Programme Specification

Course record information

Name and level of final award:	BA (Hons) Business and Property
	The BA (Hons) Business and Property is a BA degree that is Bologna FQ-EHEA first cycle degree or diploma compatible.
Name and level of intermediate awards:	BA Business and Property
	Diploma of HE Business and Property
	Certificate of HE Property Studies
Awarding body/institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	Marylebone
Language of delivery and assessment:	English
Course/programme leader:	Mike Pain
Course URL:	http://www.westminster.ac.uk/courses/subjects/property-and-construction/undergraduate-courses/full-time/u09fubwp-ba-honours-business-and-property
Mode and length of study:	Full time/ Part time
University of Westminster course code:	BSSAPRO
JACS code:	N232
UCAS code:	N230
QAA subject benchmarking group:	Construction, property & surveying
Professional body accreditation:	N/A
Date of course validation/review:	1999-2000/2010-2011
Date of programme specification:	2012/2013

Admissions Requirements

A minimum of 230 UCAS tariff points is required but the majority of students achieve 280 points.

We encourage applications from mature students and take into account their motivation, application for the course and their work experience.

IELTS 6.5 or equivalent- for students who do not have their secondary education through the medium of English.

Aims of the course

The overall aim of the property courses is to further the philosophy established by the University of Westminster and the Department of Property and Construction by offering a programme that reflects the changing nature of the urban development professions.

Course aims relating to all the Property Family courses are to:

i)   Promote an academically sound and challenging environment for the study and development of professional skills in property management;

ii)   Encourage access to higher education for students from a wide range of social, ethnic and educational backgrounds;

iii)   Develop a critical awareness amongst students of current developments in the field through staff research, consultancy and professional practice links;

iv)   Provide students with access to the prevailing skills associated with the planning, management and development of real estate;

v)   Deliver coherent programmes of study, and encourage lifelong learning;

vi)   Prepare undergraduate students for careers in the planning, management and development of real estate;

vii)   Assist in meeting the needs of employers for high quality professional staff in the built environment professions and related areas, particularly in London and the southeast;

Business and Property: This course is aimed at Business Studies students who are seeking a significant property and, in particular, property appraisal orientation to their studies. The course is delivered by academic staff drawn from the Faculty of Architecture and the Built Environment and Westminster Business Faculty. Each Faculty contributes its own unique specialism and thus the student experience is enriched. Most importantly, students will pursue a property orientated business degree enabling them to function efficiently in both the property and business worlds.

The course combines study in two major areas, providing the opportunity to study for a business orientated property degree with the ability to function in a property/land appraisal market. The course ensures that you are exposed to a sufficient number of the main elements associated with a business studies program so that you can function in a business environment.

Employment and further study opportunities

Today's organisations need graduates with both good degrees and skills relevant to the workplace, ie employability skills. The University of Westminster is committed to developing employable graduates by ensuring that:

- Career development skills are embedded in all courses

- Opportunities for part-time work, placements and work-related learning activities are widely available to students

- Staff continue to widen and strengthen the University's links with employers in all sectors, involving them in curriculum design and encouraging their participation in other aspects of the University's career education and guidance provision

- Staff are provided with up-to-date data on labour market trends and employers' requirements, which will inform the service delivered to students.

A dedicated notice board for employment opportunities associated with the Property Studies Programme is located on the first floor of the Marylebone Building (outside room M134). Whenever opportunities are notified to the department, details are   placed on that notice board, on the property courses blackboard site and students are also notified by email.

 In addition the Careers Development Service maintains a comprehensive website with details of further opportunities. Students are encouraged to register with the careers development service which will enable the careers advisers to notify them of relevant opportunities when they arise.

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Learning outcomes

Learning outcomes are statements on what successful students have achieved as the result of learning. These threshold statements of achievement and are linked to the knowledge, understanding and skills that a student will have gained on successfully completing a course.

