

Business Management (Human Resources) by distance learning

This programme is No Longer Recruiting. This programme is offered by UEL with elements supported by ICS Ltd.

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|---|--|
| Final award | BA (Hons) |
| Intermediate awards available | Cert HE, Dip HE, Ordinary degree, University Undergraduate (Associate) Certificate |
| UCAS code | - |
| Details of professional body accreditation | n/a |
| Relevant QAA Benchmark statements | General Business and Management (QAA, 2000) |
| Date specification last updated | July 2013 |

Profile

The summary - UCAS programme profile

BANNER BOX:

This programme can be started at any time and offers a broad grounding in the study of business with a particular focus on human resource management.

ENTRY REQUIREMENTS

Entry to Level 1 or the Full Programme

To enrol on the first Level or the Full Programme you must normally hold 200 UCAS tariff points.

Entry on a Modular Basis

If you do not hold the required tariff points for Level 1 or Full Programme entry, studies will be permitted on a modular basis, following a counselling interview with a programme advisor. If you are concerned that this level of study may not be suitable for you, we will provide an online basic skills exercise with feedback to assist you to make a decision.

In order to be able to complete this programme, a good level of English is required. The IELTS requirements for all distance-learning programmes are a minimum of 6.0 overall, with a minimum of 6.0 in both reading & writing (and a minimum of 5.0 in listening & speaking). Where English is not your first language, you may be required to provide a written example of your work in order to ensure your suitability for the programme.

Overseas students should be aware that all exams MUST be taken in the UK at one of our approved exam venues. Students should also be aware that they are expected to cover all costs in attending the exams.

Accredited Certified Learning (ACL)

You may be able to gain admission to the programme with advanced standing. If you think that you could be entitled to ACL, you will be asked to submit the following evidence:

- Programme/Module Specification or syllabus (including evidence of assessment format)
- Final certificate
- Transcript of grades

Technical requirements

To participate in the programme you need:

1. Regular access to a PC or Mac capable of running standard MS Office software (or equivalent) for producing word-processed documents, spreadsheets and presentations. Your PC must also be capable of running the required plugins for the Virtual Learning Environment (Adobe Flash player, Adobe PDF viewer, Apple Quicktime).
2. Reliable Internet access; at least a 56K modem connection, but broadband is highly recommended. For each module that you take, you will be expected to spend approximately 3-6 hours online per week, participating in discussions and accessing resources.
3. The latest version of your chosen Internet browser. We recommend and support Mozilla Firefox 1.5+, Microsoft Internet Explorer 7+ and Apple Safari 3+.
4. A valid and reliable email address.
5. Access to a printer is recommended.

ABOUT THE PROGRAMME

What is Business Management with Human Resources?

What is Business Management?

Business Management is concerned with organisations, the external environment in which they operate and how they are managed. It involves looking at how organisations respond to change in the external environment and the future for organisations based on the external environment in which they operate.

Markets, Customers, Finance, People, Operations and ICT are all considered within the context of the business environment.

What are Human Resources?

Human Resources focuses on people working within the business environment – their recruitment, selection, retention, training and development, motivation and reward. It also

looks at employee/ employer relations and the law, which affects employment issues, including equal opportunities, and protects employers and employees.

Business Management (Human Resources)

- Study at your own pace to develop knowledge of business management and human resources and improve your prospects
- A broad-based degree preparing you for many careers
- No entry qualifications needed to start on a module – modules make up degrees!
- All programme materials designed by experts in the fields of business management and human resources
- No need to attend classes
- An affordable way to learn with a flexible choice of ways to pay
- Help and guidance from student advisers
- Academic support from a subject specialist tutor
- Access to our virtual learning environment and online Student Community

Programme structure

BA (Hons) Business Management (Human Resources) is a flexible programme offered on a distance learning, home study, basis which you can take up to eight years to complete.

Each module carries a 20-credit value. At Level 3 the Project spans two modules.

To be awarded an honours degree in business management (human resources), you will have to complete a total of 18 modules, with a value of 360 credits. This will comprise 120 credits at Level 1, 120 at Level 2 and 120 at Level 3. The Project on Level 3 must be passed in order to achieve an honours degree.

