

Programme Specification

BA Hons Insurance (one-year top-up)

1. Programme Title	BA Hons Insurance
2. Awarding Institution	University of Chichester
3. Teaching Institution	Peter Symonds College – Adult & Higher Education division
4. Programme Accredited by	University of Chichester
5. Final Qualification	BA Hons Insurance
6. Academic year	2021-22
7. Language of Study	English
8. Mode of Study	Full time
9. Programme Rationale	
<p>This programme is part of a suite of degrees developed by the college within a common framework. The College is particularly focussed on providing higher education and skills in such a way that students already in employment can continue in their existing job roles and any traditional undergraduate student who does opt to study at the College can study whilst developing their career. The programme seeks to enable students to develop their knowledge and new ideas and to provide them with the skills necessary to challenge current processes and practices within the context of the insurance industry</p>	
10. Criteria for admission to the programme	
<ul style="list-style-type: none"> • All eligible applicants will be required to pass a selection interview. • It is expected that the students will have obtained credits towards the degree programme via the Chartered Institute of Insurance (CII) Examinations for which they will submit evidence to obtain accreditation of prior certification/learning. Individual's exact programme of study will vary depending on their CII units completed. • Students should be working or volunteering in a suitable insurance organisation throughout the course. 	
11. Aims of the programme	
<p>This programme aims to:</p> <ol style="list-style-type: none"> 1. Provide a coherent and balanced course of study which develops student knowledge and skills of current issues within the insurance industry as well as practical experience and skills to be able to work within the sector. 2. Develop knowledge and understanding of management, leadership, strategy and risk through the study of the insurance sector. 3. Offer a flexible route towards higher education for people with varying levels of experience, this could include vocational experience but not necessarily the formal academic criteria required for an honours degree programme. 4. Provide opportunities for students to develop an understanding and critical awareness of the moral, ethical, environmental and legal issues that underpin best practice and thereby produce graduates who are capable of operating effectively in the context of the insurance industry. 	

5. Provide a learning environment that supports and encourages students to be able to develop their confidence and graduate skills.

12. Programme Outcomes

A. Knowledge and Understanding

On completion of this programme the successful student will have knowledge and understanding of:

1. The management and operation of insurance broking organisations
2. Ethical issues that can affect aspects of working in insurance
3. The legal, regulatory and compliance issues within the insurance industry today
4. Management, structural and strategic processes involved with the development and business of insurance
5. Marketing, communication and customer relations in the insurance sector.
6. Risk behaviour and management in the context of the insurance sector
7. Research, paradigms, theories, principles, concepts and factual information and apply such skills in explaining and solving problems
8. The students own working methods and preferences and time management skills

Teaching / learning Methods

Students gain knowledge and understanding through:

- Lectures
- Seminars
- Group work
- Debate
- Case studies
- Assignments
- Reflection on work practice
- Practical experience

Assessment methods

Student's knowledge and understanding is assessed by:

- Multiple choice questions
- Work focussed written assignments
- Presentations
- Case Studies
- Seminar presentations
- Pre seen case study examinations

B. Cognitive (thinking) skills

On completion of this programme the successful student will be able to:

1. Critically reflect on own learning and practice and identify areas for development;
2. Apply relevant theory to current practice within the insurance industry;
3. Demonstrate at a level appropriate to the award a critical approach in enquiry and a readiness to test hypotheses;
4. Evaluate and critically assess evidence in the context of research methodologies and data sources.
5. Develop a sustained reasoned argument, perhaps challenging previously held assumptions

Teaching/learning methods

Students learn cognitive skills through:

- Lectures
- Seminars
- Group work
- Debate
- Case studies
- Assignments
- Reflection on work practice
- Practical experience

Assessment methods

Students cognitive skills are assessed by:

- Work focussed written assignments
- Presentations
- Case Studies
- Seminar presentations

