

Part one: Programme Specification

Course Record Information	
Name and level of final & intermediate Awards	BA Honours Fashion Buying Management Diploma of HE Certificate of HE
Awarding Body	University of Westminster
Location of Delivery	University of Westminster Harrow Campus
Mode of Study	Full time 4 year Sandwich Course incorporating 1 sandwich year
UW Course Code	BFMMPRM
JACS Code	N100,N200,N500,M111,M221,M222,N300,R&T Languages,W230
UCAS Code	N590
QAA Subject Benchmarking Group	Art and Design. General Business and Management
Professional Body Accreditation	N/A
Date of initial course approval/last review	February 2007
Date of Programme Specification	March 2012

Admissions Requirements:

To apply for the Fashion Buying Management degree at the University of Westminster candidates, in addition to the specified academic qualifications, are expected above all to be self-motivated and exhibit the following skills/qualities:

- Enthusiasm for retailing and the product, creative flair.
- Good communication skills.
- Numeracy.

The minimum requirement for admission to the course is 18 units of which at least 12 units must come from six-unit qualifications (A level or equivalent)

Preference given to:

- Art/Art & Design/Textiles/Product Development
- English Literature
- Business Studies
- Maths or economics
- Psychology
- Modern Languages

5 GCSE passes (or equivalent) including Maths and English at grade c or above. Preference may be given to those with Maths grade b and above. Modern languages are also preferred

Other qualifications that will be accepted will include:

- NCVQ recognised awards, including relevant GNVQ at level 3
- BTEC/SCOTVEC normally at Higher National level
- Irish Leaving Certificate Higher Certificate with passes in five subjects at Higher Level Passes in Open University courses
- Passes in recognised Access course Passes in recognised Foundation course
Advanced Modern Apprenticeship with level 3 qualifications

Students who have not had their secondary education through the medium of English must attain the equivalent of IELTS 6.0, Cambridge Advanced, or TOEFL 550

International/Overseas qualifications may be accepted in accordance with guidance from the National Academic Recognition Information Centre for the United Kingdom (NARIC), as indicated in the university's prospectus

Previous retail experience is highly recommended. Recognition is also given for work experience and internships within the fashion industry and fashion retail related companies.

All applicants may be interviewed and need to bring with them elements from their portfolio of work, providing evidence of creative flair or fashion business skills and awareness. A numeracy test and short written review task may be given as part of the interview day and must be passed.

The interview:

We are passionate about the fashion business and are looking for students who are able to show that same passion and desire to succeed in such a competitive field. Students must be able to identify, through interview, some of the key factors affecting the fashion retail market from the perspective of both business performance and trend direction. It is important that students identify why they feel studying Fashion Buying at Westminster would benefit them as opposed to following other pathways.

Portfolio

We encourage applicants from both the creative and academic pathways and ask that candidates bring a selection of work to show their creative flair and fashion 'eye' or to provide evidence of strong business awareness and the ability to review and evaluate retail propositions.

Accreditation of Prior Learning

The course complies with University regulations regarding Accreditation of Prior Certificated Learning (APCL) and Accreditation of Prior Experiential Learning (APEL) which can be found in the general University handbook of Academic Regulations:

<http://www.westminster.ac.uk/study/current-students/resources/academic-regulations>

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The minimum requirement for admission to the course is 18 units of which at least 12 units must come from six-unit qualifications (A level or equivalent). We look for BBB or BBC as minimum A2 results, dependent on the mixture of subjects and the quality of the application.

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Aims of the course

The BA Honours Fashion Buying Management Degree has been designed to directly meet the needs of the Fashion Retail Industry. It aims to deliver relevant and current course content blending academic theory, creative skills, industry knowledge and direct business experience. The course has an excellent reputation and has strong industry links to support the placement programme and graduate employment prospects. Students benefit from an extensive and high calibre programme of guest speakers and industry related projects.

The emphasis is on building both creative and commercial skills. These vocational skills will be supported by a rigorous academic grounding in strategic business management in order to enable students to progress quickly upon graduation to employment within retail buying and the global fashion and retail industry

The principle course aims are:

- To develop the necessary creative skills and commercial awareness that are key to success in fashion buying and related disciplines.
- To develop the decision making and leadership skills which are central to a fast- paced and demanding business environment.
- To provide a thorough knowledge of the global fashion retail industry, the different types of organisations, multiple trading and communication channels, management structures, business processes and measures.
- To develop sourcing and product development knowledge and negotiation skills that will result in maximised profit.
- To enable learning opportunities that are active and student centred in order encourage self-motivated life long learning.

