

Programme Specification

BA (Hons) Business and Management

25th June 2021

Programme Specification

1	Awarding Institution	Warwickshire College
2	Teaching Institution	Warwickshire College Group
3	Final Award Title	BA (Hons) Business and Management
4	Interim Award Titles	FdA in Business and Management
5	Modes of Attendance	Full-time, part-time, blended learning
6	Pathways available	Integrated Foundation Year at level 4 (120 credits) Foundation Degree at level 5 (240 credits) 'Top Up' Degree at level 6 (120 credits at level 6) BA (Hons) 3-year degree levels 4-6 (360 credits)
7	Locations of Study	Royal Leamington Spa College
8	UCAS Code	Institution Code: W25 Course Codes: NN12, NN13, NN14, NN21, NN22
8	QAA Benchmark Statements	Subject Benchmark Statement: Business & Management (2019) Foundation Degree Qualification Benchmark (2020)
9	Accreditations	None
10	Other External Factors	Four modules are mapped to the Chartered Management Institute (CMI) units.
11	Date of Approval	25 th June 2021
12	Date for Next Review	June 2025
13	Dates of Revision	

14 Educational Aims of the Programme

The course prepares students for a fast-changing business environment that has varied and complex impacts across all industries globally. This course has been written to support students to become managers in the workplace with the skills required to support business success in this world. The course has been developed with the support of a range of industry advisers on an ongoing basis and is delivered by lecturers with a proven-track record within the business world. With the help of learning a breadth of business modules by applying them to real-world examples, this course prepares graduates to be at the forefront of this ever-changing business world, equipping them with an array of adaptable business and management skills.

The aims of this programme are to:

- Provide a systematic understanding of Business and Management including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of the Business world
- Enable students to deploy accurately established techniques of analysis and enquiry within Business and Management
- Provide theoretical understanding that enables the student:
 - To devise and sustain arguments, and/or solve problems, using ideas and techniques, some of which are at the forefront of Business and Business and Management and
 - To describe and comment on particular aspects of current research, or equivalent advanced scholarship in Business and Management
- Enable students to manage their own learning, and to make use of scholarly reviews and primary sources
- Develop students' ability to apply their knowledge and skills to new situations, including in the workplace
- Develop effective communication skills in a variety of forms and for a range of audiences within Business and Management; and
- Develop students as T-Shaped Learners in order to prepare them for personal, social and economic success;

Typically, holders of this qualification will be able to:

- Apply the methods and techniques they have learned to review, consolidate, extend and apply their knowledge and understanding, and to initiate and carry out projects
- Critically evaluate arguments, assumptions, abstract concepts and data to make judgements and to frame appropriate questions to achieve a solution – or identify a range of solutions to a problem
- Communicate information, ideas, problems and solutions to both specialist and non-specialist audiences

And holders will have:

- The qualities and transferable skills necessary for employment.

15 Intended Learning Outcomes of the Programme

The intended learning outcomes for the BA (Hons) Business and Management are shown in sections 15.1 to 15.4 below, grouped under the following headings

- Knowledge and understanding of the subject
- Cognitive skills
- Practical and/or professional subject skills
- T-shaped employability behaviours (transferable skills)
- Professional competencies (set by PSRBs, where relevant)

The knowledge and understanding of the subject, cognitive skills and practical/professional subject skills are based upon the Subject Benchmark Statement: Business & Management (2019).

Warwickshire College Group believes that students should be equipped with an entrepreneurial mind set – to be confident, innovative, resilient, enterprise-aware and willing to 'have a go' – in order to prepare them for personal, social and economic success. The college uses a T-Shaped employability behaviour model as a framework to develop transferable skills.

The T-Shaped framework connects this breadth of personal capabilities and qualities with a depth of technical competence through the development of three core behaviours: personal development, social skills and enterprise. The core enterprise behaviours include personal qualities for success in the workplace of the future; capacities to find, make and manage networks and collaborations; knowledge and skills in vocational and academic areas and aptitude for driving successful enterprises.