	<ul style="list-style-type: none"> • Pre seen case study examinations
<p>C. Practical skills On completion of the programme the successful student will be able to:</p> <ol style="list-style-type: none"> 1. Present ideas convincingly in a variety of written and oral forms; 2. Use ICT resources effectively for written assignments and presentations; 3. Use effective research in order to complete assignments and substantiate arguments; 4. Apply a range of legal, regulatory business and organisational concepts to the insurance industry setting 5. Identify and pursue personal areas of academic interest within the subject domain; 6. Undertake work focussed learning, experiential and “real world” activities with due regard for any ethical considerations. 	<p>Teaching/learning methods Students learn practical skills through:</p> <ul style="list-style-type: none"> • Work practice • Work shops • Practical lessons • Observation • Seminars <p>Assessment methods Student’s practical skills are assessed by:</p> <ul style="list-style-type: none"> • Work focussed written assignments • Individual and group presentations • Reflective accounts of work practice • Observations • Pre seen case study examinations
<p>D. Graduate Skills On completion of this programme the successful student will be able to:</p> <ol style="list-style-type: none"> 1. Manage time effectively, take responsibility for their own learning and continuing personal and professional development; 2. Identify own strengths and weaknesses in learning effectiveness and become a reflective learner; 3. Learn independently and as part of a team in familiar and unfamiliar situations; 4. Locate, select and retrieve information for specific purposes. 5. Critically reflect on their learning and demonstrate how it can be transferred to other situations 	<p>Teaching/learning methods Students learn graduate skills through:</p> <ul style="list-style-type: none"> • Lectures • Workshops • Seminars • Group work • Reflection • Feedback from tutors <p>Assessment methods Students graduate skills are assessed by:</p> <ul style="list-style-type: none"> • Reflective reports • All assessed work
<p>13. Programme structure (levels, modules, credits and progression requirements)</p>	
<p>13.1 Overall structure of the programme BA Hons Insurance: The TOP up to degree will take place over one year. It comprises of three terms in each year with 40 credits available per term. All modules are compulsory, depending on the accreditation of prior certification/learning process some students make have to take additional modules from year 1 or year 2 and/or complete a bridging module.</p>	

13.2 Levels and modules		
Level 6		
COMPULSORY	OPTIONAL	PROGRESSION REQUIREMENTS
Students must take all of the following: <ul style="list-style-type: none"> • IN61 • IN62 • IN63 • COR61 • COR62 	N/A	Completion of 360 credits in total.
<p>13.3 Non – Compensation of Grades</p> <p>Compensation is granted only by the Programme Assessment Board and should not be granted for any module where opportunities for reassessment are available unless the student’s progression would be delayed in undertaking such reassessment. Compensation of assignments achieving marks of between 25% and 39% in modules at levels 4 and 5 may be compensated at the discretion of the Programme Assessment Board. It is subject to satisfactory overall performance and is permitted for a maximum of 30 credit points out of 120 credit points. Any compensation should be taken in the context of a student’s extenuating circumstances; without extenuating circumstances compensation would not normally exceed 30 points beyond level 4. Compensation will not normally be agreed for project or dissertation modules. Compensation will not be granted in modules which have been deemed 'non-compensatable' in the programme specification due to their special contribution to the achievement of programme learning outcomes. Where compensation is granted for compulsory or pre-requisite module the student may continue with their proposed qualification unless prohibited from doing so by the requirements of a professional body. Compensated failure will count towards the total credit required for a qualification but will be indicated as such on a student’s academic record by the addition of a C e.g. 40C. Where an original assessment cannot be replicated, for example in the case of group work, the Programme Assessment Board has discretion to set an alternative exercise subject to the maintenance of the purposes of the original assessment and module aims.</p> <p>The following modules are not eligible for compensation IN41, IN42, IN43, IN44, IN45, IN51, IN52, IN53, COR61, IN61, IN62, IN63</p>		
14. Curriculum map		
See attached		
15. Information about assessment regulations		
<p>This programme follows the University of Chichester Academic Regulations as indicated in Peter Symonds College Academic Regulations. In addition, the programme requires that in order to progress you need to have met the attendance requirements as outlined in the Module Handbook.</p> <p>Assessment helps both you and the staff to understand the level you are at and demonstrate your ability to progress to a higher level. Within each module multiple assessments will be aggregated to form the overall mark, however all learning outcomes for the module must be achieved before a module can be deemed as passed. Support and advice from teaching staff is available to assist in working towards all assessments. All students must submit assessments with the appropriate front sheets fully completed. Failure to do so will result in your assessment being returned to you unmarked.</p>		

Academic Misconduct

All of the following will be considered as academic misconduct:

- Plagiarism;
- Collusion;
- Infringement or avoidance of assessment regulations;
- Infringement of examination regulations;
- Fraudulent representation;
- Prejudicial behaviour;
- Bribes and/or inducements;
- Fabrication of evidence; and
- Failure to seek ethical approval when appropriate.