The focus of the course is global, to reflect the nature of the industry, and specifically develops the interpersonal, creative, technical and commercial skills and knowledge of the retail fashion buying environment. The additional opportunity to advance language skills and study abroad is offered to meet the increasing standards of global competition and the needs of the business environment.

The business placement, in year 3, is considered a key integral part of the course, which provides essential practical experience thus greatly increasing knowledge and understanding of the business environment. It is regarded as a critical factor in ensuring subsequent graduate career progression.

Students wishing to develop their global business and cultural awareness can choose an alternative sandwich year pathway by combining a six month work placement with a 6 month exchange programme with one of our international academic partners in America, Canada and Hong Kong.

The ultimate objective of the course is to enable graduates to provide a rich resource for themselves, their colleagues and the wider business community.

Employment and further study opportunities

Today's organisations need graduates with both good degrees and skills relevant to the workplace, i.e. 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.

The prime focus of the Fashion Buying course is to develop the academic, aesthetic, practical and commercial skills required for the fashion buying role. However, students are also equipped for careers in product development and supply chain management, brand management, wholesale, trend forecasting, omni channel, retail management and marketing roles. This is reflected in the varied nature of both student placements and graduate employment destinations.

The sandwich structure of the course incorporates both either a years work placement or a six month overseas academic exchange programme combined with a six month work placement. These two pathways enable students to apply their fashion business knowledge and understanding and employability and gain global experience.

This structure is designed to specifically equip students with the skills, knowledge and practical experience, along with the development of a professional demeanour that is the key to successful employment. The skills and knowledge gained on the course will, therefore, all be directly relevant to a retail buying and merchandising head office as well as applicable to a wider business environment and will directly reflect the University's ethos 'educating for a professional life'. It is now widely recognised within the industry that students coming from a course, which offers a significant business placement are highly favoured, with many retailers recruiting from the students they took on placement.

Career development skills are firmly embedded throughout the course:

- At level 4 students are supported and encouraged to take part time work or short term internships or work experience across all sectors and roles within the fashion industry and most succeed in achieving high quality placements on their year in industry.
- At level 5 students have dedicated modules in which they reflect on their personal skill sets and career objectives. Students are advised how to source and develop the appropriate materials and skills to develop a successful application and assessment centre strategy.
- The placement year or combined sandwich year (placement and study abroad) experience means that returning students can build substantially on their basic skills and allows level 6 to be geared towards the more senior positions within the fashion industry that our students are capable of achieving in the years after graduation.
- All fashion buying students are involved in our networking events which involve key industry partners and potential graduate employers and are open only to fashion students from the University of Westminster.

Learning outcomes

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

Learning Outcomes

The subject benchmarks for Art & Design and General Business & Management (www.qaa.ac.uk) are reflected in the course structure and content. They have been instrumental in guiding the specific learning outcomes and ensure that the general expectations of a course of this kind have been met. They also provide support in the pursuit of internal quality assurance by the University.

One of defining principles of Art and design, as stated, is to develop the capacity to be creative and to use the creative imagination to identify and solve problems. In this course this capacity is combined with the threefold purpose of a General Business and Management programme:

- The study of organisations, their management and the changing external environment in which they operate
- Preparation for and development of a career in business and management
- Enhancement of lifelong learning skills and personal development to contribute to society at large

The BA Fashion Buying Management course ensures that attainment of the learning outcomes will result in the development of the necessary knowledge and skills to become an effective Buying Professional within the Retail Industry. The learning outcomes for the course reflect the learning outcomes for the 'core modules'. In level 6 (the final year) students have an extensive suite of option modules in order to develop their specific career aspirations. The whole course learning outcomes at level 6 therefore do not fully reflect the breadth of the learning outcomes offered through the option modules and are more limited in number than the outcomes for levels 4 and 5.

Students are expected to undertake a continuous learning curve throughout their four years on the Degree programme. Progression will be dependent on having achieved the required levels of skill and competency, which are implicit in each level. Attainment will be assessed against specific module learning outcomes that are provided in greater detail in the course handbook. Listed below are the learning outcomes specific to each level and reflect the core modules that all students study. These have been divided into three areas; knowledge and understanding, specific skills (for fashion buying management) and key transferable skills.

The modules have been designed to focus on and emphasise different aspects of understanding and subject knowledge, and develop specific skills for fashion buying management. However all modules also concentrate on developing the key transferable skills, which are not specifically designed to meet a particular role or responsibility but enhance and enrich you and prove valuable in the context of continuing professional development in a wider career arena.

Levels

Level 4 (Year 1) modules provide a fundamental underpinning of knowledge and skills that will build and deepen throughout the rest of the course.