Knowledge and understanding

On completion of **level 4**, students with support and limited autonomy are expected to be able to:

1. Demonstrate a factual knowledge base of the principles which underpin the study of property, specifically in relation to property and business. The knowledge base will comprise key theories and concepts of property and investment, legal issues, valuations, accounting and finance, urban policy and planning and economics. [APRO402, 4PRO403, 4PRO412, 4PRO413, 4PRO414]
2. Demonstrate a factual knowledge base of the main, procedures associated with simple property transactions and business practice. [BBUS404, APRO402]
3. Demonstrate awareness of the context within which business and the property industry and its associated professions operate, including social economic legal and cultural influences. [APRO402, 4PRO412, 4PRO414, BBUS404]
4. Recognise the need to consider health, safety and welfare issues at all stages of the property management process. [APRO402, 4PRO412, 4PRO410]
5. Recognize the responsibility which the business and the property industry and its associated professions have on promoting sustainable development [APRO402, 4PRO412, 4PRO410].

On completion of **level 5**, students with limited support and increasing autonomy are expected to be able to:

1. Demonstrate a detailed knowledge of the concepts, theories and principles on which the disciplines of business and property are based, including managing property business, project management, financial and human resource management and marketing analysis [APRO501, BMKT501, BBUS501, BBIM502].
2. Demonstrate knowledge of the legal environment within which business and property management takes place, and the legal relationships which govern relationships within business and the property industry [APRO511, APRO501, APRO502, 4PRO501].
3. Demonstrate knowledge of management theories in a business and property context and an awareness of the ethical principles of business and property management [4PRO501].
4. Discuss the purpose of and the rationale for the various statutory controls, the inter-relationship between them and their implementation [4PRO501].

On completion of **level 6**, students with minimal support and significant autonomy are expected to be able to:

1. Demonstrate a comprehensive knowledge of the disciplines of business and property management, including an understanding of personal responsibility in the context of the codes of conduct and ethics of the professions [BKEY601, 4PRO602].
2. Demonstrate an awareness of the provisional nature of knowledge and an understanding of the use of research techniques to increase their knowledge base and further their personal development [4PRO611, 4PRO601].

3. Demonstrate a comprehensive knowledge of the technical and managerial aspects of the business and property management process, particularly in relation to managing business organisations, developing a business strategy, development and investment appraisal [BKEY601, 4PRO601].

Specific Skills & knowledge,

On completion of **level 4**, students with support and limited autonomy are expected to be able to:

1. Understand the theory and concepts present in the property market to a basic standard [APRO402].
2. Undertake basic valuations and appraisals [APRO402].
3. Understand and apply basic legal principles [4PRO403, 4PRO412].
4. Understand the theory and practice of business to a basic standard [BBUS404]
5. Understand and apply basic accounting principles [4PRO414].
6. Understand and interpret economic and business data to basic standard [4PRO413, BBUS404].
7. Understand and interpret economic theory in relation to business to a basic standard [4PRO413].

On completion of **level 5**, students with limited support and increasing autonomy are expected to be able to:

1. Apply knowledge and understanding of commercial & residential property law [APRO501]
2. Analyse organisations and their behaviour [BBUS501].
3. Apply knowledge and understanding of property management concepts and skills [APRO501]
4. Explain the procedures associated with valuations of residential and commercial property [4PRO501]
5. Implement the analysis of economic factors associated with the construction process [APRO501].
6. Understand and apply the principles of project management and marketing [BBIM502, BMKT501].
7. Use software to create basic cash flows and forecasts [4PRO501].

On completion of **level 6**, students with minimal support and significant autonomy are expected to be able to:

1. Conduct analyse and interpret development and investment appraisals [4PRO601]
2. Compile a personal development portfolio and formulate a personal action plan [4PRO611].
3. Demonstrate an ability to analyse property based situations and recommend suitable actions [APRO602].
4. Develop rational arguments to make decisions concerning the broad issues and principles relating to urban estate management [APRO602, 4PRO601].
5. Understand and apply business organisation theory, strategy and its relationship with practice [BKEY601].

Key Transferable skills
On completion of **level 4**, students with support and limited autonomy are expected to be able to:

1. Work effectively with others, contribute to the planning of activities within a group and meet obligations and responsibilities to fellow group members [APRO402, 4PRO412, BBUS404, 4PRO414].
2. Identify key learning resources related to property management and access a range of resources, both general and property-related, including traditional text based resources and electronic media [All modules].
3. Evaluate own strengths and weaknesses and identify areas for improvement with tutor support and using diagnostic tools [APRO402].
4. Undertake simple research tasks with guidance to collect and categorise ideas and information which are presented in a standard format [4PRO412].
5. Communicate in a clear and concise manner by producing written material in an appropriate format with sources acknowledge and referenced [All modules].
6. Contribute to a presentation on a straightforward subject to a familiar audience [APRO402].
7. Collect numerical data from observations, surveys, measuring equipment and published sources (including valuation tables), record the data accurately, manipulate the data using established principles and present the findings using standard classifications [APRO402, 4PRO410, 4PRO413].
8. Use appropriate information technology applications to enter edit and save data including text, images, numerical and graphical data [All modules].
9. Use appropriate communication and information technology to search for information, develop that information and present it within typical software applications [All modules].
10. Take responsibility for own learning and, with appropriate support, prioritise tasks and adopt simple time management techniques [All modules].
11. Identify and describe well defined problems and, with guidance, investigate problems using straightforward methods and describe potential solutions [All modules].

On completion of **level 5,** students with limited support and increasing autonomy are expected to be able to:

1. Interact effectively within a group, identify targets in consultation with others within a group and establish responsibilities and working arrangements [APRO501].
2. Evaluate own strengths and weaknesses with limited guidance, and identify resources to help meet needs [APRO501].
3. Develop simple research strategies, manage information and reformat ideas and information for a given purpose [All modules].
4. Review alternative methods for obtaining data, decide on appropriate data collection techniques, undertake data collection, interpret data, carry out calculations as necessary and present findings [APRO501, 4PRO501].
5. Communicate effectively by producing written material in a variety of formats with a style and structure appropriate for a given purpose [All modules].
6. Prepare and deliver a presentation, explaining key themes in language appropriate for the intended audience [APRO501].

7. Select and use appropriate software applications to manipulate data in a variety of formats. Decide how to edit and save information and review choices made [All Modules].
8. Take responsibility for own learning with minimum direction, distinguish between urgent, important and routine tasks, and manage time commitments accordingly [All Modules].
9. Identify key elements of problems, investigate problems using a range of methods and evaluate potential solutions against the agreed criteria [All Modules].

On completion of **level 6**, students with minimal support and significant autonomy are expected to be able to:

1. Develop, maintain and encourage constructive relationships within a group. Take on a leadership role and resolve conflict through negotiation [4PRO601, APRO602, 4PRO611, APRO602].
2. Evaluate own strengths and weaknesses in depth. Challenge received opinion and reflect on action. Be confident in seeking and making use of feedback [4PRO611 & All Modules].
3. Identify research objectives with minimal. Develop and manage research strategies, and justify those strategies. Collect and evaluate evidence review its reliability and investigate contradictory information [All Modules].
4. Identify data requirements, manage a strategy for collection and recording of data, analyse data with minimal guidance, present findings effectively, explain significance of findings and evaluate decisions made [All Modules].
5. Communicate complex ideas and concepts in a wide range of written formats with a coherent style and structure [All Modules].
6. Prepare and deliver a presentation on a complex subject, encourage and participate in debate [BKEY601, 4PRO601, APRO602].
7. Take full responsibility for own work and feel confident in criticizing it. Evaluate effectiveness of own time management and maintain flexibility in planning. Identify potential causes of stress and act to minimize their impact [All Modules].
8. Identify and define complex problems and confidently apply appropriate knowledge and skills to their solution. Evaluate effectiveness of problem solving process [All Modules].

Learning, teaching and assessment methods

Learning & Teaching
The wide variety of teaching and learning methods include lectures, seminars, tutorials, workshops, individual and group projects and guided reading. We promote student active learning and encourage student interaction in lectures and seminars. Videos and podcasts and specific software programmes are also used and contribute to the students' educational experience. There is a strong focus on problem solving, especially in the application of taught material to practical situations.

Some of the modules also have regular participation by external practitioners who are experts in their field. Teaching is also supported via our online learning environment, Blackboard.

Studies are related to real world situations wherever appropriate. The practical aspects of the course are emphasised by the need for students to undertake field trips and site visits.

Lectures are supported, wherever it is necessary, by seminars which are small group sessions aimed at encouraging discussion of relevant issues. They facilitate flexibility in teaching approaches and will often focus on student presentations, the delivery of seminar papers, and problem solving exercises. Students identify their own sites, are introduced to real case studies, in projects make visits to particular sites and this may include overseas field trips. These are a formative form of learning.

Tutorials will be used wherever it is necessary to allow an individual or very small group contact. Tutorials will be used for providing guidance on specific problems and support work. First year students have dedicated tutorials as part of their learning process.

