

# **HND Business & Management**

Programme Specification

**NOTE:** This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes advantage of the learning opportunities that are provided. More detail on the specific learning outcomes, indicative content and the teaching, learning and assessment methods of each module can be found (1) at [[www.sbc.ac.uk](http://www.sbc.ac.uk) [www.bmet.ac.uk](http://www.bmet.ac.uk)], (2) in the Module Specifications and (3) in the Student Handbook.

The accuracy of the information contained in this document is reviewed by the University and may be checked within independent review processes undertaken by the Quality Assurance Agency.

Awarding Institution / Body:	Birmingham City University
Teaching Institution:	Birmingham Metropolitan College, South and City College Birmingham
Interim Awards and Final Award:	HNC and HND
Programme Title:	Business and Management
Main fields of Study:	Business and the main functions of Management
Modes of Study	Part time and Full Time
Language of Study:	English
UCAS Code:	
JACS Code:	

Relevant subject benchmark statements and other external reference points used to inform programme outcomes:

Business and Management Subject benchmark statements  
FHEQ Level 4 and 5 descriptors  
Standard Edexcel Specification for Business and Management

Programme philosophy and aims

The course is designed to provide a specialist vocational programme offering a strong emphasis on practical skills development alongside the development of requisite knowledge and understanding. The course provides a thorough grounding in key concepts and practical skills required to allow both direct progression onto employment and further undergraduate study in the second or third year of an honours degree programme.

The aims of the programme are to:

1. Provide education & training for a range of careers in business
2. Provide a general qualification which allows flexibility of study to meet a variety of needs
3. Provide specialist options which meet the needs of business which allows specialisation in career progression & professional recognition
4. Provide opportunities for learners to focus on higher level skills
5. Provide opportunities for learners to develop a range of skills essential for working life
6. To encourage learners to take increasing responsibility for managing their own learning & development.
7. Provide opportunities for individuals in employment to achieve a nationally recognised vocational qualification at Level 4 / 5.
8. Provide opportunities for learners to gain a nationally recognised vocational qualification to help them enter employment in business & management
9. Provide opportunities for learners to gain a nationally recognised qualification & progress to higher level study such as a full-time degree in business or a related area.
10. Provide a specialist route of study which relates to individual professions within the business world in which learners are working or intend to seek work.
11. Develop the individual's ability in the business field through effective use and combination of the knowledge and skills gained in different parts of the course.
12. Provide flexibility, knowledge, skills and motivation as a basis for future studies and career development in business.

Intended learning outcomes and the means by which they are achieved and demonstrated:

Learning Outcomes <sup>1</sup>
<p>1. Knowledge &amp; Understanding</p> <p>Demonstrate knowledge &amp; critical understanding of the underlying principles, techniques &amp; processes used in business &amp; management.</p> <p>Demonstrate the ability to evaluate, interpret &amp; apply underlying principles in a variety of business environments.</p> <p>Draw independent conclusions &amp; communicate them effectively.</p> <p>Develop an understanding of contemporary issues in the business world.</p>
<p>2. Higher level skills &amp; abilities</p> <p>Develop cognitive skills of critical thinking, analysis &amp; synthesis</p> <p>Demonstrate effective problem solving &amp; decision making using appropriate quantitative &amp; qualitative techniques</p> <p>Achieve effective communication, including aural &amp; written skills</p> <p>Demonstrate effective self management in terms of time, planning &amp; behaviour, motivation, initiative &amp; enterprise.</p> <p>Develop self awareness, openness &amp; sensitivity in terms of people &amp; cultures.</p> <p>Demonstrate effective performance within a team environment, including leadership &amp; teambuilding skills</p>
<p>3. Practical, research &amp; independent learning skills</p> <p>Demonstrate an ability to conduct research into business &amp; management issues using a variety of academic sources</p> <p>Achieve accurate &amp; consistent use of the Harvard referencing system</p> <p>Develop effective time management as an individual &amp; when working with others</p> <p>Develop skills of entrepreneurship, creativity, innovation &amp; flair through formative &amp; summative assessment</p>

Learning & teaching methods , and assessment methods used

Small & large group lectures

Small group seminars

Individual & small group tutorials

On-line learning materials on Moodle, including Powerpoint presentations, podcasts, interactive documents, discussion forums

Open & closed book examinations

Group & individual presentations

Written individual & group assignments

Group role-play activities

Individual research projects

Individual portfolios

Programme structure and requirements, levels, modules, credits and awards

Module information

All higher education modules contain standard information including a module code and name, this information is available on the module specifications and a summary is shown below.