Level 5 (Year 2) modules build on those taken during the first year and the expectation is that the additional skills and knowledge gained will enable students to undertake a successful business placement.

Level 5 (Year 3) is the sandwich year, in which students will either:

- Complete a year long placement or combination of placements in the fashion industry and complete a placement related module applying the theoretical and practical skills that they have gained to a practical issue in their placement company or the market place.
- Complete a six month period of work placement followed by a six month international academic exchange.

Level 6 (Year 4) modules are designed to encourage students to reflect on the business experience and to incorporate their knowledge and understanding into a more strategic perspective on the retail industry.

The learning outcomes have been divided into three areas:

Knowledge and Understanding

Upon completion of Level 4 (year 1) students will be able to:

1. Demonstrate a good knowledge of the structure and performance of the fashion and fashion retail industry and show a clear understanding of the roles of different companies and disciplines within it.
2. Understand and discuss the breadth of cultural, social and historical influences affecting the fashion industry and discuss the implications of social and political trends and their possible impact on product decisions. Apply knowledge of how trends develop from macro to market level.
3. Understand the basic design skills and the principles of good practice for design translation across a variety of formats. Describe the product development process and evaluate the commercial interpretation of concepts from designer fashion through to the mass market.
4. Define the main terminology used in management accounting and demonstrate the ability to prepare basic financial statements.
5. Understand how and where to gather data to measure consumer and market structure, trends and performance.
6. Demonstrate an understanding of the key components of the marketing mix variables for the fashion business.
7. Understand the basic concepts in management theory. Understand and reflect on personal learning, working style and processes.
8. Understand the basic skills required for the construction of garments and the manufacturing process.

Upon completion of Level 5 (year 2) students will be able to:

9. Describe and apply the aspects of UK Law that apply to the areas of product purchase and selling.
10. Demonstrate a detailed knowledge of the range planning processes, product development, sourcing and selection techniques to solve a commercial and creative opportunity.
11. Explore and apply current industrial design requirements and examine the impact of product lead times, legislative and commercial requirements on textile and garment manufacturing.
12. Understand and evaluate the manufacturing process for textiles and garments and be able to anticipate the implications of change on that process.
13. Identify best practice in the design management process and work effectively as part of a product development team.
14. Examine and debate the integral role of professional and transferable skills that contribute to the success of securing a work placement.

Upon completion of (Level 6) students will be able to:

15. Design and implement a major piece of research that draws on the knowledge and creative problem solving techniques and skills gained throughout the course.
16. Explore the process by which options are evaluated and draw strategic conclusions and recommendations based upon the critical evaluation of the implications of strategic change on an organisation and its stakeholders
17. Identify, critically evaluate and apply trend information to define the key forces for change that will impact the fashion retail industry.
18. Debate and construct an outline implementation plan for strategic change in a retail organisation, identifying risk management requirements.

Specific Skills

Upon successful completion of Level 4 (year 1) students will be able to:

1. Apply knowledge of trends and trend forecasting in order to identify product development opportunities.
2. Perform a range of design and garment construction practice methods. Use garment terminology confidently and be able to communicate with suppliers regarding the production process.
3. Review and evaluate retail product offers, undertake comparative shop reports and SWOT analysis.
4. Apply simple budgetary techniques to construct a master cash budget.
5. Evaluate the role of macro and micro environmental influences and competitive forces on the fashion retail business and its customers.

Upon successful completion of Level 5 (year 2) students will be able to:

6. Selectively apply and evaluate a range of career strategies in the development of a personal career plan.
7. Target the employer market, apply for, and maximise the opportunity to gain a work placement, by critically assessing personal strengths, and effectively translating these into a tailored CV and covering letter format.
8. Recognise and evaluate the legal requirements of a business contract.
9. Recommend buying proposals based on the creative interpretation of trends, historical data, the competition, the consumer and the overall company strategy.
10. Identify and calculate key performance indicators involved in buying and merchandising and techniques to plan, trade and measure the performance and resultant profit.
11. Communicate effectively with professionals from the textile and garment industries in order to achieve required product quality standards and devise strategies that maximise opportunities and profit.
12. Undertake the development of a commercial and cohesive fashion collection. Identify key product and brand marketing solutions.

Upon successful completion of Level 5 (year 3)- the sandwich year students will be able to:

13. Work effectively within a buying office, or other fashion industry related environment, in their placement position. Identify and make recommendations on a key issue within the function of the business placement.

Upon successful completion of Level 6 (year 4) students will be able to:

14. Confidently demonstrate through a major piece of research into a current or future issue in the retail industry, their intellectual, creative, innovative and practical capacities in the field of fashion buying management.
15. Identify, select and use investigative strategies and techniques to identify a number of potential future scenarios for the fashion retail industry leading to the proposal of an innovative and strategic course of action regarding the offer suitable for presentation at board level.

