



HND Business

Programme Specification

Primary Purpose

Course management and quality assurance.

Secondary Purpose

Detailed information for students, staff and employers. Current students should refer to the related Course Handbook for further detail.

Disclaimer

The University of Portsmouth has checked the information given in this Programme Specification. We will endeavour to deliver the course in keeping with this Programme Specification; however, changes may sometimes be required arising from annual monitoring, student feedback, review and update of units and courses. Where this activity leads to significant changes to units and courses, there will be prior consultation of students and others, wherever possible, and the University will take all reasonable steps to minimize disruption to students. It is also possible that the University may not be able to offer a unit or course for reasons outside of its control, for example; the absence of a member of staff or low student registration numbers. Where this is the case, the University will endeavour to inform applicants and students as soon as possible. Where appropriate, the University will facilitate the transfer of affected students to another suitable course.

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Course Details

1. Named Awards

HND Business

2. Course Code (and UCAS Code if applicable)

C0496F

3. Awarding Body

University of Portsmouth

4. Teaching Institution

Isle of Wight College

Havant and South Downs College

Stanmore College

5. Accrediting Body

None

6. QAA Benchmark Groups

General Business and Management

7. Document Control Information

Version 3, September 2018

8. Effective Session

2018/2019

9. Author

Yvonne Richardson

10. Faculty

Business and Law

11. Subject Group

Business and Management: Generalist Business

Curriculum

12. Educational Aims

- To provide a challenging and stimulating study environment.
- To further the University's endeavours to widen participation and offer provision appropriate to local need.
- To provide education and training for a range of careers in business.

- To provide opportunities for learners to focus on the development of higher-level skills in a business context.
- To provide opportunities for learners to gain a nationally recognised vocationally specific qualification to enter employment in business or progress to higher education vocational qualifications such as a full-time degree in business or a related area.
- To provide an alternative pathway for students seeking to register and gain a BA (Hons) level degree in Business.

13. Reference Points

- University of Portsmouth Curriculum Framework Document 2014
- University of Portsmouth Policy for the Assessment of Students 2012
- Subject expertise and experience of the course team
- QAA General Business and Management 2015
- The Framework for Higher Education Qualifications
- QAA Code of Practice for the Assurance of Academic Standards in Higher Education

14. General Learning Outcomes

Level 4

Certificates of Higher Education are awarded to students who have demonstrated:

- knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that area of study
- an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study

Typically, holders of the qualification will be able to:

- evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work
- communicate the results of their study/work accurately and reliably, and with structured and coherent arguments
- undertake further training and develop new skills within a structured and managed environment

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility

Level 5

Higher National Diplomas are awarded to students who have demonstrated:

- knowledge and critical understanding of the well-established principles of their area(s) of study, and of the way in which those principles have developed
- ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context
- knowledge of the main methods of enquiry in the subject(s) relevant to the named award, and ability to evaluate critically the appropriateness of different approaches to solving problems in the field of study
- an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge

Typically, holders of the qualification will be able to:

- use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis
- effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively
- undertake further training, develop existing skills and acquire new competences that will enable them to assume significant responsibility within organisations

And holders will have:

- the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making

15. Learning Outcomes

A. Knowledge and Understanding of:

- A.1 The external business environment and its impact on organisations
- A.2 The internal functions of business and management
- A.3 The roles and tasks of management including processes of decision making

B. Cognitive (Intellectual or Thinking) Skills, able to:

- B.1 Explain current theories of business and management and their relevance to organisations
- B.2 Identify and solve routine and non-routine business problems
- B.3 Apply numerical skills and techniques
- B.4 Gather and evaluate a range of information from a variety of sources and present that information in a structured argument

C. Practical (Professional or Subject) Skills, able to:

- C.1 Make appropriate use of Information Technology for business and study purposes
- C.2 Manage self and others
- C.3 Plan and schedule work/projects
- C.4 Use a range of presentation forms professionally

D. Transferable (Graduate and Employability) Skills, able to:

- D.1 Communicate confidently and effectively
- D.2 Critique and improve own performance
- D.3 Work with others
- D.4 Demonstrate cultural sensitivity

16. Learning and Teaching Strategies and Methods

The programme uses class-based activities (lectures, seminars, case studies, group work and problem solving) and self-study to enable learning outcomes A1, A2 and A3 to be achieved. A range of learning opportunities is offered to stimulate engagement with the learning process and foster students' confidence in reaching business decisions.

