



Course Specification

Basic Course Information		
1	Awarding Institution	Nottingham Trent University
2	Faculty/Campus	Business, Computing and Professional Studies, City Campus
3	Final Award	Foundation Degree in Arts in Business Management FdA Business Management
	Course Title	FdA Business Management
	Modes of Study	Full-time, Part-time
4	Normal Duration	Full-time 2 years; Part-time 3 yrs
5	UCAS code	Institution Code: N30 Campus Code: C

6 Overview and general educational aims of the Course

The Foundation Degree Business Management is designed to provide you with the academic and vocational skills for a career in the industry of your choice.

The Course offers you the opportunity to choose 2 option modules in the second year of study, from the list below

Project Management

Sales Operations

Marketing Campaigns

Entrepreneurship and Enterprise

All of the options rely on a central core of modules essential for the development of academic and vocational skills. This skills development is essential preparation for progression to either an Honours Degree level Course or the world of work. To assist with this preparation, all students will complete a period of work placement in an area associated with their chosen career aspirations.

In summary, the Course aims to:

- Develop a range of skills to enable you to progress into either a managerial position in industry or onto an Honours Degree level Course
- Provide an intermediate, work-related, higher education qualification. The qualification has been designed in consultation with employers to meet essential skills identified.
- Prepare you for undergraduate study and lifelong learning

It will provide you, on graduation, with the right to use the letters FdA after your name.

7 Course Outcomes

Course outcomes describe what you should know and be able to do by the end of your Course if you take advantage of the opportunities for learning that we provide.

Knowledge and understanding. By the end of the Course you should be able to:

A1 Evaluate organisations, the business environment in which they operate and their management.

A2 Demonstrate a holistic understanding of an organisation and how its component areas interrelate.

A3 Apply the key concepts of business theory to organisational settings.

A4 Analyse the effectiveness of management and leadership theory in organisational contexts.

A5 Analyse the factors that impact the effectiveness of organisational performance.

Demonstrate skills in the following areas:

B1 Demonstrate professional and transferable skills which enable you to operate effectively in the business environment.

B2 Evaluate a range of evidence to make judgements and develop appropriate solutions to business problems.

B3 Communicate effectively to a range of audiences.

B4 Utilise a range of relevant evidence and appropriate research methodologies to make informed decisions.

B5 Apply knowledge of business and management theory to unfamiliar situations.

Outcomes have been written with specific reference to the QAA Foundation Degree Benchmark Statements and the QAA Subject Benchmark Statement for Business and Management Honours Degree Programme 2015.

8 Teaching and Learning Methods

Teaching and learning is centred on lectures supported by smaller group seminars that focus on the particular options chosen. Seminars will allow detailed focus on the particular options and will be student-led.

At the end of year 1 there is a period of work placement which should be between 8 and 12 weeks.

The aim of this is to develop your practical skills and to prepare you for year 2 where you will be studying the work place and its practices in greater depth.

The final year allows you to reflect on and evaluate your work placement. Analysis and problem solving skills will be developed in the final year modules.

The delivery of the Course is enhanced by the close links the Faculty has with different business organisations.

9 Assessment Methods

The Course will use a variety of assessment techniques to ensure that you can demonstrate the range of learning outcomes.

Assessment at Level 4 is weighted towards developing a knowledge base and at Level 5 towards the application of knowledge, understanding of important principles and more critical understanding of the subject areas covered.

A final year research report within the Business Decision making module allows you to combine many of the skills you will have developed to produce findings about a particular area of interest. This will also help you towards progression to Level 6 should you decide to progress to an Honours Degree upon successful completion of the Foundation Degree Course.

Knowledge and understanding are tested through examinations, coursework reports, and project reports, including case studies, role-play and presentations. Portfolios and presentations will also be used to verify your competence in skills, qualities and attributes.

10. Course Structure

The course can be on a full-time or part-time basis. The full-time route is studied over two years. The first year ends in May when the period of 8-12 weeks work placement starts. The work placement is to be assessed at the end of year 1. The experience gained is to be drawn upon to provide context to the second year modules.

The part-time route is studied over three years, with students required to study 4 modules per year. The part time students who are currently in employment can APL the Work Placement by providing evidence of appraisal or Performance reviews

The course consists of 10 core modules and 2 optional modules studied in year 2 (or year 3 for part time option.

The course is a Foundation Degree at QCF Levels 4 and 5 (120 credit points at each level). The final overall grade will be determined by level 4 counting for 20% of the final degree classification and level 5 counting 80%. As an undergraduate course of study

Students who only successfully complete Level 1 of the programme will be eligible for a

Higher Certificate (120 credit points). Students successfully completing all required Level 1 and Level 2 modules will obtain a Foundation Degree (240 credit points).

If you choose to study the programme via the part time route, you will take the core modules during years 1 and 2, with specialist pathway modules during year 3. Negotiation will take place with individual students to map out the most appropriate sequence for delivery.