Assessment

A variety of assessment methods are used to ensure that the assessment of each module is appropriate to its teaching methods. Some modules are assessed by coursework and exams while others are assessed by coursework only. Assessment is designed to monitor your progress throughout the course rather than your performance at specified stages.

Coursework includes essays, project work, reports, in class tests, portfolios, journals/ dairy, seminar papers and presentations (assessed & not assessed which are used to help students learn to structure discussion of particular issues, and improve their research, problem solving and communication skills.

Essays are used to help students learn to structure a discussion of particular issues, problems and research sources.

Project work may be individual or group work, and is distinguished by its emphasis on problem solving and posing alternative solutions to particular problems. In project work, students may be asked to take responsibility for acquiring defining and organising knowledge relevant to the topic. Project work may involve the production of reports, portfolios, posters or drawings, and may involve oral and visual presentations in addition. Students identify tasks and roles within each group and are monitored by lecturers. Individual projects may involve students presenting a formative assessment at interim stages in the project formulation.

Presentations are used to improve the students' communication and team working skills. Alternative methods of communications may include posters, PowerPoint, role plays and oral presentations with strict time limits.

Different forms of assessment which may include in class tests (taken under examination conditions), unseen question papers, multiple choice questions and problems based on case studies.

Course structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year.

Credit Level 4				
Module code	**Module title**	**Status**	**UK credit**	**ECTS**
APRO402	Introduction to Property Investment and Valuation [S1 & S2]	Core	30	15
4PRO403	Introduction to Legal Studies [S1]	Core	15	7.5
4PRO414	Public and Private Finance [S2]	Core	15	7.5
4PRO412	Introduction to Urban Policy and Planning Law [S1]	Core	15	7.5
4PRO413	Property Economics [S1]	Core	15	7.5
4PRO410	Introduction to Building Technology [S2]	Core	15	7.5
BBUS404	Behavioural Aspects of International Business [S1]	Core	15	7.5
Award of Certificate of Higher Education available				
Credit Level 5				
Module code	**Module title**	**Status**	**UK credit**	**ECTS**
APRO501	Managing Property Businesses [S1 & S2]	Core	30	15
4PRO511	Commercial Landlord and Tenant Law [S1]	Core	15	7.5
BBIM502	Project Management [S1]	Core	15	7.5
BBUS501	Financial and Human Resource Management in Organisations [S1]	Core	15	7.5
4PRO501	Valuation Practice [S2]	Core	15	7.5
BMKT501	Marketing Metrics and Analysis [S2]	Core	15	7.5
BHRM501	*Organisational Analysis and Behaviour [S2]*	Optional	15	7.5
BMKT509	*Advertising [S2]*	Optional	15	7.5
Award of Diploma of Higher Education available				
Credit Level 6				
Module code	**Module title**	**Status**	**UK credit**	**ECTS**
4PRO601	Development and Investment Appraisal [S1 & S2]	Core	30	15
APRO602	Property Management (Residential and Commercial) [S1 & S2]	Core	30	15

4PRO611	Personal Development for Work [S1]	Core	15	7.5
BKEY601	Strategic Business Perspectives [S1 & S2]	Core	30	15
BHRM601	*Human Resource Management [S1]*	Optional	15	7.5
BBIM604	*International Strategic Project Management [S1]*	Optional	15	7.5
Award of BA available **Award of BA Honours available.**				

Please note: Not all option modules will necessarily be offered in any one year.

Course Transfer Requirements

To transfer to either of the RICS accredited courses/pathways, Real Estate (RE) or Property and Planning (PAP), at the end of Level 4, students MUST have successfully attempted 5 of the 7 core modules, excluding BBUS404. These must include APRO402 Introduction to Property Investment and Valuation (RE) OR 4PRO412 Introduction to Urban Policy and Planning Law (PAP).

After the Undergraduate Property Studies Conferment Board in June, all students meeting the transfer requirements will be able to request a change to an RICS pathway, within a month. Normally, approval will be given by the appropriate Course Leader or Pathway Leader as long as the criteria are met.

Academic regulations

The BA Honours Business and Property and its intermediate awards operate in accordance with the University's Academic Regulations and the Framework for Higher Education Qualifications in England, Wales and Northern Ireland published by the Quality Assurance Agency for Higher Education (QAA) in 2008.