Learning environment

This programme is offered on a distance-learning basis allowing you to select your learning environment – be it your home, office or a public library. Learning material is presented in the format of textbooks with specially written study guides containing interactive activities; feedback is provided to enable you to monitor your own progress.

Student/student discussion and student/tutor discussion opportunities are available via our learning environment and distance learning student community. Additional learning resources include access to online journals via the ATHENS database and access to UK university libraries via SCONUL.

Assessment

Assessment is by a mix of coursework and examination. coursework includes essays, logs, research projects, practical tasks and a final year dissertation. Assessment at Level 1 is often by coursework, to provide maximum feedback and guidance to you. Across Levels 2 and 3, the emphasis does shift to examination-based assessment but there will be no more than four exams per level.

There are three opportunities each calendar year, at which to take exams or submit final

assessments, when students start studying a module, they are automatically enrolled for the next assessment point.

Work experience/placement opportunities

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Project work

The final year project is a compulsory module for Honours. You will conduct a project relevant to the HRM specialism of the programme. It may be based on primary data but projects based entirely upon secondary data or published sources will also be acceptable. All projects are expected to address a specific research question or else test a hypothesis. You will be allocated a personal tutor with expertise in the subject area, with regular telephone/ e-mail contact arranged in advance.

Added value

By successfully completing a distance learning degree programme, you not only display relevant knowledge, skills and understanding to an employer but also that you are able to manage your time effectively, that you are self-motivated and already have a good work ethic – all of which will give you the edge you need to find success in the real world.

IS THIS THE PROGRAMME FOR ME?

If you are interested...

- Business environments and particularly how PEOPLE operate within these environments
- Specialist human resource functions
- Core business functions such as marketing, operations, finance and IT
- Gaining good, flexible, employment-related skills

If you enjoy...

- A degree in general Business Management with a Human Resources focus
- The opportunity to enter postgraduate training for a career
- Knowledge and skills that can be used in a wide range of career settings
- To study in a flexible way

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Your future career opportunities are very wide:

Business management graduates are likely to be found in all types of industrial, commercial and financial organisations, and in the 'public sector'; where business management skills are increasingly important. A high number of graduates tend to work for larger employers because they are the major recruiters and can often offer more structured opportunities for training, experience and promotion. There is an increase, however, in the number of graduates entering employment in small- and medium-sized enterprises. Self-employment can also provide an opportunity and challenge to graduates.

How we support you

On enrolment, you will be provided with an induction pack containing all the information you need to prepare you for your studies.

UEL has a team of dedicated Distance Learning Student Advisors who will be the first point of contact for all non-academic support matters. The Distance Learning Student Advisors will:

- welcome you by email, and provide advice on how to log to UEL Plus (the virtual learning environment) and Connecting UEL (the Resource & Community site)
- work with you in conjunction with your academic tutor to agree a study programme, discuss your progress and remind you about deadlines
- explain university procedures and policies
- help you plan for assessments and exams and provide advice on time management
- help you determine which university Award suits your career or personal needs
- refer you to the best learning and support resources including dyslexia and disability support and career advice.

In addition all distance learning students receive academic support from course tutors. Tutors will communicate with you via UEL Plus (the virtual learning environment). Support is also available via the Learning Resource Centre where there are dedicated librarians and the 'ask a librarian' feature. Peer support is very important and you will find a broad range of opportunities to build networks and exchange ideas with other students via our online communities.

Bonus factors

- No Entry requirements
- Contact with Tutors as much or as little as you want.
- The support of experienced Advisors to guide you through your studies.
- Instalment-based payment plan
- Contact with other students through UEL Plus

Outcomes

Programme aims and learning outcomes

What is this programme designed to achieve?

This programme is designed to give you the opportunity to:

- Pursue a successful, responsible and useful career in a number of areas of employment through relevant knowledge, skills and understanding acquisition
- Progress to further study
- Make informed choices for future work and study through providing a general, broadly-based programme
- Learn in a flexible manner; in a timescale and environment in keeping with your preferences and needs

What will you learn?