The T-Shaped skills are as follows (see the platinum level of the T-Shaped employability framework, available in your Course Handbook, for more information):

T-Shaped Framework		
Personal Development	Enterprise	Social Skills
<ul style="list-style-type: none"> ● Resilience ● Focus and Drive ● Reliability ● Reflectiveness ● Adaptability 	<ul style="list-style-type: none"> ● Creativity ● Initiative ● Problem solving ● Risk taking ● Business awareness 	<ul style="list-style-type: none"> ● Teamwork ● Networking ● Empathy ● Communication ● Leadership

15.1 Knowledge and Understanding of the Subject

On successful completion of the programme a student should be able to demonstrate knowledge and understanding of:

KU1 The various processes, procedures and practices for effective management of organisations including theories, models, frameworks, tasks and roles of management, including the management of people and corporate social responsibility

KU2 Working effectively within an organisation drawing on evidence-based principles of leadership and management; encompassing the internal aspects, functions and processes of organisations, including their diverse nature, purposes, structures, size/scale, governance, operations and management.

KU3 Managing customer expectations, relationships and development of service excellence

KU4 Professional conduct in a business environment, in order to comply with trading laws and safety regulations;

KU5 Sound financial management principles to maintain cost efficiency, profitability and business development.

KU6 Business environment including economic, environmental, cultural, ethical, legal and regulatory, political, sociological, digital and technological aspects

KU7 Marketing and sales: different approaches for segmentation, targeting, positioning generating sales and the need for innovation in product and service design.

KU8 People: leadership, management and development of people and organisations, including the implications of the legal context.

KU9 The development of appropriate policies and strategies within a changing environment to meet stakeholder interests to help maximise achievement of strategic objectives

KU10 Digital business tools and systems

KU11 Innovation and enterprise development to create new products, services or organisations, including the identification of intellectual property and appreciation of its value

KU12 Operations: the management of resources, the supply chain, procurement, logistics, outsourcing and quality systems.

15.2 Cognitive Skills	
On successful completion of the programme a student should be able to:	
CS1	Solve complex problems in a range of familiar and unfamiliar situations and, through reflection, improve problem solving ability;
CS2	Develop own intellectual powers, understanding and judgment and ability to see relationships within what they have learned and to examine the field of study in a broader perspective;
CS3	Interpret complex projects requiring management, deploy physical resources and supervised staff to achieve business objectives of the project;
CS4	Interpret complex business and financial data to achieve business objectives;
CS5	Use evidence-based research to solve management issues.

15.3 Practical and/or Professional Subject Skills	
On successful completion of the programme a student should be able to:	
PS1	People management: to include communications, team building, leadership and motivating others and reflect on own reliability in a range of situations and contexts
PS2	Create an extensive list of valuable and realistic networking opportunities in own industry sector and evaluate own behaviours in developing an effective professional network;
PS3	Execute a managed project in the context of global business, human resource planning, the consumer experience;
PS4	Produce complex business plans in terms of marketing and human resource recruitment planning;
PS5	Ensure regulatory compliance in terms of trading legally & safely.
PS6	The ability to analyse and evaluate a range of business data, sources of information and appropriate methodologies, which includes the need for strong digital and numeracy skills, and to use that research for evidence-based decision-making.
PS7	The ability to act entrepreneurially to generate, develop and communicate ideas, manage and exploit intellectual property, gain support, and deliver successful outcomes.

15.4 T-Shaped Employability Skills (Transferable Skills)

On successful completion of the programme a student should be able to:

TS1 Communicate effectively to a range of audiences using the appropriate format and, following evaluation, identify methods for improvement;

TS2 Evaluate and, through reflection, improve own confidence to take initiative;

TS3 Evaluate own ability to reflect meaningfully and honestly on personal performance and review strategies for using feedback from self and others to improve;

TS4 Evaluate own resilience in response to a range of challenges and set-backs;

TS5 Use principles of organisation and human behaviour to develop innovative solutions to Business issues.

16 Relationship with External Reference Points

The aims and outcomes of this award are clearly in alignment with the Frameworks for Higher Education Qualifications of Degree-Awarding Bodies in England, Wales and Northern Ireland (October 2014) at level 6, as referenced in the QAA's UK Quality Code for Higher Education (October 2018).

This programme is designed for the provision of key understanding, knowledge and skills as identified in the QAA's Subject Benchmark Statement for Business and Management (November 2019). The relevant understanding, knowledge and skills from the Benchmark Statement have been mapped to the core modules at the end of this document. The programme is also mapped to the defining characteristics of Foundation degrees identified in the QAA's Foundation degree qualification benchmark (2020).

