

**PROGRAMME SPECIFICATION**

<b>Course record information</b>	
Name and level of final award:	BA (Hons) Business Management This programme specification details the first year of the course and should be read in conjunction with the programme specification for BA Business Management.
Name and level of intermediate awards:	Foundation Certificate in Business Management
Awarding body/institution:	University of Westminster
Teaching Institution:	University of Westminster
Status of awarding body/institution:	Recognised Body
Location of delivery:	Central London
Language of delivery and assessment:	English
Mode, length of study and normal starting month:	1 year full-time for Foundation year (level 3) (+ 3/4 further years (level 4, 5 and 6) for the final BA award – with progression information in the links below)
<a href="#">QAA subject benchmarking group(s)</a> :	Business and Management
Professional statutory or regulatory body:	None
Date of course validation/review:	May 2018
Date of programme specification approval:	May 2018
Valid for cohorts:	2018/2019
Course Leader	Evgeniya Macleod
UCAS code and URL:	N900 <a href="https://www.westminster.ac.uk/business-and-management-courses/2018-19/september/full-time/business-management-ba-honours">https://www.westminster.ac.uk/business-and-management-courses/2018-19/september/full-time/business-management-ba-honours</a>

## **Admissions requirements**

There are standard minimum [entry requirements](#) for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

## **Aims of the course**

This programme specification details the first year of the course and should be read in conjunction with the programme specification for BA Business Management (and its specialist pathways).

The primary aim of the Foundation year is to develop and prepare students for study in the area of Business and Management. During the Foundation year you will get a chance to develop in your chosen field, working with leading academics who will encourage you to become a confident and creative thinker within the Business and Management subject area.

The Foundation year will draw upon the expertise within the areas of Business and Management, preparing students for progression to level 4 (BA Business Management degree programme and its specialist pathways).

Students would expect to receive a combination of traditional and more modern styles of module delivery, such as blended learning and team-based learning. There will also be an opportunity to take part in trips to allow students to experiment and develop their business knowledge within a safe and controlled environment. These trips have been embedded in the core modules within Business and Management to help you provide context to your academic studies, for example, in Current themes in Global Issues there will be a trip to investigate sustainability to Crystal (Royal Victoria Docks).

Students will build their understanding of Business and Management, alongside the development of academic skills required for higher education. The business management content within the Foundation year will be delivered through four core modules, Foundations of Management, Foundations in Business Data Analysis, Current Debates in Global Business and finally Current Debates in Digital Business.

The Foundation of Management module, will provide students with key knowledge about how organizations and their resources can be managed. This ensures that students have a solid Foundation in this area and allowing the other modules within the Foundation year to build upon it.

The Foundation in Business Data Analysis, will provide students with the numerical knowledge and techniques required within Business and Management environment.

The Current Debates in Global Issues, will help students understand the international dimension of organizations and how they operate within a modern globalized environment.

The Current Debates in Digital Business will help students understand the importance of digital business concepts, tools and techniques in the modern business environment. The student will be given the opportunity to explore how digital business has touched upon almost all functions of a modern organization.

Our Foundation year gives you the opportunity to explore new ideas, opening up new perspectives on the key debates within your chosen field. The core modules are designed to accelerate your academic and professional development, bringing together like-minded

students to think about the 'big ideas' within your discipline. By working with students from a range of backgrounds and disciplines, you will develop important teamwork skills which will enable you to solve problems with added confidence.

You will have the opportunity to explore all that London offers, including trips which will allow you to engage with a range of cultural industries and organisations. You will be inspired to think imaginatively and critically about your chosen subject, with our core modules giving you the chance to develop the key skills for academic and professional success. Trips have been embedded in the following modules:

1. Current themes in Global Issues
2. Current themes in Digital Business

These trips are in the current themes modules to help provide context when you exploring these areas of Business and Management.