Knowledge

- Organisations, the external environment in which they operate and how they are managed
- How organisations respond to change and the future for organisations and the external environment in which they operate
- The management and development of people within organisations
- Business support functions such as marketing, finance, operations and IT

Thinking skills

- Problem solving and decision making
- Critical thinking, analysis and synthesis

Subject-Based Practical skills

- Use of ICT for business applications
- Leadership, team building and influencing skills
- Preparation of business reports

Skills for life and work (general skills)

- Communication, both oral and written
- Computer literacy (word-processing, electronic communication, electronic databases, statistical software, internet searching).
- Numeracy and quantitative skills including data analysis
- Self-awareness
- Planning and time-management
- Interpersonal skills of negotiating, persuasion and presentation
- Employability skills

Structure

The programme structure

Introduction

At the University of East London all programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. online activities and discussions, private study and reading).

Credits are assigned to one of 5 levels:

- 0 - equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme
- 1 - equivalent in standard to the first year of a full-time undergraduate degree programme
- 2 - equivalent in standard to the second year of a full-time undergraduate degree programme
- 3 - equivalent in standard to the third year of a full-time undergraduate degree programme
- M - equivalent in standard to a Masters degree

Credit rating

The overall credit-rating of this programme is 360 credits.

Typical duration

The expected duration of this programme is 3 years when attended in full-time mode or 4.5 years in part-time mode. Support, however, may be available for longer - up to eight years if necessary (this is the maximum time from first enrolment that students have to complete the programme).

How the teaching year is divided

There are three entry points per year onto the programme: September, February and May. A student, normally registering for 6 modules in one year would do so in a full-time attendance mode of study and a student registering for up to 4 modules in one year would do so in part-time attendance mode of study.

What you will study when

A typical full-time student will take six 20-credit modules per year, but you may choose to take fewer than this. To graduate as an honours degree student you will need to have completed six modules at level one, six at level 2 and six at level 3.

BA (Hons) Business Management (Finance) is offered as a single pathway and all Core modules must be studied. However, Business Management is also offered as a Combined Honours degree, either as a Major/ Minor or a Joint. This means that some modules can be studied in conjunction with modules from another discipline. Details are listed on the next page.

- Single - 120 credits at levels one, two and three
- Major - 80 credits at levels one, two and three
- Joint - 60 credits at levels one, two and three
- Minor - 40 credits at levels one, two and three.

Modules are defined as:

- Core - Must be taken
- Option - Select from a range of identified module within the field

| LEVEL | TITLE | CREDITS | STATUS SINGLE |
|-------|---|---------|------------------|
| 1 | # Business Environment | 20 | Core |
| 1 | Managing the Enterprise | 20 | Core |
| 1 | # Studying for Business | 20 | Core |
| 1 | Accounting and its Regulatory Framework | 20 | Core |
| 1 | People, Organisations and Management | 20 | Core |
| 1 | Governing Business Development | 20 | Core |
| 2 | Operations Management | 20 | Core |
| 2 | Fundamentals of Managing People | 20 | Core |
| 2 | Employee Development | 20 | Core |
| 2 | Business Research Methods | 20 | Core |
| 2 | Financial Reporting | 20 | Core |
| 2 | Managing Diversity | 20 | Core |
| 3 | Project Planning and Personal Development | 20 | Core |
| 3 | PPS Project | 20 | Core |
| 3 | Employee Relations | 20 | Core |
| 3 | Employee Resourcing | 20 | Core |
| 3 | Critical Issues in HRM | 20 | Core |
| 3 | Corporate Strategy | 20 | Core |

offered with support from ICS Ltd

Requirements for gaining an award

In order to gain an Honours degree you will need to obtain 360 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 120 credits at level three or higher

In order to gain an Ordinary degree you will need to obtain a minimum of 300 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 60 credits at level three or higher

In order to gain a Diploma of Higher Education you will need to obtain at least 240 credits including a minimum of 120 credits at level one or higher and 120 credits at level two or higher

In order to gain a Certificate of Higher Education you will need to obtain 120 credits at level one or higher.