The programme has also been partly mapped to the Chartered Management Institute (CMI) (March 2021) units. The CMI is a professional institution for management based in the UK. During the first 18 months of the programme, the following four Business and Management degree modules have been mapped to the CMI pathway seen in the table below. Students can then decide if they wish to complete the full CMI assessments as well as the BA (Hons) Degree or to obtain single credit units from the CMI.

CMI modules are assessed separately and moderated by CMI themselves. Therefore, WCG has no authority over final grades awarded by CMI. <https://www.managers.org.uk/>

Chartered Management Institute (CMI) Mapping

B&M Module No	Business and Management Module Title	CMI Unit Title	CMI Unit No
Theme: Foundations for Excellence			
401BMT	Principles of Business and Management	Principles of Operational Leadership and Management in an Organisational Context	501
Theme: Developing Capabilities, Delivering Results, Driving Best Practice			
Interpersonal Excellence – Managing People and Developing Relationships			
401BMT	Principles of Business and Management	Principles of Developing, Managing and Leading Individuals and Teams to Achieve Success	502
Organisational Performance – Delivering Results (Day to Day Activities)			
402BMT	Project Management	Managing Projects to Achieve Results	513
403BMT	Financial Management	Managing Finance	520
501BMT	Change Management	Managing Change	514

17 Course Credit and Outcome Requirements

Warwickshire College Group higher education programmes are based on a credit-accumulation system where 1 credit represents 10 hours of student study time. Modules are normally 20 credits or multiples thereof. Modules are also at different levels (4, 5 and 6) according to the intellectual challenge. Courses leading to specific awards include core modules. To achieve a named award, students must pass all core modules.

BA (Hons) Business and Management (Honours degree)

To be awarded an honours degree, students must successfully achieve a total of 360 credits of which a minimum of 100 credits must be at level 6, a minimum of 100 credits must be at level 5 and a minimum of 100 credits must be at level 4.

BA (Hons) Business and Management (Honours degree level 6)

To be awarded a 'top up' honours degree, students must successfully achieve a total of 120 credits at level 6.

Students who exit the programme before achieving the full award may be eligible for an interim award as follows.

- **BA Business and Management (non-honours degree)**

Students will have obtained a minimum of 300 credits, of which 80 must be at level 6, at least 80 must be at level 5 and at least 100 must be at level 4.

- **Business and Management (non-honours degree level 6)**

Students will have obtained a minimum of 100 credits at level 6.

- **Business and Management (Foundation degree)**

To be awarded with a foundation degree, students must successfully achieve a total of 240 credits of which a minimum of 100 credits must be at level 4 and a minimum of 120 credits must be at level 5. The Work-Based and Placement Learning unit at level five must be completed with 100 hours of work-based and placement learning.

- ~~**Business and Management (Certificate of Higher Education)**~~

Students will have obtained a minimum of 120 credits, of which 100 must be at level 4.

17.1 Course Work-Based and Placement Learning (WBPL) Requirements

Work-Based and Placement Learning (WBPL) is a fundamental and mandatory aspect of all Warwickshire College degrees. Students are expected to complete 100 hours of work-based or placement learning by the end of Level 5.

- Students can use work placement to establish themselves as industry ready through the acquisition of the relevant skills and work experience whilst studying. The industry that students wish to enter is based on self-promotion and development of an online presence of which underpins and supports this practice through the WBPL module
- Successful students use work placement as an opportunity to develop networking skills and future career opportunities by demonstrating the skills that they have been learning in the classroom
- Part-time students may complete all aspects of the WBPL via their employed status unless additional placement is required to meet specific learning outcomes.

A Work Placement Officer will support students to seek and gain employment with a large number of companies that offer their services to the College. Training and development will be given to students on CV writing, interview and work placement skills in order to support their applications.

17.2 Course Structure and Distinctive Features

The course structure provides for the student to develop employability within a business and management environment. The curriculum is designed around the vocational experience of the student with a theoretical underpinning based on current critical thinking in business and management roles across many industries.