Key Transferable skills

Key transferable skills can be broadly grouped under the following 8 headings; Communication, Numerical and Analytical, Management of Information & Research Techniques, Group Work, Critical Evaluation, Problem Solving and Decision Making, Organisation and finally Self Evaluation. These skills are developed in regards to the scope and depth of their application as students progress through the levels. In completion of each year of study, students will be able to:

Transferable Skills	Level 4	Level 5	Level 6
Communication	Communicate effectively in an appropriate format.	Communicate effectively in a variety of formats. Effectively use all appropriate information technologies available.	Engage effectively in debate in a professional manner. Produce detailed and coherent reports. Comprehensively apply the appropriate information technologies available. Express relevant original ideas.
Numerical and analytical	Accurately calculate basic numerical problems. Understand how to analyse results of calculations. Undertake basic data analysis.	Calculate complex numerical problems. Analyse results of calculations. Interpret & accurately analyse given data.	Accurately analyse numerical problems using both quantitative and qualitative methods. Apply the resultant numbers to provide comprehensive and critical interpretation of data.
Management of information and research	Can manage available information. Collect appropriate data from a range of sources. Undertake simple research tasks with external guidance. Develop a creative approach to the task.	Can manage information. Select appropriate data from a range of sources. Develop appropriate research strategies Show innovative or creative thinking.	Can select and manage information, competently. Undertake reasonable research tasks with minimum guidance. Apply creative and innovative approach to the problem.
Group work	Work effectively with others as a member of a group Meet obligations to others (e.g. tutors, peers and colleagues)	Can interact effectively within a team, giving and receiving information and ideas and modifying responses where appropriate. Develop group objectives and meet individual agreed obligations.	Interact effectively within a team/ learning/ professional group. Effectively persuade and influence others, recognise, support or be proactive in leadership, Negotiate in a professional context. Meet individual obligations.

Transferable Skills	Level 4	Level 5	Level 6
Critical evaluation	Accurately define terms and context. Identify and evaluate given assumptions and findings.	Evaluate statements or situations in relation to supporting evidence and context. Logically amalgamate concepts.	Critically evaluate current opinion, statements and commercial approaches. Provide evidence of the synthesis of theory and practice for a given required outcome.
Problem solving and decision making	Apply given tools/methods accurately to a well-defined problem. Begin to appreciate the complexity of the issues. Apply creative solutions to both familiar and unfamiliar problems.	Can identify key problems. Develop appropriate, creative & original approaches, tools or methods for the resolution in a considered manner.	Confidently identify and define complex problems in a flexible manner. Apply tools and methods to deliver creative and innovative solutions. Provide evidence of the synthesis of theory and practice for a problem.
Organisation	Take responsibility for own learning with appropriate support. A good level of attendance. Professionalism within the learning environment and participation in activities.	Can take responsibility for own learning with the minimum of direction. Good attendance. Contribution to the debate and learning experience.	Can take responsibility for own work and criticise it. Good attendance A positive contribution to the debate & learning experience.
Self evaluation	Evaluate own strengths and weaknesses within criteria largely set by others.	Can evaluate own strengths and weaknesses. Challenge received opinion. Develop own criteria and judgement	Is confident in application of own criteria of judgement. Can challenge received opinion and reflect on action. Can seek and make use of feedback for personal development.

Learning, teaching and assessment methods

Learning

Learning

The Fashion Buying Management course is modular with interactive sessions covering the academic, practical and applied elements of the subject. Students have the opportunity to attend guest lecture sessions from key fashion industry personnel in Harrow or off site to add to their cultural and commercial awareness. Students are encouraged to attend key shows and lectures and events both in London and internationally through both university and student organised trips.

The year business placement provides the practical commercial and global experience, which is central to the ethos of the course.

Students will be supported and encouraged to develop into largely autonomous, self-directed learners through experiential, reflective and research- based learning.

Teaching

Teaching takes place in the lectures, seminars, individual tutorials, work placements, off site visits and via the on-line learning system Blackboard. This on-line learning system is used as a central communication point for e-mails between staff and students and between the students themselves along with course or module announcements. Lecture slides and hand outs are made available electronically and discussion threads/forums, group working and links to external research sources are all hosted through this site.

The teaching is delivered by a team of core staff, all with substantial industry experience along with additional expertise from practitioners in specific fields. We are very proud of our extensive network of industry speakers and experts who support our course and our students throughout the four years of the Fashion Buying Course.

