project	5FBS2039	5FBS2046	5FBS2053	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X	X
	Management Accounting for Business Decisions	5FBS2040	5FBS2066	5FBS2054			X	X	X	X	X			X	X	X	X		X	X	X	
	Exploring Business Ethics	5FBS2041	5FBS2048	5FBS2055	X	X		X		X	X	X		X		X	X	X		X		X
	Innovation Creativity and Entrepreneurship	5FBS2042	5FBS2049	5FBS2056	X	X	X	X	X	X	X	X		X		X	X	X		X		X
	Small Business Management	5FBS2045	5FBS2052	5FBS2059	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X
	Enterprise	5FBS2043	5FBS2047	5FBS2050	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X
	Global Business	5FBS2044	5FBS2051	5FBS2058	X	X	X	X	X	X	X	X		X	X	X	X	X		X	X	X

KEY TO PROGRAMME LEARNING OUTCOMES

Knowledge and understanding

- A1. Examine the intricacies of organisations
- A2. Analyse the complexity of the local, national and international external environments in which organisations operate
- A3. Research the wide range of processes, procedures and practices of effective business management
- A4. Explore the basic principles of ethical considerations of business and organisations

Intellectual Skills

- B1. Analyse and evaluate business information for decision-making purposes
- B2. Utilise cognitive skills of critical thinking, analysis and synthesis
- B3. Analyse and solve business problems using appropriate techniques
- B4. Analyse and evaluate the impact of the wider international, economic, political, legal and social environment on business organisations

Practical Skills

- C1. Apply a range of appropriate business techniques to analyse data to solve structured business problems of varying complexity
- C2. Conduct research into business and management issues through creation, extraction and analysis of data from a range of sources

Transferable Skills

- D1. Communicate effectively, both orally and in writing to a range of audiences
- D2. Make effective use of IT tools for business
- D3. Manage time and resources effectively
- D4. Work effectively within a team
- D5. Manipulate, sort and present data using and comparing a range of principles, frameworks, criteria and techniques
- D6. Learn to study effectively in preparation for life-long learning
- 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

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

Language of Delivery

Business and Management (2019) and the QAA Characteristics Statement Foundation Degree (2020)

Foundation Degree

April 16

March 22

Level 4 entering September 2023

Academic Partnership

English

Table 4 Course structure

Course details			
Course Code	Course Description	HECOS	UCAS
BSHRBMGTFD Hertford Regional College BSOKBMGTFD Oaklands College BSWHBMGTFD West Hertfordshire College	Foundation Degree in Business Management	100078	N/A