Due to the complex and fast changing nature of business and management, the first year focuses on an introduction to the foundations of business and management success. The principles of finance, economics and marketing are explored in order to build knowledge, application skills and therefore confidence in the student. This will also give them the building blocks to running a successful business. The Principles of Business and Management prepares the student for what to expect in the workplace and how to use the work placement opportunities as a springboard to the start of a successful career in business. Project management supports the student with key skills that will be able to develop once they are in employment but which they can also use while planning their first major project – their degree studies. A study skills module supports the student with the study skills of studying for a degree and the wider employability skills that are needed to move into a successful career.

The second year then builds on the first by exploring the importance and relevance of specific disciplines within the business world. HRM prepares the student for working with the HR function to recruit, develop and sustain their future workforce. Business Law and Ethics allows the student to understand how they can drive for business success while ensuring that they stay within a complex legal and ethical framework. Globalisation of Business allows the student to develop an array of tools that will support their future careers in a global arena. Strategic Marketing Planning prepares the student for one of the most important skills which is applying the marketing theory taught in Year 1 so that you can use this for a business advantage. Finally, Work Based and Placement Learning allows the student to apply their knowledge and skills in a work context, to critically evaluate the appropriateness of different approaches to solving problems and to apply their knowledge and skills to new situations.

The third year provides an overview of management functions within industry. Strategic Management allows the student to explore the catalogue of options available for businesses to move forward successfully and how these strategies can be successfully implemented into an organisation. It also considers the importance of Corporate Social Responsibility and ethical decision making in business. Leading Successful Business Performance links to the two important skills and behaviours of a great leader which is their leadership style while developing employees to realise their own and therefore the organisation's potential. Entrepreneurship supports the student to develop the entrepreneurial practical skills that they will need to start a small business or to run a department within a larger organisation. Research Theory and Design along with the Dissertation will allow the student to cement the 3 years of their study by researching and answering a business and management question and developing a viewpoint that may support the wider business community.

The course is constantly reviewed and developed with liaison with industry advisers so that content is current and relevant. The use of a varied number of companies for work placement allows the course team to liaise with these employers in order to keep course content and skills relevant in order to improve the course for students but also to deliver credible employees for these companies in the future.

A key differentiator for this course is the highly valuable work experience and industry

placement which supports the students towards employment throughout their study. Many previous students have used work placement as platform to find an obtain employment post-graduation.

This course map at 17.3, below, gives basic details for all modules relating to the award including module codes for any prerequisite or corequisite modules. The course map also states whether each module's status is Mandatory (M) or optional (O) for the award.

17.3 Course Map – Programme Structure					
Level 4					
Module Code	Module Title	Credit Value	Pre-req Co-req	Delivery	Module Status
490BMT	Academic Study Skills, Employability and T-Shaped	20	None	Year 1 Semester 1	M
401BMT	Principles of Business and Management	20	None	Year 1 Sem 1 & 2	M
402BMT	Project Management	20	None	Year 1 Semester 1	M
403BMT	Financial Management	20	None	Year 1 Semester 2	M
404BMT	Principles of Marketing	20	None	Year 1 Semester 1	M
405BMT	Introduction to Economics	20	None	Year 1 Semester 2	M
Level 5					
Module Code	Module Title	Credit Value	Pre-req Co-req	Delivery	Module Status
590BMT	Work-based and Placement Learning	20	None	Year 2 Sem 1 & 2	M
501BMT	Change Management	20	None	Year 2 Semester 1	M
502BMT	Human Resource Management (HRM)	20	None	Year 2 Semester 2	M
503BMT	Strategic Marketing Planning	20	None	Year 2 Semester 1	M
504BMT	Business Law and Ethics	20	None	Year 2 Semester 1	M
505BMT	Globalisation of Business	20	None	Year 2 Semester 2	M

Level 6					
Module Code	Module Title	Credit Value	Pre-req Co-req	Delivery	Module Status
690BMT	Research Theory and Design	20	None	Year 3 Semester 1	M
691BMT	Dissertation / Capstone Project	40	None	Year 3 Sem 1 & 2	M
602BMT	Strategic Management	20	None	Year 3 Semester 2	M
603BMT	Leading Successful Business Performance	20	None	Year 3 Semester 2	M
604BMT	Entrepreneurship	20	None	Year 3 Semester 1	M

18 Learning & Teaching Methods

Teaching and learning methods for the course programme are designed to develop students' understanding of how theory – current critical thinking, creativity and practice are inextricably linked together. The key aspect of the course is a progressive development of knowledge and relevant skill sets to maximise employability within the specific field. The student develops the ability to use evidence-based research to construct well-reasoned discussions and plans that are smart in their formulation. To achieve this, extensive use will be made of formative assessment. The assignments are designed to be approached via a progressive building of knowledge and skills, for which the various formative assessments form stepping stones to the summative assessment. The assignments are therefore mile-markers in the students' learning of new skills and knowledge.

