



UNIVERSITY OF  
PORTSMOUTH

## COURSE SPECIFICATION

### *Foundation Degree – Business and Management*

**Academic Standards, Quality and Partnerships  
Department of Student and Academic Administration**

**March 2018**

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# COURSE SPECIFICATION

Please refer to the [Course Specification Guidance Notes](#) for guidance on completing this document.

<b>Course Title</b>	<b><i>Business and Management FdA</i></b>
Final Award	<i>Business &amp; Management FdA</i>
Exit Awards	<i>Certificate in Higher Education</i>
Course Code / UCAS code (if applicable)	<i>C1847P</i>
Mode of study	<i>Part-time</i>
Mode of delivery	<i>Campus</i>
Normal length of course	<i>3 years</i>
Cohort(s) to which this course specification applies	<i>September 2019 intake onwards</i>
Awarding Body	<i>University of Portsmouth</i>
Teaching Institution	<i>Isle of Wight College, Chichester College and Havant &amp; Southdowns College</i>
Faculty	<i>Business and Law</i>
School/Department/Subject Group	<i>Business Management</i>
School/Department/Subject Group webpage	<a href="http://www2.port.ac.uk/faculty-of-business-and-law/">http://www2.port.ac.uk/faculty-of-business-and-law/</a>
Course webpage including entry criteria	<a href="https://www.port.ac.uk/study/courses/fda-business-and-management">https://www.port.ac.uk/study/courses/fda-business-and-management</a>
Professional and/or Statutory Regulatory Body accreditations	<i>None</i>
<a href="#">Quality Assurance Agency Framework for Higher Education Qualifications (FHEQ) Level</a>	<i>5</i>

This course specification provides a summary of the main features of the course, identifies the aims and learning outcomes of the course, the teaching, learning and assessment methods used by teaching staff, and the reference points used to inform the curriculum.

This information is therefore useful to potential students to help them choose the right course of study, to current students on the course and to staff teaching and administering the course.

Further detailed information on the individual modules within the course may be found in the relevant module descriptors and the Course Handbook provided to students on enrolment.

Please refer to the [Module Web Search](#) for further information on the course structure and modules.

## Educational aims of the course

The general aims of the Programme:

- To provide a challenging and stimulating study environment.
- To develop critical and evaluative skills in researching and applying academic concepts and ideas
- To provide students with academic writing and referencing skills (essential in the completion of academic assignments)
- To provide a framework allowing students to follow a flexible coherent programme of study.
- To develop and assess a range of key skills by means of opportunities provided in the study units.

## Educational aims of the course

- To provide a high level of work-based learning
- To develop technical and work specific skills underpinned by academic learning.
- To equip graduates with the necessary transferable skills for lifelong learning, employability and flexibility in the context of changing economic Environment
- To provide students with the skills and knowledge required to maximise career opportunities
- To provide the opportunity to develop the study skills (literature review/critical reading & writing/journal search and reflection) required on associated BA programmes.

The Foundation Degree in Business and Management aims to:

- Provide a coherent and applicable programme of academic study, which is challenging, stimulating and located within the student's organisation.
- Enable the student to build an understanding of and apply business theory, concepts and principles studied in the units to the workplace
- Equip students with the core competences of business and management and enable these to be applied within their current and outside organisations.
- Develop the skills of problem diagnosis and the ability to review a range of possible solutions
- Provide students with the opportunity to develop key skills relevant to academic study (critique, research, application and referencing) and learning at work.
- Provide students with the appropriate transferable skills necessary for lifelong learning and flexibility.
- Provide students with the opportunity to progress to an appropriate honours degree programme.

## Course Learning Outcomes and Learning, Teaching and Assessment Strategies

The [Quality Assurance Agency for Higher Education \(QAA\)](#) sets out a national framework of qualification levels, and the associated standards of achievement are found in their [Framework for Higher Education Qualifications](#) document.

The Course Learning Outcomes for this course are outlined in the tables below.

### A. Knowledge and understanding of:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
A1	<i>The external business environment and its impact on organisations.</i>	<i>Lectures, seminars, case studies, group work, problem solving</i>	time constrained assessments
A2	<i>The internal functions of business and management</i>	<i>lectures, seminars, case studies, group work, problem solving</i>	Case studies, coursework, time constrained assessments
A3	<i>The roles and tasks of management including processes of decision making.</i>	<i>lectures, seminars, case studies, group work, problem</i>	<i>portfolios, learning logs</i>

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
		<i>solving</i>	

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

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
B1	<i>Understand, evaluate and apply current theories of business and management and the relevance and applicability within organisations.</i>	<i>lectures, seminars, case studies, group work, problem solving</i>	coursework assignments
B2	<i>Review workplace practices in relation to current thinking in the effective management of organisations</i>	<i>lectures, seminars, case studies, group work, problem solving</i>	coursework assignments
B3	<i>Gather and review a range of information from a variety of sources and organise that information in relation to organisational goals</i>	<i>lectures, seminars, case studies, group work, problem solving</i>	coursework assignments
B4	<i>Use learning logs/portfolio to reflect upon and inform personal development and effectiveness in relation to developments in the business</i>	<i>lectures, seminars, case studies, group work, problem solving</i>	<i>portfolios, work based assignments</i>