### What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall **knowledge and understanding** you will gain from your course(KU).
- **Graduate attributes** are characteristics that you will have developed during the duration of your course (GA).
- **Professional and personal practice learning outcomes** are specific skills that you will be expected to have gained on successful completion of thecourse(PPP)
- **Key transferable skills** that you will be expected to have gained on successful completion of the course. (KTS)

### Level 3 learning outcomes

Upon completion of level 3 (Foundation year) you will be able to:

- L3.1 Demonstrate Foundational understanding of some of the different disciplinary areas that make up Business and Management; (KU, PPP)
- L3.2 Identify the key academic reading, writing, research and assessment skills appropriate to the study of Business and Management; (KU, PPP)
- L3.3 Exhibit awareness of your own strengths and weaknesses as a student, and feel confident that you have the capacity to work independently as well as a member of a team; (PPP, KTS)
- L3.4 Show confidence in your ability to understand and formulate basic arguments, and to begin to think critically, creatively and ethically; (KU, GA, PPP)
- L3.5 Engage with and be curious about key topics, debates, and theories in Business and Management; (KU)
- L3.6 Demonstrate a range of employability and study related skills and knowledge and have an understanding of you own identity in learning and professional contexts. (KTS, GA)

Learning Outcome	Modules Where Addressed
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L3.1	Foundations in Management; Foundations in Business Data Analysis; Current debates in Global Business; Current debates in Digital Business.
L3.2	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development; Foundations in Management; Foundations in Business Data Analysis; Current debates in Global Business; Current debates in Digital Business.
L3.3	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development; Foundations in Management.
L3.4	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development; Current debates in Global Business; Current debates in Digital Business.
L3.5	Foundations in Management; Foundations in Business Data Analysis; Current debates in Global Business; Current debates in Digital Business.
L3.6	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development.

### How will you learn?

The Foundation year in Business Management is constructed around a clear and rigorous sense of the skills required for success in Higher Education and the Business & Management domain. In keeping with this, innovative and inclusive methods of learning and teaching will engage you and inspire in you a keen sense of the lively and changing nature of your subject. These methods are focused particularly in developing in you a critical self-reflexivity and an awareness of your own learning experience throughout the modules, not just when engaging in summative assessments. A distinctive feature of the degree is that it encourages you to make connections between the various modules and subjects you are engaging with in your Foundation year. The foundation modules will provide the foundations in the Business and Management domain, which are then further explored within the current debates modules.

Our Foundation year has been designed to place supported independent learning at the heart of the curriculum. Our learning environment is structured to enable students to address key issues and themes in their broad discipline in a way that is both relevant and creative. Our active learning sessions are concerned with learning to critically and critically evaluate the skills required for studying Business and Management. We provide a learning environment that encourages students to reflect on key concepts, issues and debates beyond the formal classroom environment. We encourage our students to 'own' the classroom and this is reflected in the fact that we have adopted a model of learning which values student partnership and student enquiry as the primary focus on all our modules.

As many students on the Foundation year programme are returning to study after a period of time, the Personal Tutorial System will provide additional opportunities for students to develop or enhance appropriate study skills and to gain the confidence required to make the transition to Higher Education.

A number of innovative and distinct learning environments and experiences are offered to students on Foundation year in Business and Management, including:

**Lectures:** *Lectures involve presentations by academic staff, practice-based professionals, and/or external speakers. Many lectures involve an interactive and/or 'blended learning' element and we encourage students to participate fully in lectures, either by responding to questions or posing their own questions.*

**Workshops:** *Many modules will offer interactive workshops that allow students to explore a topic, theme or subject through their own knowledge and informed analysis of a problem.*

**Seminars:** *Seminars are informal teaching/discussion sessions in smaller groups and involve greater interaction with the lecturer and with small peer groups.*

**Tutorials:** *In a tutorial students meet with their tutor either individually or as a part of a small group. Tutorials provide an opportunity to discuss problems and issues, providing a pastoral ethos to support learning.*

**Fieldtrips:** *Students may undertake fieldwork or visit relevant organisations or research establishments as part of their studies (for example in Current themes in Global issues and Current themes in Digital Business).*

In order to ensure that learning on the programme is as innovative and inclusive as possible, this level 3 foundation year has been designed to:

1. Use a variety of innovative teaching methods, such as online quizzes and voting, in addition to practical sessions and opportunities to enable regular knowledge checks within lectures, seminars and workshops;
2. Encourage students to work in an inclusive and engaged manner, such as group assessment and encouraging students to engage in group study sessions;
3. Ensure study materials are uploaded to Blackboard in advance of the relevant learning opportunity, ensuring that you have an opportunity to prepare;
4. Where possible learning opportunities will be recorded, however in some cases other means of knowledge enrichment will be used, for example annotated presentation slides;
5. Where advanced/technical language is used, the teaching team will ensure this is described and explained clearly;
6. Include many of the learning styles that you would encounter later in your studies at level 4 to 6, so you are suitably prepared for higher levels of study within the University.