The methods used will vary in terms of delivery depending on the nature of the module in question, but students will experience technical demonstrations, lectures, seminars, group and individual tutorials, specific technical workshops, peer assessment and independent research. Scheduled learning and teaching activities within a module are usually categorised by Content Delivery (including sign posting for guided learning by the use of periodical reading lists); active learning engagement (either individually or in groups using compare & contrast and visualisation to interpret understanding of the content); and Seminar/ discussion work, usually led by the students with direction from the lecturer with academic material.

Learning and teaching will be supported by the College's virtual learning environment, Google Classroom. This will enable students to access lecture notes and supporting academic resources/ other reference material at any time. Students are also encouraged to use appropriate social media platforms to develop discussions outside of the classroom and in preparation for lessons using flipped-learning techniques.

The curriculum has been developed and is assessed regularly with local businesses and an appointed industry advisor to ensure that curriculum is developed in response to local and regional economic needs. Lecturers are encouraged to update their scholarly activity with work within industry. Lecturers have also become fellows and senior fellows of the Higher Education

Academy which supports the objective of supporting quality teaching and scholarship through training and staff development.

This programme has been designed for students to develop and experience a variety of harmonising approaches to learning and teaching and a good balance of activities. Students will develop a range of academic, cognitive, practical and transferable skills to prepare them for further study and their future employment. The College places emphasis on enabling students to develop the independent learning capabilities that will equip them for lifelong learning and future employment, as well as academic achievement. A mixture of independent study, teaching and academic support from Library Services, and the personal academic tutoring system enables students to reflect on progress and build up a profile of skills, achievements and experiences that will help them to flourish and be successful graduates.

Contact time

A typical 20-credit module will normally have 60 hours of timetabled teaching in lectures, seminars and practical sessions.

Independent self-study

In addition to contact time, for each module, students are expected to undertake regular self-study plus additional preparation for assessments. Students are expected to work independently for 140 hours per module. Independent learning is supported by the College's virtual learning environment, Google Classroom and the electronic learning resources available from the College libraries.

19 Assessment

The approach to assessment has been designed to provide students with a variety of challenges appropriate for undergraduate level work. Assessment is constructed in such a way that a student's knowledge and understanding of each module studied during the course is assessed.

Summative assessment items are scheduled and students will receive an assessment plan at the beginning of each academic year. Detailed assessment briefs are given to students at the start of a module as part of the module guide.

The overall purpose of assessment is to enable the students to:

- Demonstrate they have the intellectual rigour and have developed the analytical skills expected of study at Level 6 (FHEQ)
- Receive regular and appropriate feedback to facilitate improvement

For the BA (Hons) in Business and Management, most of the course is assessed via assignments/projects. There are a couple of exceptions. In the first year there will be two open book 48-hour examinations in Financial Management and Introduction to Economics plus a time-bound assessment for Principles of Marketing. This supports the student with applying concepts and developing solutions in real time therefore allowing the student to develop employability skills that are required in the workplace. In the second year there is an in-class test where the student is able to use suitable resources to solve problems in Business Law and Ethics.

The summative assessment for each module will be scheduled to follow at least one aspect of

formative assessment per assignment. Formative assessment will be encouraged to be used from a variety of sources with peer review featuring significantly. Self-reflection to formative assess a students own progress will also be used, via various exercises of compare and contrast and mile-marker evaluation.

Seminar discussion groups are used to assimilate published research and discuss findings or develop abstracts of published work. Students will also undertake peer review activities, poster presentations and group presentations in lecture and board room environments.

Practical assessments such as running a marketing campaign and creating a business plan allows the student to experience and overcome real-world obstacles that they will face in the world of employment.

All assessments will be submitted via Turnitin which is a piece of software that detects plagiarism and therefore promotes academic integrity.