Module credits (CATs): The CATS (Credit Accumulation and Transfer Scheme) points system is recognised by many UK Higher Education institutions as a method of quantifying credit for a particular course.

Level: for example the HNC contains mainly level 4 modules and the HND has mainly level 4 modules in year 1 and level 5 modules in year 2.

To attain a HNC you would need to accumulate:

- 120 points at FHEQ Level 4 (equivalent to the 1st year of an undergraduate degree also known as 'Certificate')

To attain a HND you would need to accumulate a further

- 120 points at FHEQ Level 5 (equivalent to the 2nd year of an undergraduate degree also known as 'Diploma')

European Credits: ECTS is the European Credit Transfer and Accumulation System which was developed to promote the international recognition of qualifications and student mobility within Europe.

## HND Business and Management

Module Number	Module Name	Level	CATS	ECTS
Core Modules				
1	Business Environment	4	15	7.5
2	Managing Financial Resources and Decisions	4	15	7.5
3	Organisations and Behaviour	4	15	7.5
4	Marketing Principles	4	15	7.5
5	Aspects of Contract and Negligence for Business	4	15	7.5
6	Business Decision Making	5	15	7.5
7	Business Strategy	5	15	7.5
8	Research Project	5	20	10
Management Pathway				
13	Personal and Professional Development	5	15	7.5
14	Working with and Leading People	5	15	7.5
15	Managing Business Activities to Achieve Results	4	15	7.5
16	Managing Communications, Knowledge & Information	4	15	7.5
Option Modules (4 to be studied)				
9	Management Accounting: Costing and Budgeting	4	15	7.5
19	Marketing Planning	5	15	7.5
21	Human Resource Management	4	15	7.5
29	The internet and E-Business	4	15	7.5
33	Small Business Enterprise	5	15	7.5
35	European Business	5	15	7.5
40	Business Work Experience	5	15	7.5
47	Employability Skills	5	15	7.5

## HNC Business and Management

Module Number	Module Name	Level	CATS	ECTS
Core Modules				
1	Business Environment	4	15	7.5
2	Managing Financial Resources and Decisions	4	15	7.5
3	Organisations and Behaviour	4	15	7.5
4	Marketing Principles	4	15	7.5
Management Pathway				
13	Personal and Professional Development	5	15	7.5
14	Working with and Leading People	5	15	7.5
15	Managing Business Activities to Achieve Results	4	15	7.5
16	Managing Communications, Knowledge & Information	4	15	7.5

HND Business and Management, sample structure for full time attendance (4 semesters)

Year 1 - Semester 1

Unit 2 MFRD	Unit 4 Marketing	Unit 35 European Business Assessment	Unit 3 Organisations & Behaviour Assessment
Assessment	Assessment	1. Assignment 2. Role play	1. Assignment 2. Assignment
1. Presentation 2. Closed book Exam	1. Assignment 2. Open book Exam		

Semester 2

Unit 1 Business Environment Assessment	Unit 21 HRM Assessment	Unit 16 Managing Communications, Knowledge & Information Assessment	Unit 33 SBE Assessment
1. Assignment 2. Role play	1. Assignment 2. Exam	1. Assignment 2. Presentation	1. Assignment 2. Assignment

Year 2 - Semester 3

Unit 6 Business Decision Making Assessment	Unit 7 Business Strategy Assessment	Unit 5 Aspects of Contract & Negligence Assessment	Unit 19 Marketing Planning Assessment
1. Assignment 2. Closed book exam	1. Assignment 2. Assignment	1. Assignment 2. Closed book exam	1. Assignment 2. Presentation

Semester 4

Unit 8 Research Project Assessment	Unit 13 Personal & Professional Development Assessment	Unit 15 Managing Activities Assessment	Unit 14 Working with & Leading People Assessment
1. Proposal 2. Project	1. Portfolio	1. Assignment 2. Assignment	1. Assignment 2. Assignment

HNC Business and Management, sample structure for part time attendance (3 semesters)

Semester 1

Unit 2 MFRD Assessment 1. Presentation 2. Closed book Exam	Unit 4 Marketing Principles Assessment 1. Assignment 2. Open book	Professional Development and Study Skills Support  Not assessed
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Semester 2

Unit 16 Managing Communications Assessment 1. Assignment 2. Assignment	Unit 13 Personal & Professional Development Assessment 1. Portfolio	Unit 1 Business Environment Assessment 1. Assignment 2. Role play
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Semester 3