Updating of market knowledge and strategic overview is gained by staff engaging with continuous professional development through specific research projects underpinned by work placement and industry shadowing of key retail executives.

Assessment

The following methods of assessment are employed on the Fashion Buying Management Degree:

- The Learning Log
- The Report – Individual
- The Report - Group
- The Essay
- The Presentation
- The Presentation –Group
- The Portfolio
- The Design Realisation
- The in-class test
- The Exam

Developmental Logs, Career Planning and on going self-reflection and analysis of your own work form a major part of your Personal Development Plan.

Methods of assessment vary depending on the type of module and the required learning outcomes. For example a more creative module may use a portfolio or design realisation, whereas a business based module may use a report supported by a presentation. Each method of assessment is chosen because it is regarded as the most effective way of matching and measuring the specific learning outcomes.

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. At levels 4 and 5 the majority of modules are core (and compulsory) with additional optional modules to select from in order to make up to 120 credits. The structure of the final year enables buying students to focus on developing their buying related skills and interests through the major project and fashioning the future modules (75 credits) and 3 further option modules to develop their focus and breadth of business management knowledge.

Credit Level 4 (Year one)			
CODE	TITLE	STATUS	CREDITS/ ECTS
2FBM404	Fashion, Trends & Contemporary Culture	Core	15 /7.5
MFBM402	Introduction to Working and Studying in the Fashion Business	Core	30 /15
MFBM401	Product Development & Garment Technology	Core	30/15
2FMM406	Finance - Driving Fashion Business Profit	Core	15/7.5
2FMM404	Fashion Marketing	Core	15/7.5
2FBM402	CAD and Illustration	Option	15/7.5
MFMM402	London Fashion	Option	15/7.5
	Various Languages	Westminster Elective	15/7.5
	Award of Certificate of Higher Education available		

Credit Level 5 (Year two)			
CODE	TITLE	STATUS	CREDITS/ECTS
2FBM501	Law And The Fashion Buyer	Core	15/7.5
MFBM500	Textiles, Manufacturing & Product Realisation	Core	30/15
MFBM501	Range Planning And Trading	Core	30/15
MFBM502	Career Planning for the fashion industry	Core	15/7.5
MFMM504	Fashion promotion	Option	15/7.5
2FBM503	Visual Merchandising	Option	15/7.5
MFBM503	Introduction to International Fashion Retailing	Option	15/7.5
	Various Languages	Westminster Elective	15/7.5
	Award of Diploma of Higher Education available		

Credit Level 5 (Year three – placement year)			
CODE	TITLE	STATUS	CREDITS/ECTS
2FBM507	Fashion Business Acumen	Option	15/7.5
2FBM508	Fashion Business Sandwich Year	Option	15/7.5

Credit Level 6 (Year four)			
CODE	TITLE	STATUS	CREDITS /ECTS
MFBM604	Major Project	Core	45/22.5
MFBM601	Fashioning the Future	Core	30/15
2FMM611	Sourcing in the Fashion Industry	Option	15/7.5
2FMM608	Commercial Skills	Option	15/7.5
2FMM601	Fashion Brand management	Option	15/7.5
2FBM602	Fashion Consumer behaviour	Option	15/7.5
MFMM601	Fashion Entrepreneurship	Option	15/7.5
2MED640	Fashion Journalism	Option	15 /7.5
MFBM600	Luxury Fashion Management	Option	15/7.5
2FMM604	Fashioning an ethical supply chain	Option	15/7.5
	Various Languages	Westminster Elective	15/7.5

Award of BA

Award of BA (Hons)

NB: Not all **option** modules will necessarily be offered in any one year.

Course Structure Diagram

Students take 120 credits per year. Core modules must be taken, the balance of required credits selected from available module options. Not all options may be run every year.

		Core modules			Options	
Semester 1	Level 4	Introduction to working and studying in the fashion business 30 credits double module 1 semester		Product development and garment technology Year long 30 credits	Fashion trends and contemporary culture 15 credits 1 semester	
		Fashion marketing 15 credits 1 semester	Finance-driving business profit 15 credits 1 semester		This section shows the core and option	
Semester 2					London fashion 15 credits 1 semester	
					Poly/ang 15 credits year long	

modules available as

		Core modules			Options		
Semester 1	Level 5	Textiles manufacturing and product realisation 30 credits year long	Range planning and trading 30 credits year long	Career planning 15 credits 1 semester		Visual merchandising 15 credits 1 semester	Poly/ang 15 credits year long
				Law and the fashion buyer 15 credits 1 semester			
Semester 2				Introduction to International fashion retail 15 credits 1 semester	Fashion Promotion 15 credits 1 semester		
					part of the		

Placement year

course and their credit value. Full-time Undergraduate students study 120 credits per year.

