

PROGRAMME SPECIFICATION

Programme Aim and Title	BSc (Hons) Foundation year in Business Management
Intermediate Awards Available	N/A
Teaching Institution(s)	UEL
Alternative Teaching Institutions (for local arrangements see final section of this specification)	NONE
UEL Academic School	Royal Docks School of Business and Law
UCAS Code	BA (Hons) Accounting and Finance (with Foundation Year) – NN43 BSc (Hons) Business Management (with Foundation Year) – N101 BSc (Hons) Economics (with Foundation Year) – L101 BSc (Hons) Human Resource Management (with Foundation Year) – N601 BSc (Hons) Marketing (with Foundation Year) N505
Professional Body Accreditation	None
Relevant QAA Benchmark Statements	Accounting (2016) Business and Management 2015 Economics (2015) Finance (2016)
Additional Versions of this Programme	None
Date Specification Last Updated	23.3.19

Programme Aims and Learning Outcomes

This programme is designed to give you the opportunity to:

- Develop study skills that will be useful in subsequent study at undergraduate level.
- Acquire a basic understanding of the theory & practice of your chosen degree subject.
- Develop an awareness of the concepts, techniques and applications of your chosen degree subject.
- To develop responsibility for independent learning.
- To prepare for a successful transition to a full degree course.

- Prepare for future employability and enhance personal and professional development.

What you will learn:

Knowledge

- The range of core skills necessary to be successful in a Business related programme at level 3 and beyond.
- The nature of the business environment.
- The nature of organisations and their management.

Thinking skills

- The ability to apply what you have learnt to familiar and unfamiliar contexts.
- The ability to identify different points of view in specified texts.
- The ability to summarise arguments.
- The ability to make informed judgements and distinguish between fact and opinion.
- The ability to critically reflect on your own learning and performance.
- The ability to develop and substantiate your own point of view.

Subject-Based Practical skills

- The ability to analyse business related issues and the processes.
- The ability to analyse different interpretations of national and world events in relation to Business.
- The ability to use Information Technology and the Internet for information retrieval and presentation.
- The ability to handle basic quantitative and qualitative data to underpin an informed conclusion.

Skills for life and work (general skills)

- Self-awareness and the ability to determine personal development needs.
- The ability to effectively communicate your work to others by a variety of means.
- The ability to work independently and as part of a team.
- The ability to enhance a wide range of skills and attributes which equip you to become effective global citizens.

Learning and Teaching

Knowledge is developed through:

- Guided reading.
- Lectures.
- Knowledge-based activities with feedback.
- Preparation of assessments.
- Use of the virtual learning environment.

Thinking skills are developed through:

- Close analysis of specified texts.
- Individual and small group exercises in seminar sessions.
- Individual and small group presentations.
- Use of virtual learning environment.
- Preparation of assessments.

Practical skills are developed through:

- Working with others in seminars and workshops.
- Using ICT skills to search the web and presentation software.
- Constructing research reports.
- Preparation of assessments.

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

- Individual and small group activities in seminar sessions.
- Group project work.
- Preparation of assessments and reviewing feedback.
- Participating in volunteering activities.

Assessment

Knowledge is assessed by

- Coursework
- Photo journal
- Presentations

Thinking skills are assessed by

- Coursework
- Project work
- Reflective Photo journal
- Presentations

Practical skills are assessed by

- Practical reports
- Portfolio completion

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

- Project work
- Group work
- Photo journal.

Students with disabilities and/or particular learning needs should discuss assessments with the Programme Leader to ensure they are able to fully engage with all assessment within the programme.

Work or Study Placements

Students will be expected to undertake 30 hours of voluntary work in order to successfully complete the module Connecting to Business and Employment through Volunteering. The 30 hours need not all be completed in one field of volunteering, and the student is free to self select activities through UEL's volunteering Hub. Students will receive one to one support to assist in finding an appropriate activity should the need arise.

Programme Structure

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. lecture, seminar and private study).

Credits are assigned to one of 5 levels:

- 3 Equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme.
- 4 Equivalent in standard to the first year of a full-time undergraduate degree programme.
- 5 Equivalent in standard to the second year of a full-time undergraduate degree programme.
- 6 Equivalent in standard to the third year of a full-time undergraduate degree programme.
- 7 Equivalent in standard to a Masters degree.

Programmes are made up of modules that are each credit weighted.

The module structure of this programme:

Level	Module Code	Module Title	Credit Weighting	Core/Option	Available by Distance Learning? Y/N
3	MK3050	Developing Academic Skills	20	Core	Y
3	EC3000	Developing Academic Literacy	20	Core	Y
3	HR3050	Employability in a Changing World	20	Core	Y
3	SG3050	Inside Business	20	Core	Y

3	SG3051	Global Business and Enterprise	20	Core	Y
3	HR3051	Connecting to Business and Employment through Volunteering	20	Core	Y

Additional detail about the programme module structure:

The programme is designed to equip students with the understanding and skills to successfully complete their chosen degree and retain employment in the changing environment of the future. Hence the first term concentrates on the skills and knowledge to succeed in your studies and developing an understanding of business practice, and the second term looks beyond business and study skills to the world of employment and the business environment.

A core module for a programme is a module which a student must have passed (i.e. been awarded credit) in order to achieve the relevant named award. An optional module for a programme is a module selected from a range of modules available on the programme.

The overall credit-rating of this programme is 120 credits. If for some reason you are unable to achieve this credit you may be entitled to an intermediate award, the level of the award will depend on the amount of credit you have accumulated. You can read the University Student Policies and Regulations on the UEL website.

Programme Specific Regulations

Please note: Students will complete the 120 credits at level 3 before progressing on to the level 4 modules of their chosen BA or BSc (Hons) programme.

Typical Duration

The expected duration of this programme is one year full-time or 2 years part-time.

A student cannot normally continue study on a programme after 4 years of study in full time mode unless exceptional circumstances apply and extenuation has been granted. The limit for completion of a programme in part time mode is 8 years from first enrolment.

Further Information

More information about this programme is available from:

- The UEL web site (www.uel.ac.uk)
- The programme handbook
- Module study guides
- UEL Manual of General Regulations (available on the UEL website)

- UEL Quality Manual (available on the UEL website)
- School web pages

All UEL programmes are subject to thorough programme approval procedures before we allow them to commence. We also constantly monitor, review and enhance our programmes by listening to student and employer views and the views of external examiners and advisors.

Additional costs:

None are anticipated

Alternative Locations of Delivery

N/A