

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 will 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 will 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>

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.

The choice of modules offered, particularly in the final year (level 6) allows students to personalise their degree, building on their strengths and interests and optimise their graduate profile.

The University of Westminster provides the opportunity of further professional and academic advancement through its MA in Fashion Business Management.

Learning Outcomes

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

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 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:

1. Selectively apply and evaluate a range of career strategies in the development of a personal career plan.
2. 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.
3. Recognise and evaluate the legal requirements of a business contract.
4. Recommend buying proposals based on the creative interpretation of trends, historical data, the competition, the consumer and the overall company strategy.

5. Identify and calculate key performance indicators involved in buying and merchandising and techniques to plan, trade and measure the performance and resultant profit.
6. 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.
7. 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:

1. 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:

1. 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.
2. 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 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			
Numerical and			

analytical			
Management of information and research			
Group work			

Transferable Skills			
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	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.

	activities.		
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

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
2FBM404	Fashion, Trends & Contemporary Culture	Core	15
MFBM402	Introduction to Working and Studying in the Fashion Business	Core	30
MFBM401	Product Development & Garment Technology	Core	30
2FMM406	Finance - Driving Fashion Business Profit	Core	15
2FMM404	Fashion Marketing	Core	15
2FBM402	CAD and Illustration	Option	15
MFMM402	London Fashion	Option	15
	Various Languages	Westminster Elective	15
	Award of Certificate of Higher Education available		

Credit Level 5 (Year two)			
CODE	TITLE	STATUS	CREDITS
2FBM501	Law And The Fashion Buyer	Core	15
MFBM500	Textiles, Manufacturing & Product Realisation	Core	30
MFBM501	Range Planning And Trading	Core	30
MFBM502	Career Planning for the Fashion Industry	Core	15
2FMM503	Preparing for the World of Work	Option	15
2FBM503	Visual Merchandising	Option	15
MFBM500	Introduction to International Fashion	Option	15

3	Retailing		
	Various Languages	Westminster Elective	15
	Award of Diploma of Higher Education available		

Credit Level 5 (Year three – placement year)

CODE	TITLE	STATUS	CREDITS
2FBM507	Fashion Business Acumen	Option	15
2FBM508	Fashion Business Sandwich Year	Option	15

Credit Level 6 (Year four)

CODE	TITLE	STATUS	CREDITS
MFBM604	Major Project	Core	45
MFBM601	Fashioning the Future	Core	30
2FMM611	Sourcing in the Fashion Industry	Option	15
2FMM608	Commercial Skills	Option	15
2FMM601	Fashion Brand Management	Option	15
2FBM602	Fashion Consumer Behaviour	Option	15
MFMM60 1	Fashion Entrepreneurship	Option	15
2MED640	Fashion Journalism	Option	15
MFBM600	Luxury Fashion Management	Option	15
MFBM602	Ethics, Risk and Sustainability	Option	15
2FMM604	Supply Chain Management in the Fashion Industry	Option	15
	Various Languages	Westminster Elective	15

Award of BA/BA (Hons)

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

Visual merchandising 15 credits
1 semester
Preparing for work
15 credits
1 semester
Introduction to International fashion retail
15 credits
1 semester
Fashion consumer behaviour 15 credits
1 semester

Commercial skills and application
15 credits
1 semester
Entrepreneurship
15 credits
1 semester
Fashion journalism
15 credits
1 semester
Supply chain management
15 credits
1 semester
Ethics risk and sustainability
15 credits
1 semester
Fashion brand management
15 credits
1 semester

Luxury fashion management
15 credits
1 semester

Either Fashion business acumen
15 credits
year long
Or Fashion business
sandwich year
15 credits year long
Polylang 15 credits year long

Options

Law and the fashion buyer
15 credits
1 semester
Career planning 15 credits
1 semester
Range planning and trading
30 credits year long
Textiles manufacturing and product realisation
30 credits year long

Core modules

Polylang 15 credits year long
Sourcing in the fashion industry
15 credits
1 semester
Options

Semester 1

Level 6

Semester 2

Fashioning the future

30 credits year long

Final major project

45 credits year long

Core modules

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.