Either Fashion business acumen 15 credits year long	Or Fashion business sandwich year 15 credits year long
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Please note:

		Core modules		Options			
Semester 1	Level 6	Final major project 45 credits year long	Fashioning the future 30 credits year long	Sourcing in the fashion industry 15 credits 1 semester	Fashioning an ethical supply chain 15 credits 1 semester	Not all	Poly/ang 15 credits year long
				Commercial skills and application 15 credits 1 semester	Entrepreneurship 15 credits 1 semester	Please	
				Fashion consumer behaviour 15 credits 1 semester	Fashion brand management 15 credits 1 semester	Luxury fashion management 15 credits 1 semester	

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

Academic regulations

The BA (HONS) Fashion Buying Management 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

Award

To qualify for the award of BA (Hons) Fashion Buying Management, 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.

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.

[Student Affairs](#) 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 Student Affairs Hub is located at 101 New Cavendish Street, Cavendish House (1st Floor), with an additional office located at the Harrow Campus.

<http://www.westminster.ac.uk/study/new-students/when-you-arrive>

The [University of Westminster Students' Union](#) also provides a range of facilities to support all students during their time at the University. <http://www.uwsu.com/>

Reference points for the course

Internally

The course has been designed to match the University's mission to provide education for professional life and meet the University policies on skills development and employability. The Course structure follows the requirements of the modular frameworks and the academic regulations of the University.

Externally

The course has been designed to match the needs of business as detailed by Skillsmart retail project report (2005) Feasibility study into the development of National Occupational Standards for Retail Buyers and Merchandisers.

The learning outcomes of the course, as detailed earlier, have been formulated in accordance with the specific QAA subject benchmarks for Art & Design and General Business & Management. (www.qaa.ac.uk).

Quality management and enhancement

Course management

Course Management

The Fashion Buying Management Degree is housed in the Department of Fashion and Music within the school of Media, Arts and Design.

The School has one away day per year to identify and address ways of improving the design and delivery of its courses. The department holds monthly course leaders meetings and the individual course teams run regular meetings.

Annual Monitoring enables a reflective and proactive process of course development. All staff carry out annual appraisals and peer observation, and undertake staff development through course attendance and research activity.

Course approval, monitoring and review

The course was initially approved by a University Validation Panel in 2007. 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.

The course has been revalidated using the same procedures in March 2012 to ensure that it continues to meet the needs of industry and students alike.

The course is monitored each year by the School 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 School 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:

Admissions Manager:

Paul O'Hanlon

Email: P.Ohanlon@westminster.ac.uk

Tel: +44 (0)20 7911 5000 ex 4086

University of Westminster Harrow Campus

Watford Road,

Harrow London,

England HA13TP

Admissions and Marketing Office

Tel: +44 (0)20 7911 5903

Fax: +44 (0)20 7911 5955

Email: harrow-admissions@wmin.ac.uk

Web: www.wmin.ac.uk/mad

Part two: About your course

1. How to contact us

1.1. Contact details of the course leader/course management arrangements

BA Fashion Buying Management is offered by the University of Westminster and is run by the School of Media, Arts and Design in conjunction with the Westminster Business School. Alan Fisher and Sally Feldman can be contacted via the school office .

The management structure supporting the course is as follows:

Dean of School

Kerstin May holds overall responsibility for the course and other courses run by the School of Media, Arts and Design. She strategically leads the school with the other 4 heads of department, the School Teaching and Learning Co-ordinator and the School Director of Research. The four departments are:

- Fashion, Film and Music
- Design, Digital Media & Photography
- Art & Media Practice
- Journalism & Mass Communication

Head of Fashion Department

Alan Fisher holds academic responsibility for the course and other courses within the Department of the School of Media, Arts and Design. The Head of Department is responsible for academic quality, curriculum development and academic staff and resources.

Course Leader

Helen Beney (beneyh@wmin.ac.uk) provides leadership and overall management for the Fashion Buying Management course. The Course Leader is administratively supported by the School Administrator and the School Registry. The main responsibilities of the course leader are as follows:

- Liaising with the Chair of Department on all matters of concern to the course programme, in particular the allocation of resources and delivery of the modules; Exercising oversight of timetabling, teaching methods, tutorial arrangements, student records and approval of academic programmes.
- Ensuring proper communications between students and the teaching team; Organising and chairing the Course Committee and implementing the Annual Monitoring and Review arrangements; Exercising oversight of assessment procedures and preparing all results for submission to the School Registry
- Management of Admissions procedure in liaison with the Admissions Office

Level Tutors are primarily responsible for the co-ordination of the programme for the students within their level and to ensure adequate tutorial arrangements. They monitor student welfare, achievement and attendance and keep up to date records of student progress. They give advice on the selection and availability of option modules and assist the Course Leader with all matters of assessment and the provision of results.