The programme uses class-based activities (lectures, seminars, case studies, group work and problem solving) and self-study to enable learning outcomes B1, B2, B3 and B4 to be achieved.

Learning outcomes C1 and C4 are embedded in all units. Learning outcomes C2 and C3 are achieved through group class activities and the Research Project unit.

Learning outcomes D1, D2 and D4 are embedded in all units. Learning outcome D3 is achieved through group class activities. Small classes offer an environment favourable to the development of these skills.

17. Assessment Strategy

Learning outcomes A1, A2 and A3 are assessed by examination and by a range of coursework assignments, including portfolios, reports, case studies and presentations.

Learning outcomes B1, B2 and B3 are assessed by examination and by a range of coursework assignments, including portfolios, reports, case studies and presentations. B4 is assessed primarily by the report that students compile for the Research Project unit, which spans both semesters of Year 2.

Learning outcomes C1, C2, C3 and C4 are assessed by coursework assignments.

Assessment of learning outcomes D1, D2 and D4 is implicit throughout the programme. Learning outcome C3 is assessed by group coursework assignments.

The assessment strategy is guided by the need for appropriate and rigorous assessment of learning outcomes, by the need to offer a variety of assessment opportunities to enable students with different aptitudes and learning styles to demonstrate achievement, and, not least, by the need to build confidence in students whose previous academic career has typically been rather less successful than that of their counterparts on degree programmes.

Exams are open-book: this is intended to boost students' confidence and enable them to concentrate on demonstrating understanding rather than merely recalling facts. Throughout the programme, students are encouraged to submit coursework drafts for formative feedback.

Year 1 assessments are intended to enable students to demonstrate knowledge of core business principles and the connections between them. Year 2 assessments look for demonstration of the ability to analyse business problems and make judgments and decisions on the basis of incomplete or complex information. The Research Project unit allows students to undertake a more extensive piece of work, based in part on their own primary research.

18. Course Structure, Progression and Award Requirements

See [Unit Web Search](#)¹ for full details on the course structure and units

Students must gain 240 credits to achieve the award of HND in Business. Standard University rules apply. The regulations must be consulted for a full description of exit awards.

One credit is equivalent to 10 hours of learning. Units are offered as 15 credit units, each representing a notional 150 hours of learning.

Students receive a transcript showing individual unit achievement at Fain, Pass, Merit & Distinction Level. HND Pass / Fail

The programme is offered in full-time mode only. Students are expected to complete the programme over 2 academic years.

Students who complete the course with sufficiently good marks are eligible for direct entry to Level 5 or 6 of a range of Portsmouth Business School BA (Hons) courses.

19. Employability Statement

- The teaching of all units emphasises the application of what is learnt to the workplace and highlights the skills and understanding that will enhance employability
- Students are encouraged to make use of career guidance services within the Colleges and at the University

¹ www.port.ac.uk/unitwebsearch

- The Colleges use a locally managed version of the University's Personal Development Planning programme (Individual Learning Profile etc) administered through the Personal Tutor system.

Course Management

20. Support for Student Learning

- The course is overseen by the University Contact.
- A Course Manager (Partner Contact) is responsible for day-to-day running of the course at each College.
- The College induction programme introduces the student to the College, the University and the course.
- The University 6 hour Induction programme focuses on expectation and study skills.
- Each student has a personal tutor, responsible for pastoral support and guidance.
- University support services include - careers, financial advice, housing, counselling etc. A similar range of services is also offered by each College.
- The Academic Skills Unit (ASK).
- Portsmouth Business School Study Support Team
- The Additional Support and Disability Advice Centre (ASDAC).
- Excellent library facilities on College and University campuses (inc. electronic journal databases)
- Online Learning Platform.
- The University of Portsmouth has consistently been awarded an excellent rating for student support and guidance in a number of Quality Assurance Agency inspections.
- Student course and unit handbooks provide information about the course structure and University regulations etc.
- Feedback is provided for all assessments.
- Personal Development Planning (PDP) for all awards.

21. Admissions Criteria

A. Academic Admissions Criteria

Either:

- 48 UCAS points (to include at least 1 A Level at grade D or above) + 3 GCSEs at grade C or above to include English and Mathematics/3 GCSEs at grade 4 or above to include English and Mathematics.

Where appropriate, prior learning will be assessed and accredited.

Students whose first language is not English should have a minimum IELTS of 6.0 (or equivalent) with no component below 5.5.