Course structure

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.

Semester 1

Level 5

Semester 2

Placement year

Fashion marketing

15 credits

1 semester

Options

Polylang 15 credits year long

London fashion

15 credits

1 semester

Cad and illustration

15 credits 1 semester

Core modules

Fashion trends and contemporary culture

15 credits

1 semester

Product development and garment technology

Year long

30 credits

Introduction to working and studying in the fashion business

30 credits double module

1 semester

Finance- driving business profit

15 credits

1 semester

Semester 1

Level 4

Semester 2

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 2011/12** which is available at westminster.ac.uk/essential-westminster. The following regulations should be read in conjunction with the *Modular Framework for Undergraduate Courses* and relevant sections of the current *Handbook of Academic Regulations*.

A pass in a module is achieved when the overall mark is greater than or equal to 40%; with at least 35% in the final assessment and any qualifying marks and/or sets achieved as detailed in the module handbook.

Condoned Credit at Level 3 and Level 4

A student may be awarded condoned credit at Levels 3 and 4 only, where he/she has achieved:

- a) an overall module mark of greater than or equal to 30% but less than 40%;
- b) an overall mark of 40% or greater but not reached the required qualifying mark(s) and/or qualifying set(s) as detailed in the module handbook; and
- c) attempted all referred assessment as offered by the Assessment Board.

Where a student, following a referral opportunity, is awarded condoned credit, the recorded module mark will be capped at 39%. Condoned credit will count towards any credit limits for specified awards. Where a student is awarded condoned credit in a module but subsequently achieves an overall pass within a retake module, credit may contribute only once to an award.

Progression

To progress from Level 3 to Level 4 and 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.

Award

To qualify for the award of BA (Hons) Fashion Buying Management, a student must:

- a) obtained at least 360 credits including:
 - passed 75 credits at 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 Level 5 or higher; and
 - passed a minimum of 120 credits at Level 6 or higher.
- b) attempted modules with a maximum value of 330 credits at Levels 5 and 6; and

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

Support for Students

The Fashion Buying Management course at Westminster is focused on creating motivated students and this starts during the first week with a full schedule of induction activities aimed to let students get to know and work with each other. The 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 School 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. Students will have an academic personal tutor throughout their four years with the university of Westminster.

Level 6 (fourth year) students who have been away in their placement or sandwich year also have an induction week focused on the return to study, the final major project and building the graduate profile for employment.

In the third year of the course students will complete either a year long work placement or a six month work placement combined with a six month study abroad programme. You will be required to pay 20% of the annual course fee for the year long work placement pathway. You will be required to pay 50% of the annual course fee for the work placement /study abroad pathway.

The process to gain this placement begins in your first year, where you begin to nurture contacts in the industry through work experience and short internships. In year 2, during Semester 1, the Career Planning module enables you to become proficient in CV preparation, completing application forms and interview techniques. This module also includes a programme of external speakers from potential employers and other networking opportunities. The Business Placement interviews often commence in December of the second year. The recruitment process continues throughout the academic year, and it is the responsibility of the student to secure a placement. Tutors will support and mentor students through this process.

Once you are in placement you are allocated a specific tutor to act as your placement supervisor. The tutor will keep in touch with you via e-mail, telephone and also by tutorial visits to your place of work.

For those students opting for the study abroad option you will have a specific study abroad tutor who will manage the relationship with the Study Abroad University and act as your personal tutor whilst overseas.

Learning support includes the Library which, across its four sites, holds print collections of 356,000 printed books, 29,000 print and e-journals, over 45,000 electronic resources (databases, e-journals, e-books). Access to all resources is facilitated through Library Search, an online service.

There are over 3,500 computers spread over the four University campuses available for students use. The University uses a Virtual Learning Environment called Blackboard where students can access course materials and communicate with staff and other students via message boards. There is a dedicated mac suite for the use of fashion students located on the fashion floors adjacent to dedicated fashion work spaces.

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 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

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 Schools' quality assurance evidence base.

For more information about this course:

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Please note – This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.