In order to gain a University Undergraduate Certificate students will need to obtain 40 credits at level 1 or higher.

In order to gain a University Undergraduate Associate Certificate students will need to obtain 20 credits at level 1 or higher.

Only one final award may be obtained.

Degree Classification

Where a student is eligible for an Honours degree, and has gained a minimum of 240 UEL credits at level 2 or level 3 on the programme, including a minimum of 120 UEL credits at level 3, the award classification is determined by calculating:

The arithmetic mean of the best 100 credits at level 3 $\times 2/3$ + The arithmetic mean of the next best 100 credits at levels 2 and/or 3 $\times 1/3$

and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100% First Class Honours
60% - 69% Second Class Honours, First Division
50% - 59% Second Class Honours, Second Division
40% - 49% Third Class Honours
0% - 39% Not passed

Assessment

Teaching, learning and assessment

Teaching and learning

Knowledge is developed through

- Guided reading
- Knowledge-based activities with feedback
- On-line question/ answer forums

Thinking skills are developed through

- Reflective/ thinking activities with feedback
- Analytical activities with feedback
- Evaluative activities with feedback
- Problem-solving activities with feedback
- On-line question/ answer forums

Practical skills are developed through

- Practical/ physical activities with feedback
- IT activities with feedback
- Research skills-based activities with feedback

Skills for life and work (general skills) are developed through

- The study medium, i.e. distance learning
- Planning activities with feedback
- IT activities with feedback
- All other activities with feedback
- Project work

Assessment

Knowledge is assessed by

- coursework
- Examinations

Thinking skills are assessed by

- coursework
- Examinations
- Project work

Practical skills are assessed by

- Practical Reports
- IT exercises
- Case study exercises
- Project work

Skills for life and work (general skills) are assessed by

- Project work
- Group work
- Tutorial assignments
- IT exercises

Quality

How we assure the quality of this programme

Before this programme started

Before this programme started UEL checked that:

- There would be enough qualified staff to teach the programme
- Adequate resources would be in place
- The overall aims and objectives were appropriate
- The content of the programme met national benchmark requirements
- The proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy, and student support mechanisms

This is done through a process of programme approval, which involves convening a panel of academic experts including some subject specialists from other institutions. Each panel scrutinises available documents and talks to the staff who will teach the programme before deciding whether it can be approved.

How we monitor the quality of this programme

The quality of this programme is monitored each year through evaluating:

- external examiner reports (considering quality and standards)
- statistical information (considering issues such as the pass rate)
- student feedback

Drawing on this and other information, programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by the School Quality Standing Committee.

Once every six years University of East London undertakes an in-depth review of the whole field. This is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action is needed.

The role of the programme committee

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in University of East London's quality assurance procedures.

The role of external examiners

Five External Examiners monitor the standard of this programme. They have two primary responsibilities:

- To ensure the standard of the programme
- To ensure that justice is done to individual students

External examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/assignments
- Attending assessment boards
- Reviewing samples of student work and moderating marks
- Ensuring that regulations are followed
- Providing feedback through an annual report that enables us to make improvements for the future

Listening to the views of students

The following methods for gaining student feedback are used on this programme:

- Module evaluations
- Programme evaluations
- Polls via our website
- Student representation on the programme committee, held twice yearly.

Students are notified of the action taken through:

- Individual mailing letters as required
- A newsletter, published twice a year
- Postings on the UEL Plus and Connecting UEL (the Resource & Community site).

Listening to the views of others

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Further Information

Alternative locations for studying this programme

| Location | Which elements? | Taught by UEL staff | Taught by local staff | Method of Delivery |
|-----------------|------------------------|----------------------------|------------------------------|---------------------------|
| - | - | - | - | - |

Where you can find further information

Further information about this programme is available from:

- [The UEL web site](#)
- The student handbook
- Module study guides
- [UEL Manual of Regulations and Policies](#)
- [UEL Quality Manual](#)
- [Regulations for the Academic Framework](#)