UNIVERSITY OF CHICHESTER

Programme Specification
BA (Hons) Top-Up Management and Business

1. Programme Title	BA (Hons) Top Up Management and Business
2. Awarding Institution	University of Chichester
3. Teaching Institution Division	Peter Symonds College Adult & Higher Education
4. Programme Accredited by	University of Chichester
5. Final Qualification	BA (Hons) Management and Business
6. Academic year	2021/2022
7. Language of Study	English
8. Mode of Study	Full time

9. Programme Rationale

The programme seeks to provide progression for students who have achieved a Foundation Degree in Business, Management or a related subject and would like to progress to a full honours degree. The course is specifically designed to develop proactive Management and Business graduates who will add value to their workplace.

There is a primary focus on the development of students' intellectual and practical skills, and taking responsibility for their own learning, that will support them both as life- long learners and as future managers.

10. Criteria for admission to the programme

All eligible applicants will be required to pass a selection interview.

It is expected that the student will normally have a level 5 qualification in management or business or equivalent. In exceptional circumstances & with employer endorsement a student with a lower-level qualification maybe eligible to go directly on to the degree programme.

Mature students (over 21years of age) without the formal academic criteria may also be accepted based on interview, reference and a written task.

Exceptions from parts of the degree programmes are possible. Claimants seeking accreditation of prior learning and experience in this instance must apply to the College and may be required to present a portfolio in support of their claims. (See College procedures for RPL on www.moodle.psc.ac.uk)

Students should be working or volunteering in a suitable organisation throughout the course.

11. Aims of the programme

This programme aims to:

Build on previous study at level 5 to enable students to extend their knowledge and understanding to cover the more complex and strategic aspects of management and business.

Enhance the students' abilities to critically analyse and apply theories, research and personal experience to a problem or situation and identify appropriate strategies.

Provide a learning environment that supports and develops students' capabilities   to become independent, reflective learners and proactive future managers

12. Programme Outcomes

A. Knowledge and Understanding	Teaching / learning Methods
On completion of this programme the successful student will have knowledge and understanding of: 1. The importance of strategy and the key issues and principles involved 2. The increasing importance of corporate social responsibility and strategies to deal with future challenges 3. Management, structural and strategic processes involved in planning and implementing change within an organisation 4. The importance of planning, implementing and controlling integrated marketing communications 5. Research paradigms, theories, principles, concepts and factual information and apply such skills in explaining and solving problems	Students gain knowledge and understanding through: • Lectures • Seminars • Group work • Debate • Case studies • Assignments • Reflection on work practice • Practical experience Assessment methods • Students' knowledge and understanding is assessed by: • Work focused written assignments • Presentations • Case Studies • Seminar presentations • Pre seen case study examinations
B. Cognitive (thinking) skills	Teaching/learning methods
On completion of this programme the successful student will be able to: 1. Understand, summarise, analyse, criticise and evaluate a range of theories and perspectives on which business and management practices are based 2. Reflect upon a problem or situation and identify appropriate strategies 3. Critically assess and synthesise theories and evidence to generate	Students learn cognitive skills through: • Lectures • Seminars • Group work • Debate • Case studies • Assignments • Reflection on work practice • Practical experience **Assessment methods**

new ideas or possibly create new knowledge.	

4. Critically reflect on own learning and practice and identify areas for development	Students' cognitive skills are assessed by: • Work focussed written assignments • Presentations • Case Studies • Seminar presentations • Pre-seen case study examinations
C. Practical skills On completion of the programme the successful student will be able to: 1. Communicate effectively (verbal, nonverbal, written, digital) and be flexible in communication style; 2. Apply research skills such as conducting a survey and interviewing; 3. Use effective research and appropriate techniques in order to create solutions; 4. Apply a range of business and management concepts and techniques to organisational issues; 5. Participate and communicate effectively in groups in a variety of learning situations and to different audiences; 6. Undertake work focused learning, experiential and "real world" activities with due regard for any ethical considerations	**Teaching/learning methods** Students learn practical skills through: • Work practice • Work shops • Practical lessons • Observation • Seminars Assessment methods Students' practical skills are assessed by: • Work focussed written assignments • Individual and group presentations • Reflective accounts of work practice • Observations Pre-seen case study examinations
D. Graduate Skills On completion of this programme the successful student will be able to: 1. Identify suitable learning opportunities to enhance own learning and become a reflective learner; 2. Learn independently in familiar and unfamiliar situations demonstrating increasing levels of autonomy and pragmatism; 3. Have insight and confidence in working collaboratively and fulfilling agreed responsibilities; 4. Critically reflect on their learning and demonstrate how it can be transferred to other situations	**Teaching/learning methods** Students learn graduate skills through: • Lectures • Workshops • Seminars • Group work • Reflection • Feedback from tutors Assessment methods Students' graduate skills are assessed by: • Reflective reports • All assessed work
13. Programme structure (levels, modules, credits and progression requirements)	

13.1 Overall structure of the programme

BA (Hons) Top Up Management and Business:

The degree will take place over one year, comprising of three terms, with 40 credits available per term. All modules are compulsory. All modules are 20 credits in value apart from the management and business project module which is worth 40 credits.

13.2 Levels and modules

Level 6		
COMPULSORY	**OPTIONAL**	**PROGRESSION REQUIREMENTS**
From 18/19 onwards students must take all of the following: • PSMB601 • PSMB602 • PSMB603 • PSMB604 • PSMB605 For 17/18 only PSMB603 and PSMB 605, will be replaced with PSBMB606, PSBM607	N/A	Completion of 120 credits in total.

13.3 Non – Compensation of Grades

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 30% and 39% in modules 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. 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. 36C. 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.

The following modules are not eligible for compensation

PSMB 604

14. Curriculum map

See attached

15. Information about assessment regulations

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.

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.

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 focused modules are an essential part of the course as they integrate theory with practice. Students should also have a workplace or project advocate.

17. Future careers (if applicable)

Future careers could include the following:

- Company Founder
- General Manager
- Operations Manager,
- Project Manager,
- Customer Relations Manager,
- Marketing Manager,
- HR manager,
- Entrepreneur.

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)
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.