### **How will you be assessed?**

Our Foundation year programme offers a variety of assessment methods that aim to foster creative and critical thinking through an awareness of their chosen subject in Business and Management. The course offers a variety of assessment to students in order to nurture as well as assess your academic development. Assessment helps you to demonstrate what you have learned in particular modules and across the range of the Foundation year.

Varying assessment activities can help to motivate students with an increasingly diverse range of experiences, learning modes, and competencies. We have adopted a mixture of assessment types to reduce over-assessment and ensure that students develop a broader range of skills for professional success than would be transferred by traditional assessment methods alone. The assessments have been designed to offer a more flexible method of meeting the course/module learning outcomes and to ensure that assessment is as inclusive as possible to ensure all students are treated fairly, as well as preparing them for future study and professional development.

Where possible “real world” problems are used as a basis for assessment, when we select real world example, we take great care to ensure that these take into account your backgrounds and interests, aiding your understanding of the issues under investigation.

Our external examiners routinely comment on how successful and innovative our portfolio of course assessments are. We have developed our assessment framework to ensure that Learning Outcomes are ‘joined up’ to reflect the importance of formative, summative and synoptic approaches. The core modules *Introduction to Academic Practice* and *Critical Thinking for Academic and Professional Success* make use of a Learner Journal to develop, document, and reflect on the key transferable skills required for success and achievement in Higher Education.

In designing the assessment strategy for the Foundation year, your course team has sought to ensure a balance between traditional and innovative forms of assessment. We have mapped our assessment on the modules to ensure a good balance between formative and summative assessment. We are also preparing you for the types of assessment you will encounter later in your studies within this programme (at level 4 to 6).

In this regard, students would typically be exposed to the following forms of assessment:

- Essays
- Examinations
- Blogs/Wikis
- Individual Presentations
- Group Presentations
- Debates
- Roleplays
- Project Work
- Critical Reflections
- Learner Journals and logbooks
- Self-assessment
- Peer assessment
- Oral Debates
- Reports
- Book reviews
- Posters
- Simulations/Games

### **Employment and further study opportunities**

Upon completion of four years of study, students will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

Upon completion of the Foundation year, you will progress to Level 4 of the BA Business Management programme. You may also be eligible to transfer to another institution (provided you meet their requirements).

Recent studies show that students who do well on a Foundation year course invariably graduate with higher classification degrees in their chosen subject than those who directly enter at level 4. The focus on 'Graduate Attributes' provides students with a broad framework for students to assess their learning and to develop professional level skills which are valued in a range of professional settings and contexts.

All courses at the University of Westminster capitalise on the benefits that London—as a global city and a major creative, intellectual, and technology hub—can offer for the learning environment and experience of our students.

### **Alignment of Graduate Attributes to the Learning Outcomes at Foundation Level.**

<b>Graduate Attribute</b>	<b>Learning Outcome</b>
Critical and creative thinkers	L3.4, L3.5
Literate and effective communicator	L3.2, L3.5
Entrepreneurial	L3.3, L3.6

Global in outlook and engaged in communities	L3.5
Social, ethically and environmentally aware	L3.5

### Course structure

This section shows the core modules offered as part of the course and their credit value. Full-time Undergraduate students study 120-credits per year. There are no optional or elective modules offered at Level 3, as the focus is on the development of key academic skills through a broad understanding of Business and Management.