Level 4 tutor is Josie Misick

j.misick@westminster.ac.uk

room A4.09

Ext: 65800

Level 5 tutor is Nicola Mansfield

n.mansfield@westminster.ac.uk

Room A4.09

Ext: 65800

Level 6 tutor is Helen Beney
Room 4.09
Ext: 67944
beneyh@wmin.ac.uk

1.2. Personal tutor arrangements and student support at Harrow

During induction week students will be assigned a personal tutor, who will also be the general academic tutor. Personal tutors may be changed by mutual agreement.

The role of the personal tutor is to:

- Provide support to students throughout the course of study.
- Advise you on the choice of option modules
- Help students to develop sound study habits and effective time management practices
- Direct students to the appropriate academic or administrative staff for responses to specific questions. Refer students to other types of specialist help, if required, e.g. student counselling.
- The personal tutor is not required to respond to academic questions relating to specific modules. These are to be directed to the module leader.

To assist in the effective delivery of personal tutoring is the **Personal Tutoring Support Officer (PTSO) Vincent McBride**, 0207 911 5000 ext. 68217, mcbridv@westminster.ac.uk. He is based in the Media, Arts & Design faculty Registry, room xFG.07, providing support and advice to students and staff on a wide range of pastoral matters including accessing university support services and making a Mitigating Circumstances claim.

Counselling

The Counselling Service offers confidential individual and group counselling to all students on personal and emotional matters, including study-related anxieties, relationship difficulties, stress and mental health concerns. There is also a mentoring programme to support students with long term conditions. Throughout the year, the Service organises workshops and events on issues of concern to support students.

The Advice Service provides advice and support with the practical aspects of university life, e.g. student finance eligibility, Welfare Benefits for lone parents, information about Council Tax and National Insurance and money management.

They also give advice on immigration and visas for international students. Please phone ext 66080 to book an appointment or talk to an adviser.

If you are thinking of suspending or withdrawing from your course or you find you have to repeat a year then an adviser will help you understand the financial implications

For International and EU students there is also an **International Student Adviser, Kirsty McPhee**, who can help if you are finding the move to the UK difficult.

In person appointments:

Harrow

A Student Adviser is at the Harrow site on Monday and Thursday between 10am and 4.00pm (term time only). You can make an appointment to be seen in Harrow by phoning ext 66080 or by calling in to Student Services Reception, room EG15, Maria Hewlett Building. The Reception is open Monday to Friday 9.30 – 3.00 (term time)

Central London

Student Advice are located on the 1st Floor at
101 New Cavendish Street.
London W1W 6 XH

Telephone ext 66080

Telephone and email Advice:

You can also contact the Student Advisers by email
studentadvice@westminster.ac.uk.

Student Advice may be able to deal with quick or urgent queries over the telephone on 020 7911 5000 ext 66080, Monday to Friday 10.00 – 4.00. Alternatively, you can ring using the courtesy phone at the Student Services Reception, EG15.

Senior School Tutor

The Senior Tutor for the faculty of Media, Arts & Design (M.A. &D) is **Pip Thompson**, ext. 67963, email P.Thompson@westminster.ac.uk who can be found in room A2.03 (2nd Floor, A Block). His role is to provide advice and support to students and staff within the School on both academic and pastoral issues, and to liaise with others within the university network on support provision.

Housing

The University has a mix of accommodation options available to M.A.

& D students on and around the Harrow site.

Whether students wish to stay within halls of residence, private halls or house shares, the Student Accommodation Team can assist students in their search.

The Team are based at Cavendish House, 101 New Cavendish Street, London W1W 6XH, tel. 0207 911 5817. Their email address is studentaccommodation@westminster.ac.uk .

The Student Accommodation team run a number of housing workshops sessions before the start of term where you can get advice on house hunting and appointments can also be made for direct advice. For all the details on the help on offer and how to apply for Halls accommodation please visit the Student Accommodation website at <http://www.westminster.ac.uk/housing>

Emergency First Aid, Harrow Campus: ext 5555

or Northwick Park Hospital: 020 8864 3232 or visit its Accident & Emergency Dept.

Counselling: Harrow on ext 68229/Marylebone Rd on ext. 66899

To assist in the effective delivery of personal tutoring is the **Personal Tutoring Support Officer (PTSO) Vincent McBride**, 0207 911 5000 ext. 68217, mcbriidv@westminster.ac.uk. He is based in the Media, Arts & Design School Registry, room xFG.07, providing support and advice to student and staff on a wide range of pastoral matters including accessing university support services and making a Mitigating Circumstances claim.