Year 1	Part Time
<p>FdA 401 Developing Business Skills (20 Credit Points)</p> <p>BS402 Business Finance (20 Credit Points)</p> <p>BS403 Business Law (20 credit points)</p> <p>BS405 Marketing Tools (20 credit points)</p> <p>BS406 Managing Communications (20 credit points)</p> <p>BS407 Business Placement (20 credit points)</p> <p>Year 2</p> <p>BS502 Management and Leadership (20 credit points)</p> <p>BS504 Business Decision Making (20 credit points)</p> <p>FdA504 HRM (20 credit points)</p> <p>BS510 Managing in the Digital Economy (20 credit points)</p> <p>Optional modules: (2 to be chosen)</p> <p>BS505 Entrepreneurship and Enterprise Development (20 credit points)</p> <p>BS507 Marketing Campaigns (20 credit points)</p> <p>BS508 Sales Operations (20 credit points)</p> <p>BS511 Project Management (20 credit points)</p>	<p>FdA 401 Business Skills (20 Credit Points)</p> <p>BS403 Business Law (20 credit points)</p> <p>BS402 Business Finance (20 Credit Points)</p> <p>BS407 Business Placement (20 credit points)</p> <p>Year 2</p> <p>BS405 Marketing Tools (20 credit points)</p> <p>BS406 Managing Communications (20 credit points)</p> <p>BS504 Business Decision Making (20 credit points)</p> <p>FdA504 HRM (20 credit points)</p> <p>Year 3</p> <p>BS 502 Management and Leadership (20 credit points)</p> <p>BS510 Managing in the Digital Economy (20 credit points)</p> <p>Optional modules: (2 to be chosen)</p> <p>BS505 Entrepreneurship and Enterprise Development (20 credit points)</p> <p>BS507 Marketing Campaigns (20 credit points)</p> <p>BS508 Sales Operations (20 credit points)</p> <p>BS511 Project Management (20 credit points)</p>

11 Admission to the Course

Admission will be available to:

- Applicants who have achieved a minimum of 56 (140 and 240 – prior to 2017) UCAS tariff points from:
 - At least two 'A' Levels at 'A2', or GCE Applied/AVCE Double Award
 - A BTEC National Certificate or Diploma in a related subject area
 - Progression Diploma
 - Advanced Diploma
 - Have successfully completed an Access to HE Course in a related area with a suitable academic reference
 - International Baccalaureate
- Applicants with other related Level 3 qualifications and related work experience; this profile is likely to be supported by GCSEs at grades A*-C (or 4 – 9 from 2017) (subject to satisfactory interview)
- Mature Applicants with 3 years' recent and relevant professional experience or other qualifications (subject to satisfactory interview)

Mature applicants without formal qualifications will be required to attend an interview at which they should produce evidence of their capability to sustain the Course successfully. Candidates not able to do this may be required to sit assessments of their ability to complete the Course satisfactorily.

At the end of year 1 there is a period of work placement which should be between 8 and 12 weeks.

The aim of this is to develop your practical skills and to prepare you for year 2 where you will be studying the work place and its practices in greater depth.

International applicants who do not hold GCSE grade C or equivalent in English and Mathematics will require an IELTS score of at least 6.0, with no element less than 5.5, in addition to the standard entry criteria. Additional support for speakers of languages other than English is provided in two ways; general academic English classes are provided in addition to the normal classes, and also in addition to ordinary tutorials, technical tutorials are provided. These technical tutorials give international students the opportunity to have the technical language further explained.

Accreditation of prior (experiential) learning will be available for applicants who have substantial experience in industry and are able to provide evidence of their previous attainment of specific learning outcomes.

Non-UK qualifications will be assessed in comparison to their UK equivalents.

12 Support for learning

All students are required to attend an induction Course at the beginning of the first year. You will be provided with an overview of the way the Course runs as well as an introduction to the IT, Libraries and other teaching and learning resources. You will be introduced to all the staff who teach on the Course. You will also receive a Student Handbook which contains essential information about the Course and the support that we

provide for your learning.

You will be assigned a personal tutor who will monitor your progress on the Course on an individual basis. This tutor will meet with you for a minimum of 3 individual tutorials per year where you will discuss your progress and agree targets.

Each module will have a module specification. This will identify the learning outcomes, the method of learning and teaching, the assessment structure and weighting, and the learning resources that you might use. A module booklet containing the module specification, assessment details, scheme of work and learning resources will support each module.

The Libraries continually update stock to ensure that they are fit for purpose and subscribe to many outline journals to assist you with research. All Learning Centres are equipped with up-to-date computers and printing facilities. Library services staff are available to support students with academic writing resources

Nottingham College operates an on-line Personal Development Planning system where you can define and explore your goals and map out ways to turn them into reality. It will enable you to articulate the skills you are developing now in order to open up opportunities for the future.

The services of the HE Finance and Welfare Officer and careers counselling are available to all students. The **Nottingham College** student intranet ensures effective communication between staff and students.

13 Graduate destinations/employability

There is a wide range of career opportunities within industry, along with the opportunity to continue your studies to a higher level. For students wishing to continue their studies to obtain an honours degree, progression is available on successful completion of the Foundation Degree (with satisfactory reference) onto **Nottingham College's** Level 6 BA (Hons) Top Up, (one-year full time or two years part-time). There are also other honours degrees Courses available throughout the country.

14 Course standards and quality

You will be given detailed written feedback on all assessed work. You will also be given verbal feedback on skills tasks carried out. At the end of every module you will be asked to complete an evaluation form about that module. A sample of assessed work from each module will be internally verified by someone other than the initial assessor.

An External Examiner approved by Nottingham Trent University (NTU) visits the College and checks the standards and quality of provision, with an annual report submitted to NTU as awarding institution. NTU also appoints an Academic Liaison tutor to monitor and report on the standards and quality of the Course. These measures are designed to ensure that the Course's academic standards and quality are maintained and compare favourably with other higher education institutions.

The Foundation Degree benchmarks set by The Quality Assurance Agency (QAA) have been incorporated into the Course's learning outcomes. Reference has also been made to relevant QAA subject benchmark statement.

The views of employers will be sought to maintain Course currency, standards and quality.

15 Assessment regulations

This Course is subject to **Nottingham College's** HE Assessment Policy (located in the Handbook for Higher Education Students), a copy of which will be made available to you at induction.

16 Additional Information

Collaborative partner(s):	Nottingham Trent University
Course referenced to national QAA Benchmark Statements: Course recognised by:	General Business and Management; Foundation Degree Benchmark Statement
Date implemented:	September 2019
Any additional information:	