B. Disability

The University makes no distinction in its admissions policy with regard to disability and will endeavour to make all reasonable adjustments in order to make it possible for students to study at Portsmouth on a course of their choice. The partner Colleges have their own rigorous policies for disabled students, are aware of the University policy, and will call on the guidance of Student Support whenever needed to fulfil the expectations of University of Portsmouth students.

22. Evaluation and Enhancement of Standards and Quality in Learning and Teaching

A. Mechanisms for Review and Evaluation

- Course Leader's Annual Standards and Quality Evaluative Review
- Head of Department's Annual Standards and Quality Evaluative Review
- Unit and Course Level student feedback considered at Board of Studies
- Unit Assessment Board consideration of student performance for each programme
- Annual Standards and Quality Reports to Board of Studies, including consideration of Subject and Award External Examiner Reports
- Periodic Programme Review
- Student Representatives and Student/Staff Consultative Committees
- National Student Survey
- National Postgraduate Taught Experience Survey
- Staff Performance and Development Review
- Peer Review and Development Framework
- Faculty Learning and Teaching Committee

B. Responsibilities for Monitoring and Evaluation

- Unit Co-ordinators for unit content and delivery
- Course Leader for day-to-day running of course
- University Academic Contact for day-to-day running of course
- Partner Institution Academic Contact
- Board of Studies with overall responsibilities for operation and content of course
- Head of Department
- Associate Dean (Academic)
- Associate Dean (Students)
- Quality Assurance Committee
- Unit, Award and Progression Board of Examiners

C. Mechanisms for Gaining Student Feedback

- Student Representation on Board of Studies
- Student Staff Consultative Committees
- Unit and Course level student feedback questionnaires
- University participates in external student surveys, e.g. National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES) and International Student Barometer (ISB)

D. Staff Development Priorities

- Academic staff undertake activities related to research, scholarship, teaching and learning and student support and guidance
- Annual staff performance and development reviews match development to needs
- Managers undertake a variety of management development programmes
- New academic staff required to undertake appropriate University of Portsmouth learning and teaching programmes
- All academic staff encouraged to seek Higher Education Academy membership
- Academic staff undertake initial and continuing professional development within the Academic Professional Excellence Framework (APEX) programme which is aligned with the Higher Education Academy (HEA)'s UK Professional Standards Framework (UKPSF)

- Support staff are encouraged to attend short courses in areas such as minute taking, and specific IT packages

23. Assessment Regulations

The current University of Portsmouth academic regulations will apply to this programme (see [Assessment and Regulations²](#)).

24. Role of Externals

Subject External Examiners who will:

- Oversee unit assessment and usually attend Unit Assessment Boards
- Review unit assessment strategy
- Sample assessment artefacts
- Present report to Unit Assessment Boards

Award External Examiners (usually also a Subject External Examiner) who will:

- Oversee and attend Award/Progression Boards
- Scrutinise and endorse the outcomes of assessment
- Ensure that the standard of the award is maintained at a level comparable with that of similar awards elsewhere in the United Kingdom

25. Indicators of Standards and Quality

A. Professional Accreditation/Recognition

None.

B. Periodic Programme Review (or equivalent)

Strategy & Business Systems Periodic Collaborative Partnership Review, May 2012: continued delivery of the programme by both partners was approved.

Periodic Programme Review: 2018. The fitness of purpose of curriculum was confirmed and the annual monitoring and review processes were found to be effective. The fitness for partnership arrangements to continue for a further three years was confirmed.

C. Quality Assurance Agency

QAA Higher Education Review, March 2015, judgements about standards and quality meet UK expectations (for full report see [Higher Education Review of the University of Portsmouth, March 2015³](#)).

D. Others

None.

26. Further Information

Further information may be found in:

- Student Handbook
- University of Portsmouth Curriculum Framework Document
- University of Portsmouth Prospectus
- [University of Portsmouth⁴](#) website

² www.port.ac.uk/departments/services/academicregistry/qualitymanagementdivision/assessmentandregulations/

³ www.qaa.ac.uk/en/ReviewsAndReports/Documents/University%20of%20Portsmouth/University-of-Portsmouth-HER-15.pdf

- [Isle of Wight College](#)⁵ website
- [Havant and South Downs College](#)⁶ website
- [Stanmore College](#)⁷ website

⁴ www.port.ac.uk/

⁵ www.iwcollege.ac.uk

⁶ www.hsdac.ac.uk

⁷ www.stanmore.ac.uk