1.3. Who to contact about module queries

The Fashion Buying management registry officer is Amanda Loughlin. She is the primary contact for module registration and reporting.

A.Loughlin@westminster.ac.uk

1.4 The registry opening hours and information <http://www.westminster.ac.uk/faculty-registry-offices>

1.5 All course information will be communicated via the blackboard site

1.6. Students with disabilities

The term 'disability' covers many different conditions, including specific learning difficulties (dyslexia, dyspraxia, dyscalculia), hearing impairments, visual impairments, Autistic Spectrum Disorder, mental health conditions, and long term chronic conditions, such as MS, ME/chronic fatigue syndrome, epilepsy, cancer, HIV/AIDS, diabetes, etc. If you have a disability which is likely to affect your studies, you should let Disability Learning Support know at the earliest opportunity.

Disability Learning Support can advise you on obtaining funding, specialist support and advice and liaise with other departments in the university and externally about your support as needed. They offer a screening service for people who think they might have dyslexia or dyspraxia. For students who are fully diagnosed with dyslexia/dyspraxia they offer specialist study skills tuition. Mentoring support is also available to students with long term mental health conditions, Autistic Spectrum Disorder and some long term chronic conditions. Other types of support can include library loan extensions, provision of specialist equipment, note taking support and individual examination arrangements. All information is treated confidentially.

Please ensure you have up to date medical evidence e.g. a GP letter or consultant's report, or if you have a specific learning difficulty (dyslexia, dyspraxia, dyscalculia) an up to date diagnostic report.

Email: disabilities-westminster@westminster.ac.uk

Telephone: 0207 911 65429/66113

Or in person at 101 New Cavendish Street, Cavendish House (1st Floor).

1.7. Support for international students

There is an International Student Adviser (ISA) at the University who is based in the Student Advice Service at Cavendish House throughout the week. The ISA provides support with non-academic issues such as immigration, working in the UK, finance, culture shock, homesickness and making friends. The ISA can see you for one appointment or for ongoing support. To make an appointment please call 020 7911 5000 extension 66080

There is an International student welcome programme for international and EU full-time students starting in September 2014 which covers information such as your rights to healthcare in the UK, safety in London, working in the UK (during or after your studies), how to cut your costs in London and much more. To book a place complete the booking form at westminster.ac.uk/welcomeapplication

There are regular visa clinics if you need to extend your Tier 4 visa, the advice service can check your application prior to you sending it off. For further information please visit: westminster.ac.uk/visas

There is also useful pre-arrival information for international students available on the following web page: <http://www.westminster.ac.uk/visas-and-advice>.

If you have any queries please email: studentadvice@westminster.ac.uk

1.8. Students' Union (UWSU) contact information

The University of Westminster Students' Union (UWSU) works to make sure students have the best university experience possible by providing you with a range of activities and support services: from sports clubs to society groups, educational advice and social events.

We support you by:

- representing your views to the University: calling for the changes and specific improvements that you have identified
- providing advice when you get into difficulties with your course (for example if you are accused of plagiarism)
- offering you new opportunities and experiences at a Faculty level and through our sports clubs, societies, magazines and radio station
- asking you what matters to you about your course and your university experience and acting on what you say.

To find out more visit the website www.uwsu.com

1.9 Academic Learning Development Centre, Learning Support – Student Affairs

Degrees in higher education require specific skills and the Academic Learning Development Centre aims to support you in developing these skills, helping you fulfil your academic potential. Our services are open to all students, but we offer particular support to students who:

- are returning late to education
- are from overseas or have English as a second language
- require support to develop their academic potential
- need to practise their academic skills, e.g. essay writing, critical analysis or exam techniques.

As a first step to evaluating and developing your learning and academic skills, refer to the Study Skills tab in Blackboard. Here you will find help-sheets, presentations, exercises and other study skills materials. In addition a range of workshops are held covering topics such as report writing, critical thinking, essay writing and time management. You can also book a one-to-one appointment with a Learning Adviser at our Student Affairs Hub in Cavendish House or Harrow campus.

Email: learningadvice@westminster.ac.uk
<http://westminster.ac.uk/learning-and-study-skills-support>

1.10 IT Training for students

The IT Training team provide training and support in IT software. There are a variety of courses available from introductory sessions to opportunities for students to gain internationally recognised qualifications in Microsoft Office Specialist and Adobe Certified Associate. All training, support and optional exams are **free of charge** to University of Westminster degree students.

Full details of the training offered and the timetable are available here
www.westminster.ac.uk/trainingteam