The use of a wide range of appropriate assessment methods enables and supports a mix of learning styles and individual differences in terms of ability and skills.

The table below 19.1 shows the weighting of different assessment activities used across the programme(s).

19.1 Assessment Grid					
Level 4					
Module Code	Module Title	Written Report	Presentation	Portfolio of Evidence	Examination
490BMT	Academic Study Skills Employability and T-Shaped	✓	✓		
401BMT	Principles of Business and Management	✓	✓		
402BMT	Project Management		✓	✓	
403BMT	Financial Management		✓		✓ (48 hours and 2500 words)
404BMT	Principles of Marketing	✓			Time bound assessment (2 hours)
405BMT	Introduction to Economics		✓		✓ (48 hours and 2500 words)
Level 5					
Module Code	Module Title	Written Report	Presentation	Practical Activity	In-class test
590BMT	Work-based and Placement Learning	✓		✓	
501BMT	Change Management	✓	Poster and seminar		

502BMT	Human Resource Management	With Case Study		✓	
503BMT	Strategic Marketing Planning	✓	Campaign Plan and Portfolio of images		
504BMT	Business Law and Ethics	Case Study			✓
505BMT	Globalisation of Business	✓	Presentation and seminar		
Level 6					
Module Code	Module Title	Written Report	Presentation	Practical Activity	
690BMT	Research Theory and Design	✓			
691BMT	Dissertation / Capstone Project	✓	✓		
602BMT	Strategic Management	Implementat ion Plan	Briefing Paper and Seminar		
603BMT	Leading Successful Business Performance	✓		✓	
604BMT	Entrepreneurship		✓	Business Plan with supporting appendices	

20 Regulation of Assessment

This course uses the Warwickshire College Group higher education (HE) academic regulations for bachelor degrees awarded by Warwickshire College. The full Warwickshire College Group HE academic regulations can be found in the HE area of the Warwickshire College Group intranet.

Marks are provided along with coursework feedback within four term-time weeks of submission or before the next assessment in the same subject is due, whichever is the sooner. All marks remain provisional until they have been ratified by the Subject Assessment Board. The overall grade for a whole module will be determined by the Subject Assessment Board which will consider the overall grade profile of all assessments for that module.

If an overall module grade does not meet the minimum pass grade then the relevant Assessment Board will make a decision relating to the student's eligibility to reassess or re-study the module in line with the academic regulations. Individual assessments cannot be resubmitted to improve individual grades. A Course Assessment Board will make decisions about whether students have satisfied all of the requirements for progression or final award grades.

Should a student fail a module then the Course Assessment Board will notify the student of their entitlement to be reassessed or to re-study the module in the following year. Students will be advised of the reassessment procedures which normally require students to carry out and resubmit work at the end of the summer. Students should ensure that they are available to carry out reassessments at this time should the need arise.

Inclusion policies and mitigating circumstances procedures are available on the WCG intranet - individual cases are considered based on this framework and passed through a HEQAS Board (Higher Education Quality and Academic Standards).

21 Entrance Requirements

The Warwickshire College HE Admissions Policy is available on the College external website.

UCAS entry profiles may be found by searching for the relevant course on the [UCAS website](#), then clicking on 'Entry profile'.

Standard entry requirements

The standard entry requirements for a Warwickshire College undergraduate degree at level 4 is a minimum of two A levels (or equivalent qualification at level 3 such as a BTEC Diploma) which would provide a minimum of 80 UCAS points plus four GCSEs (grades 4/C minimum or equivalent qualifications) including English Language and mathematics.

Applicants with formal qualifications will normally be expected to have a minimum of 80 UCAS tariff points. This may comprise any combination of:

- BTEC National Diploma in Business (level 3) or a relevant subject; or
- one A Level in a relevant subject; or
- Kitemarked Access to HE Diploma; or
- Advanced apprenticeship at Level 3 in Business

A minimum of 40 points must be from a six- or twelve-unit award.

Entry onto the Integrated Foundation Year

Entry onto the four-year Integrated Foundation Year is a minimum of 32 UCAS points plus four GCSEs including English Language at grade 4/C or above. The Foundation phase of the course is integrated and studied across the first two years.