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

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
C1	<i>Demonstrate the ability to manage their own learning within the business environment</i>	Embedded in all units	<i>work-based coursework assignments</i>
C2	<i>Apply a range of business related skills in relation to people and resource management</i>	<i>seminars, case studies, group work, problem solving</i>	<i>Work-based coursework assignments</i>
C3	<i>Communicate effectively with the organisation and peers, colleagues, customers and senior managers as appropriate</i>	<i>seminars, case studies, group work, problem solving</i>	<i>Work-based coursework assignments</i>
C4	<i>Work effectively within the workplace using appropriate skills and business knowledge</i>	Embedded in all units	<i>Work-based coursework assignments</i>

**D. Transferrable (Graduate and Employability) skills, able to:**

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
D1	<i>Demonstrate the ability to apply numerical and data analytical skills appropriate to level</i>	<i>Embedded in all units.</i>	<i>Coursework assignments</i>

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
D2	<i>Demonstrate the use of communication skills in the context of work-based learning</i>	<i>Embedded in all units.</i>	<i>Coursework assignments</i>
D3	<i>Demonstrate the use and understanding of IT skills within the workplace</i>	<i>Group class activities.</i>	<i>Coursework assignments</i>
D4	<i>Use personal reflective skills to demonstrate the ability to manage and improve their own learning</i>	<i>Embedded in all units.</i>	<i>Coursework assignments</i>
D5	<i>Demonstrate the ability to manage themselves using time management processes and administrative skills</i>	<i>Embedded in all units.</i>	<i>Coursework assignments</i>
D6	<i>Reflect on their knowledge and skills and look for opportunities for continuing professional development.</i>	<i>Embedded in all units.</i>	<i>Coursework assignments</i>
D7	<i>Reflect upon taught tools and to design, implement and manage such through a broad range of organisations</i>	<i>Embedded in all units.</i>	<i>Coursework assignments</i>

## Academic Regulations

The current University of Portsmouth [Academic Regulations for Collaborative Partners](#) will apply to this course.

## Support for Student Learning

The University of Portsmouth provides a comprehensive range of support services for students throughout their course, details of which are available at the [MyPort](#) student portal.

In addition to these University support services this course also provides a course leader (partner contact). There is a course leader in each of colleges and they are responsible for the day-to-day running of the course.

The college induction programme introduces the student to the college, university and the course. The University 3-hour induction programme focuses on expectations, study skills support, on line resources, feedback and opportunities from using the library. Student course and unit handbooks provide information about the course structure and University regulations. Each student has a personal tutor in college responsible for pastoral support and guidance, accompanied by a personal development plan for all awards. A dedicated study support tutor (ASK) in the University has been appointed to help and support students with academic writing, exam techniques, critical thinking and presentation skills.

## Evaluation and Enhancement of Standards and Quality in Learning and Teaching

The University of Portsmouth undertakes comprehensive monitoring, review and evaluation of courses within clearly assigned staff responsibilities. Student feedback is a key feature in these evaluations, as represented in our [Policy for Listening to and Responding to the Student Voice](#) where you can also find further information.

## Reference Points

The course and outcomes have been developed taking account of:

*Insert additional reference points or delete as required*

- [University of Portsmouth Curriculum Framework Specification](#)
- [University of Portsmouth Education Strategy 2016 - 2020](#)
- [University of Portsmouth Code of Practice for Work-based and Placement Learning](#)

- [Quality Assurance Agency UK Quality Code for Higher Education](#)
- [Quality Assurance Agency Qualification Characteristic Statements](#)
- [Quality Assurance Agency Subject Benchmark Statement](#) for Business and Management
- [Quality Assurance Agency Framework for Higher Education Qualifications](#)
- Vocational and professional experience, scholarship and research expertise of the University of Portsmouth’s academic members of staff
- National Occupational Standards

## Disclaimer

The University of Portsmouth has checked the information provided in this Course Specification and will endeavour to deliver this course in keeping with this Course Specification. However, changes to the course may sometimes be required arising from annual monitoring, student feedback, and the review and update of modules and courses.

Where this activity leads to significant changes to modules and courses there will be prior consultation with students and others, wherever possible, and the University of Portsmouth will take all reasonable steps to minimise disruption to students.

It is also possible that the University of Portsmouth may not be able to offer a module or course for reasons outside of its control, for example, due to the absence of a member of staff or low student registration numbers. Where this is the case, the University of Portsmouth will endeavour to inform applicants and students as soon as possible, and where appropriate, will facilitate the transfer of affected students to another suitable course.

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