All students should make sure that they access a copy of the current edition of the general University handbook called Essential Westminster, which is available at westminster.ac.uk/essential-westminster. The following regulations should be read in conjunction with Section 17: Modular Framework for Undergraduate Courses and relevant sections of the current Handbook of Academic Regulations, which is available at westminster.ac.uk/academic-regulations

Progression

To progress from Level 4 to Level 5 in full time study, a student must achieve an average of 40% across 120 credits; to progress from Level 5 to Level 6 full-time study, a student must pass at least 165 credits, including 75 credits at Level 5.

Due to module pre-requisites students MUST pass APRO402 Introduction to Property Investment and Valuation, before they can attempt 4PRO501 Valuation Practice, and must pass 4PRO501 before attempting 4PRO601 Development and Investment Appraisal.

Award

To qualify for the award of BA Honours in Business and Property, a student must have:

- obtained at least 360 credits including:
  - passed 75 credits at credit Level 4 or higher and achieved at least a condoned credit in each of the remaining modules worth 45 credits at Level 4; and
  - passed a minimum of 120 Credits at credit Level 5 or higher; and
  - passed a minimum of 120 credits at credit Level 6 or higher.
- attempted modules with a maximum value of 330 credits at credit Levels 5 and 6; and
- satisfied the requirements contained within any course specific regulations for the relevant course scheme.
    - Business set: All modules in the course structure diagram with codes that start with B
    - Property set: All modules in the course structure diagram with codes that start with 4 or A

The class of the Honours degree awarded is decided by two criteria, the average of the best 105 credits passed at credit Level 6 being in the range of the class to be awarded, and the average of the next best 105 credits passed at credit Levels 5 and 6 provided the next best 105 credits passed are no more than one classification below this.

Support for students

Upon arrival, an induction programme will introduce students to the staff responsible for the course, the campus on which they will be studying, the Library and IT facilities and to the Faculty Registry. Students will be provided with the Course Handbook, which provides detailed information about the course. Students are allocated a personal tutor who can provide advice and guidance on academic matters.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at their Faculty. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books).

Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught at their Faculty. Students can also securely connect their own laptops and mobile devices to the University wireless network.

The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students.

At University level, Services for Students provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers and the chaplaincy providing multi-faith guidance. The International Office provides particular support for international students. The University of Westminster Students' Union also provides a range of facilities to support all students during their time at the University.

Reference points for the course

Internally

The course has been designed to take account of the University's mission to provide education for professional life and to meet the requirements of the University's policies on skills development and employability. The course structure meets the requirements of the University's framework for undergraduate modular courses and the academic regulations of the University. Teaching, Learning and Assessment strategy and takes into account the provisions of the University's Teaching, Learning and Assessment strategy.

Professional body accreditation

N/A

Quality management and enhancement

Course management

David Dernie	Dean of Faculty	M154	D.Dernie@westminster.ac.uk
Jane Wright	Head of Department	M148	Wrightj@westminster.ac.uk
Mike Pain	Programme/Course Leader	M134	M.Pain@westminster.ac.uk
Haris Middleton	Deputy Programme/Course Leader	M134	H.Middleton@westminster.ac.uk

Course approval, monitoring and review

The course was initially approved by a University Validation Panel in 2010/12. The panel included internal peers from the University and external subject specialists from academia and industry to ensure the comparability of the course to those offered in other universities and the relevance to employers. Periodic course review helps to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers.

The course is monitored each year by the Faculty to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the outcomes from each Course Committee, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. The Annual Monitoring Sub-Committee considers the Faculty action plans resulting from

this process and the outcomes are reported to the Academic Council, which has overall responsibility for the maintenance of quality and standards in the University.

Student involvement in Quality Assurance and Enhancement

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways. The most formal mechanism for feedback on the course is the Course Committee. Student representatives will be elected to sit on the Committee to represent the views of their peer group in various discussions. The University and the Students' Union work together to provide a full induction to the role of the Course Committee.

All students are invited to complete a Module Feedback Questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced. The University also has an annual Student Experience Survey, which elicits feedback from students about their course and University experience.

Students meet with review panels when the periodic review of the course is conducted to provide oral feedback on their experience on the course. Student feedback from course committees is part of the Faculty's' quality assurance evidence base.

For more information about this course:

http://www.westminster.ac.uk/faculty/architecture/property/ba-business-and- property