Alternative entry requirements

Applications are welcomed from individuals with employment experience and non-standard qualifications. Mature applicants (aged over 21) may be able to join the course following an assessment of experience including a discussion with the HE Subject Leader. Applicants with non-standard entry requirements will normally be required to complete the recognition of prior learning (RPL) procedure and this may include an assessment of standards in written English.

International applicants

Applicants with international qualifications will be considered on the merits and equivalence of their offered qualifications supported by evidence of competency in written and spoken English. (e.g. IELTS score 6.0 or equivalent for the standard entry requirement or IELTS score 5.5 for entry onto the Integrated Foundation Year)

22 Support for Students and their Learning

Equal Opportunities

Student support is consistent with the Warwickshire College Group policy on Equality and Diversity which can be found on the Warwickshire College Group external website. WCG has a proactive Equality and Diversity Committee plus an Access and Participation Committee to review widening access, student support and progression.

Learning Resources

Warwickshire College Group library service provides a full range of texts, journals, e-books and other online resources. The College virtual learning environment known as the Google Classroom can be accessed via the Internet and holds a wide range of course materials and assessment information.

Inclusion/Learning Support

The HE Inclusion team provides support for students registered with disabilities. The team will help students access Disabled Student's Allowance (DSA) funding and ensure that students have the support they require to achieve the course.

Induction

All students will be given a full induction to their course which will include meeting academic staff and non-academic support staff, plus an overview of College services. Students will receive a copy of the HE Student Handbook which provides key information for students.

Tutorials

Students will be allocated an academic tutor who will offer support throughout their studies. Each course has a comprehensive course handbook. Students are entitled to a minimum of two academic tutorials per year on an individual basis with their academic tutor. In addition, students will have a pastoral tutor to support them through their studies and provide a sign-posting service to the other support available in the College.

Study Skills

During their course all students should develop and exercise a range of academic competencies as described in the programme aims and intended learning outcomes, including through the module Academic Study Skills, Employability and T-Shaped, known as ASSET. This module has been developed in order to help students to plan and carry out their coursework and assessments, making the most of the time available and helping them to achieve their potential.

Student Services

The college's Student Services department provides a range of support and guidance services for students as described in the HE Student Handbook and Warwickshire College Group intranet. This includes residential accommodation at three of the college sites: Leamington, Moreton Morrell and Pershore Colleges. The Student Engagement Officer ensures that students have the opportunity to elect Student Representatives to sit on the HE Student Council and Course Consultative Committees.

Careers Advice

Students will meet for careers talks and common topic discussions allowing for closer support and exploration of your job opportunities. The Career Launchpad online employability portal offers the opportunity for students to prepare for job interviews, and give tips for CV writing in addition to keeping students up to date with current affairs and updates from their chosen

profession or sector.

Work-Based and Placement Learning (WBPL)

All HE Work-Based and Placement Learning is undertaken in line with the approved Warwickshire College Group WBPL documentation and procedures which are held on the HE area of the Warwickshire College Group intranet.

23 Evaluating and Enhancing the Quality and Standards of Teaching & Learning

Quality and standards at Warwickshire College Group are monitored and maintained through a wide range of processes, including those relying upon contributions from the student body. The Quality and Enhancement Manual on the college intranet provides details of the regulations, policies and procedures used. The Higher Education Quality Team (HEQT) oversees the monitoring of quality and standards.

The HE Subject Leader completes an Annual Course Report (ACR) at the end of each academic year. This report enables the evaluation of many aspects of the course management including the quality of assessment and employer engagement. The ACR is scrutinised at an annual validation event where the resulting quality improvement plan is approved.

One key piece of information that feeds into the Annual Course Report is the External Examiner (EE) Report. The EE looks at the quality of assessment on the course and sits on the Assessment Board that confirms grades and progression.

The annual programme of lesson observations undertaken within Warwickshire College Group assesses the standard of teaching in the classroom.

Student-focused quality mechanisms and student engagement mechanisms are as follows:

- The Students' Union has a series of approaches to Student Voice with details on the Warwickshire College Group intranet.
- A range of surveys allow students to comment formally on their programmes including the nationally-administered National Student Survey (NSS), the HE First Impressions and HE Course Surveys.
- Course Consultative Committees are held three times a year to ensure that student representatives have an input to course management issues including reviewing ACRs, EE reports and HE Course Survey results.
- Students are represented on a number of Warwickshire College Group meetings including the Higher Education Student Experience Committee, Higher Education Academic Board and Academic Standards and Quality Assurance (ASQA) Committee (Governors).