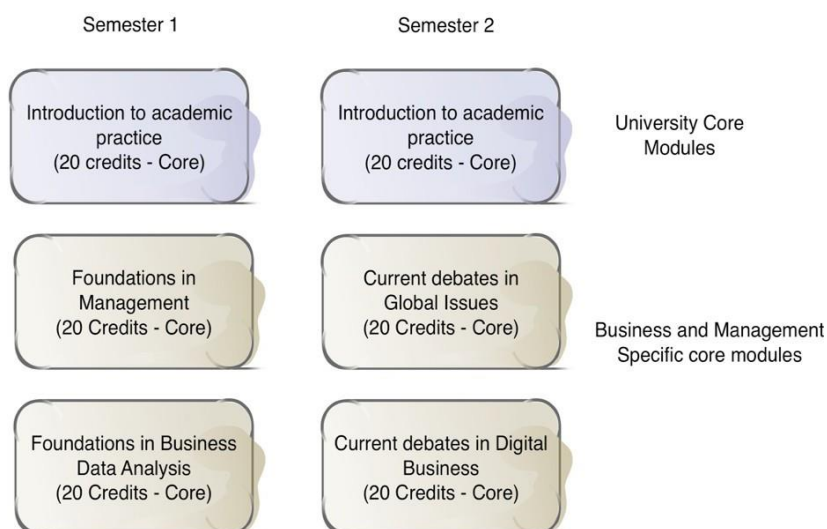
Credit Level 3				
Module Code	Module Title	Status	UK Credit	ECTS
TBC	Introduction to Academic Practice	Core	20	10
TBC	Critical Thinking for Academic and Professional Development	Core	20	10
TBC	Foundations in Management	Core	20	10
TBC	Foundations in Business Data Analysis	Core	20	10
TBC	Current debates in Global Business	Core	20	10
TBC	Current debates in Digital Business	Core	20	10

**Award of Foundation Certificate available or progression to level 4**

**Professional Body Accreditation or other external references**

Not applicable for level 3 provision. Please refer to BA Business Management programme specifications for any specific Professional Body Accreditation requirements for modules taken at level 4 to 6.

Sequence of modules are shown below:



**Academic regulations**

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations)

**How will you be supported in your studies?**

**Course Management**

Your course is managed through the Westminster Business School. The Course Leader and the teaching team will meet you in the orientation week programme and will help you with enrolment, registration, and orientation to the university, its processes and the culture of higher education. The Course Leader is responsible for development and management of the course in conjunction with the Associate Head of College (Education) and Head of School.

The course is monitored each year by senior members of the College to ensure that it is running effectively and that issues that might affect the student experience have been appropriately addressed. Staff will consider the outcomes from each Course Committee, evidence of student progression and achievement to evaluate the effectiveness of the course. The Teaching Committee audits this process and the outcomes are reported to the Academic Council of the University, which has overall responsibility for the maintenance of quality and standards in the University.

**Academic Support**

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Registry Office. You will be provided with the Course Handbook, which provides detailed information about the course. Each Foundation year will



have a nominated Course Leader or Foundation Co-Ordinator. All students enrolled on a full-time course have a personal tutor, who provides advice and guidance on academic matters. 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

### **Learning Support**

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments.

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. 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 College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

### **Support Services**

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

### **How do we ensure the quality of our courses and continuous improvement?**

The course was initially approved by a University Validation Panel in 2018. The panel included internal peers from the University, academic(s) from another university and a representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the College 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 Course Committees, evidence of student progression and achievement and the reports from external examiners, to evaluate the effectiveness of the course. Each College puts in to place an action plan. This may for example include making changes on the way the module is taught, assessed or even how the course is structured in order to improve the course, in such cases an approval process is in place.

A Course review takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with review panels to provide feedback on their experiences. Student feedback from previous years e.g. from Course Committees is also part of the evidence used to assess how the course has been running.

### **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Student representatives are elected to expressly represent the views of their peers. The University and the

Students' Union work together to provide a full induction to the role of the student representatives.

- There are also School Staff Student Exchange meetings that enable wider discussions across the School. Student representatives are also represented on key College and University committees.
- All students are invited to complete a 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.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

**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.

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## Appendix A: Level 4 progression Eligibility

A student who successfully progresses to level 4 in accordance with the University Academic Regulations may be eligible to apply to transfer to other courses with a foundation pathway. Students wishing to transfer must do so in accordance with the published procedure, and

- must normally do so at the end of the foundation year
- must obtain the approval of both the School Foundation Course Leader and the Course Leader of proposed course

Foundation Year	Courses which student would be eligible for progression onto at Level 4
BA Business Management	BA Business Management  Transfer to the below courses may be possible, however there may be Student Loan Company implications for some students. BA Business Management (Accounting) BA Business Management (Digital Business)* subject to approval BA Business Management (Economics) BA Business Management (Entrepreneurship)