Initial reports of academic misconduct will go to the Curriculum Head or the Examinations Officer. Investigative meetings with the Director of Adult & Higher Education will also take place to assess whether any misconduct has taken place. A series of penalties could be applied depending on the severity of the offence. These can be found earlier on in the student handbook and also on www.moodle.psc.ac.uk. Academic misconduct cases will be reported to the University of Chichester.

16. Placement opportunities, requirements and support (if applicable)

Students on this programme will be expected to be working or volunteering in the sector. The work focussed modules are an essential part of the course as they integrate theory with practice. Students should also have a work place or project advocate.

17. Future careers (if applicable)

Future careers could include the following:

- Actuary
- Insurance Broker,
- Claims management,
- Customer operations,
- Loss adjusting,
- Loss assessing,
- Reinsurance,
- The London Market (Lloyds),
- Risk management
- Underwriting.

18. Particular support for learning (if applicable)

In 2007 a new curriculum resource centre was opened. This has numerous computers, small workrooms which are bookable for group work and an extensive range of curriculum related resources. Online reference resources and journals are available and on the Stoney Lane site computers and Wi-Fi are also available for your use. Tutors will be available via email communication.

Additional support is available for all students with disabilities and learning support needs. There is a comprehensive study support team who are able to assist with requirements for

you that may include additional time, special equipment, and the assistance of a Learning Support Assistant or note-taker. Your selection for courses will be based purely on academic criteria and any request for information on learning difficulties is in order to provide support for you as early as possible. Prior knowledge of any required support would be beneficial in ensuring you have the required assistance from the start of the course.

Embedded in the early modules of the course will be a process of induction and ensuring that you are aware of all of the support available in addition to an introduction to the skills required to be successful on a foundation degree.

19. JACS code (or other relevant coding system)

N322

20. Relevant QAA subject benchmark group(s)

The course includes the requirements laid down by the QAA subject benchmark: Business & Management and the Framework for Higher Education Qualifications.

21. Reference Points

The following reference points are used in designing the programme, the FHEQ, Subject benchmark statements for Business & Management, existing CII qualifications, Employer input.

Programme learning outcomes

Knowledge and Understanding		Practical Skills	
A1	The management and operation of insurance broking organisations	C1	Present ideas convincingly in a variety of written and oral forms
A2	The legal, regulatory and compliance issues within the insurance industry today	C2	Use ICT resources effectively and at a commensurate level for written assignments and presentations
A3	Ethical issues that can affect aspects of working in insurance	C3	Use effective research in order to complete assignments and substantiate arguments
A4	Management, structural and strategic processes involved with the development and business of insurance	C4	Apply a range of legal regulatory, business and organisational concepts to the insurance industry setting.
A5	Marketing, communication and customer relations in the insurance sector.	C5	Identify and pursue personal areas of academic interest within the subject domain;
A6	Risk behaviour and management in the context of the insurance sector	C6	Undertake work focussed learning, experiential and “real world” activities with due regard for any ethical considerations.
A7	Research, paradigms, theories, principles, concepts and factual information and apply such skills in explaining and solving problems		
A8	The students own working methods and preferences and time management skills		
Cognitive Skills		Graduate Skills	
B1	Critically reflect on own learning and practice and identify areas for development	D1	Manage time effectively, take responsibility for their learning, and continuing personal and professional development.
B2	Apply relevant theory to current practice within the insurance industry	D2	Identify own strengths and weaknesses in learning effectiveness and become a reflective learner
B3	Demonstrate at a level appropriate to the award a critical approach in enquiry and a readiness to test hypotheses	D3	Learn independently in familiar and unfamiliar situations.

B4	Evaluate and critically assess evidence in the context of research methodologies and data sources.	D4	Locate, select and retrieve information for specific purposes.
B5	Develop a sustained reasoned argument, perhaps challenging previously held assumptions	D5	Critically reflect on their learning and demonstrate how it can be transferred to other situations

Module Mapping

Module & Level		A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	C1	C2	C3	C4	C5	C6	D1	D2	D3	D4	D5
COR62 Student Conference: Contemporary Issues in Insurance	6		✓				✓				✓	✓				✓		✓					✓		
COR61 Dissertation	6			✓				✓	✓	✓	✓		✓	✓	✓		✓		✓	✓	✓	✓			✓
IN61 Leadership & Management Theory		✓			✓	✓								✓		✓		✓				✓			
IN62 Management Information & Communication Technology in Insurance	6				✓	✓			✓		✓			✓			✓						✓	✓	
IN63 Strategic Management	6	✓			✓			✓						✓			✓				✓				