Unit 3 Organisations & Behaviour Assessment 1. Assignment 2. Assignment	Unit 14 Working with & Leading People  Assessment 1. Assignment 2. Assignment	Unit 15 Managing Activities  Assessment 1. Assignment 2. Assignment
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HND Business and Management, sample structure for part time attendance (6 semesters)

Semester 1

Unit 2 MFRD	Unit 4 Marketing Principles	Professional Development and Study Skills Support
Assessment 1. Presentation 2. Closed book Exam	Assessment 1. Assignment 2. Open book	Not assessed

Semester 2

Unit 16 Managing Communications Assessment 1. Assignment 2. Assignment	Unit 13 Personal & Professional Development Assessment 1. Portfolio	Unit 1 Business Environment Assessment 1. Assignment 2. Role play
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Semester 3

Unit 3 Organisations & Behaviour Assessment 1. Assignment 2. Assignment	Unit 14 Working with & Leading People Assessment 1. Assignment 2. Assignment	Unit 15 Managing Activities Assessment 1. Assignment 2. Assignment
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#### Semester 4

Unit 6  
Business Decision  
Making

Assessment  
1.Assignment  
2.Closed book  
exam

Unit 7  
Business Strategy

Assessment  
1. Assignment  
2. Assignment

Unit 21  
HRM

Assessment  
1.Assignment  
2. Exam

#### Semester 5

Unit 35  
European Business

Assessment  
1.Assignment  
2.Role Play

Unit 19  
Marketing Planning

Assessment  
1.Assignment  
2.Presentation

Research Methods for  
Projects

No assessment

#### Semester 6

Unit 8  
Research Project

Assessment  
1.Proposal  
2.Project

Unit 33  
Small Business  
Enterprise

Assessment  
1. Assignment  
2. Assignment

Unit 5  
Aspects of Contract

Assessment  
1.Assignment  
2.Presentation

## Support for Learning including Personal Development Planning (PDP)

Students are encouraged to identify and, with guidance, to reflect on their own learning needs and are offered the following support as appropriate to meet those needs: Each semester students will have a Study Skills Workshop to support the modules they are undertaking. This would be 3 hours per week for full-time students & 1.5 hours per week for part-time students.

In Semester 1 the workshop would focus on basic study skills, including Harvard Referencing, report writing & presentation skills.

In Semester 2 it would focus on assignment support

In Semester 3 the focus will be on research methods in preparation for the Management Report which would culminate in a Research Proposal.

In addition, the Personal & Professional Development Portfolio would be launched with students undertaking the compilation of an up-to-date CV, a SWOT analysis & a Personal Development Plan.

In Semester 4, students would be provided with individual support to help with assignments, particularly the Management Report & PDP.

A 1 hour tutorial is provided each week for all full & part-time students to enable them to discuss with tutors any personal or academic issues that may be affecting their performance.

## Criteria for admission

Candidates must satisfy the general admissions requirements of the programme, which are as follows:

### Full-time:

Both colleges use the UCAS Admissions system as the principal method for recruiting full-time students. The required criteria are 120 UCAS points including a full Level 3 qualification. Students need to have GCSE Maths & English at Grade C or above by the time they start the course.

In addition, some students are recruited via UCAS Clearing & occasionally from direct applications.

### Part-time

There are two routes onto the part-time HNC / D programme:

Route 1 is aimed at younger candidates or those not in a management position. These candidates will need a Level 3 qualification

Route 2 – aimed at older experienced candidates in a managerial role. Such candidates would need to undertake an initial assessment test but not necessarily have a Level 3 qualification.

## Methods for evaluation and enhancement of quality and standards including listening and responding to views of students

Quality and standards are enhanced through:

Committees:

- Board of Study (held each semester) – the membership comprises student reps., teaching staff & a member of the University's Academic Registry. The meetings highlight any concerns that staff & students may have.
- Faculty Scheme Board (held each semester) – reports from the Boards of Study at the two partner colleges are fed into this Board & general actions considered. The Board is chaired by a senior member of the Business School.
- Examination/ Award Board (held each semester). Considers module & award results for students chaired by a senior member of the Business School.

Mechanisms for review and evaluation:

- Review and validation event
- Annual monitoring report
- Student feedback questionnaires
- Annual teaching appraisal
- External examiner's report
- Course team meetings

External Examiners who monitor the programme are recruited from similar programmes of high standing at other Higher Education Institutions. They are very experienced in running business & / or management programmes to degree level. Their work includes:

- Approving coursework assignments and assessment criteria
- Approving examination papers
- Monitoring standards through moderation of completed assessments
- Attending Examination Boards
- Participating in the review and validation processes
- College visits & discussion with students
- Compiling an annual report on the course