24 Indicators of Quality and Standards

This award is designed with reference to the UK Quality Code for Higher Education as described in section 16. This includes the Frameworks for Higher Education Qualifications (FHEQ) (which provides details of the academic level expected within each year of the course) and Subject Benchmark Statements (which describe the content expected in courses in particular subjects).

Indicators of annual quality and standard include annual reports that are considered carefully by the course team and any actions are responded to:

- Annual External Examiners' reports; and
- Annual Industry Adviser reports

In April 2021, Warwickshire College Group was granted Bachelor Degree-Awarding Powers (BDAP) via an Order from the Office for Students following an in-depth scrutiny of quality and standards by the Quality Assurance Agency (as the designated quality body) during 2020.

25 Progression

Students who successfully achieve the BA (Hons) Business and Management are eligible to apply for entry to a range of Masters degrees connected to business and management at a number of universities. Alternatively, the successful graduate may wish to focus on a specialism within the business area such as human resource management, sales & marketing and financial management.

The College Careers team will support students to apply for employment positions within an organisation in a variety of business roles dependent upon the student's interests.

26 Further Information

This programme specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate by taking full advantage of the learning opportunities provided.

More detailed information relating to this programme can be found in the Course Handbook and Module Descriptors collated in the Module Handbook.

The language of study is English.

27 Curriculum Map

The curriculum map identifies where the intended learning outcomes of the programme are covered within the modules. A box is ticked where an outcome is demonstrated to a significant extent in a given module. The coded columns relate to the intended learning outcomes within the four categories described in sections 15.1 to 15.4:

KU Knowledge and understanding of the subject
 CS Cognitive skills
 PS Practical and/or professional subject skills
 TS T-shaped employability framework

Level 4

Module Codes	Module Titles	KU 1	KU 2	KU 3	KU 4	KU 5	KU 6	KU 7	KU 8	KU 9	KU 10	KU 11	KU 12	CS 1	CS 2	CS 3	CS 4	CS 5	PS 1	PS 2	PS 3	PS 4	PS 5	PS 6	PS 7	TS 1	TS 2	TS 3	TS 4	TS 5
490BMT	Academic Study Skills, Employability and T-Shaped				✓		✓				✓			✓	✓		✓		✓	✓				✓		✓	✓	✓	✓	✓
401BMT	Principles of Business and Management	✓	✓				✓		✓				✓		✓	✓		✓							✓	✓	✓	✓	✓	✓
402BMT	Project Management	✓				✓	✓			✓	✓		✓		✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
403BMT	Financial Management					✓	✓		✓	✓			✓		✓		✓	✓			✓		✓	✓	✓	✓	✓		✓	
404BMT	Principles of Marketing			✓			✓	✓		✓		✓	✓		✓						✓	✓	✓	✓	✓	✓	✓		✓	
405BMT	Introduction to Economics						✓			✓				✓	✓			✓	✓							✓			✓	

Level 5

Module Codes	Module Titles	KU 1	KU 2	KU 3	KU 4	KU 5	KU 6	KU 7	KU 8	KU 9	KU 10	KU 11	KU 12	CS 1	CS 2	CS 3	CS 4	CS 5	PS 1	PS 2	PS 3	PS 4	PS 5	PS 6	PS 7	TS 1	TS 2	TS 3	TS 4	TS 5	
590BMT	Work-based and Placement Learning	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
501BMT	Change Management		✓				✓		✓	✓		✓		✓	✓	✓	✓	✓	✓		✓	✓	✓			✓	✓	✓	✓	✓	✓
502BMT	Human Resource Mgmt	✓	✓		✓		✓		✓	✓		✓			✓	✓			✓		✓	✓	✓			✓	✓		✓	✓	✓
503BMT	Strategic Marketing Planning	✓		✓		✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓					✓
504BMT	Business Law and Ethics	✓			✓		✓		✓	✓					✓			✓					✓			✓			✓		✓
505BMT	Globalisation of Business				✓		✓	✓		✓			✓	✓	✓			✓	✓	✓	✓		✓	✓		✓	✓		✓		✓

