

## Programme Specification

### HNC/D in Business

#### Date of Publication to Students:

NOTE: This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes advantage of the learning opportunities that are provided. More detail on the specific learning outcomes, indicative content and the teaching, learning and assessment methods of each module can be found in the Module Specifications and in the Course Handbook.

The accuracy of the information contained in this document is reviewed by the College and may be checked within independent review processes undertaken by the Quality Assurance Agency.

**Awarding Body:** Pearson / Edexcel

Teaching Institution: Birmingham Metropolitan College (Sutton Coldfield Campus)

Final Award: Higher National in Business

Fall back Award:

Title: HN

Main fields of Study: Business

Modes of Study: Full-time

Language of Study: English

UCAS Code:

JACS Code:

**Professional Status of the programme (if applicable):****Relevant subject benchmark statements and other external reference points used to inform programme outcomes:**

The course aims, as set out in the programme specification, are consistent with the FHEQ level descriptors, the Degree Awarding Body descriptors and the College mission statement.

**Programme philosophy and aims**

The purpose of BTEC Higher Nationals in Business is to develop students as professional, self-reflecting individuals able to meet the demands of employers in the business sector and adapt to a constantly changing world. The qualification aims to widen access to higher education and enhance the career prospects of those who undertake them.

**The aims of the programme are to:**

- To equip students with business skills, knowledge and the understanding necessary to achieve high performance in the global business environment.
- To provide education and training for a range of careers in business, including management, administration, human resources, marketing, entrepreneurship, accounting and finance.
- To equip students with knowledge and understanding of culturally diverse organisations, cross-cultural issues, diversity and values.
- To provide opportunities for students to enter or progress in employment in business, or progress to higher education qualifications such as a degree in business or a related area.
- To provide opportunities for students to develop the skills, techniques and personal attributes essential for successful working lives.
- To provide opportunities for those students with a global outlook to aspire to international career pathways.
- To provide opportunities for students to achieve a nationally-recognised professional qualification.
- To offer students the chance of career progression in their chosen field.
- To allow flexibility of study and to meet local or specialist needs.
- To offer a balance between employability skills and the knowledge essential for students with entrepreneurial, employment or academic aspirations

## **Intended learning outcomes and the means by which they are achieved and demonstrated:**

### **Learning Outcomes**

Learners will be expected to develop the following skills during the programme of study:

#### **Knowledge and Understanding**

Students will gain a thorough grounding in business principles at Level 4 (HNC) that leads the student to a range of specialist progression pathways at Level 5 (HND) relating to individual professions within the business sector. Units have been chosen in Year 1 (HNC) to give a broad base of knowledge and understanding in the core business principles of marketing, human resource management, business finance and small business enterprise. Units in Year 2 (HND) have been chosen to develop specialist skills and knowledge to succeed in the customer focussed digital business world.

#### **Skills and Attributes**

Students will gain a wide range of sector knowledge tied to practical skills gained in research, self-study, directed study and workplace scenarios. Graduates successfully completing the Higher National Certificate/Diploma will be able to demonstrate a sound knowledge of the basic concepts of business. They will be able to communicate accurately and appropriately, and they will have the qualities needed for employment that requires some degree of personal responsibility.

### **Transferable Skills**

Students will have developed a range of transferable skills to ensure effective team working, independent initiatives, organisational competence and problem-solving strategies. They will be adaptable and flexible in their approach to business, show resilience under pressure, and meet challenging targets within a given resource.

## **Learning, teaching and assessment strategies and methods used:**

### **Teaching methods**

The following teaching methods will be used: face-to-face classroom-based learning, blended learning (includes use of college VLE), group tutorials, one-to-one tutorials, study support sessions, workshops

**Summative Assessment Methods** – coursework which will include essays, reports, presentations (individual and group), blogs

**Formative Assessment Methods** – discussion, question and answer, in class tasks and assessments, written and verbal feedback

### **Course structure and requirements, levels, modules, credits and awards**

Students will study the Higher National Certificate (Level 4) during the first year of study and upon successful completion of the HNC qualification students can progress onto the Higher National Diploma (Level 5) for the second year of study.

#### **The Higher National Certificate is made up of 120 credits (8 units).**

There are 6 core units and 2 optional, all worth 15 credits each and all at Level 4. Unit 6 Managing a Successful Business project is set by the awarding body (Pearson)

Business and the Business Environment 15 credits

Marketing Essentials 15 credits

Human Resource Management 15 credits

Management and Operations 15 credits

Management Accounting 15 credits

Managing a Successful Business Project (Pearson set) 15 credits

Innovation and Commercialisation 15 credits

Entrepreneurship and Small Business Management 15 credits

#### **The Higher National Diploma is made of 120 credits (7 units).**

There are 2 core units and 5 optional units all at Level 5. The Research Project is set by the awarding body.

Research Project (Pearson set) 30 credits

Organisational Behaviour 15 credits

Brand Management 15 credits

Consumer Behaviour and Insight 15 credits

Developing Individuals, Teams and Organisations 15 credits

E-Commerce and Strategy 15 credits

Social Media and Practice 15 credits

### **Support for Learning including Personal Development Planning (PDP)**

Students are encouraged to identify and, with guidance, to reflect on their own learning needs and are offered the following support as appropriate to meet those needs:

- An induction programme providing dissemination of essential information.
- A Learning and Resource Centre providing access to a variety of learning resources, with support from staff
- A Student Handbook containing important information including tutors, staff responsibilities, contacts and regulations and requirements of the course.
- Access to the College IT facilities
- Access to the College Student Services and Careers Advisor
- Access to a Student Counsellor
- Regular group personal development sessions
- A minimum of a one-to-one tutorial every half term with a personal tutor
- Consultation with tutor by email, telephone, VLE and other electronic sources

Students will produce their own Personal Development Plans and have periodic reviews with their Personal Tutor.

### **Criteria for admission**

#### **ACADEMIC REQUIREMENTS**

You will need UCAS Tariff Points: 32 points.

The tariff points can be made up of:

A Levels (GCE and VCE): 1 A Level at Grade C

BTEC Extended Diploma: Grade PPP

BTEC Diploma: Grade PP

BTEC 90 Credit Diploma: Grade MP

Access to HE: Grade P45.

Minimum number of GCSEs at Grade C/4 or above: 2

which must include:

GCSE English: Grade C/4

GCSE Maths: Grade C/4

Are Level 2 equivalents accepted? Yes, all students will be required to sit an English diagnostic assessment equivalent to Level 2. This is to establish if students require support and is used as a supportive tool only.

Students whose first language is not English must have a minimum standard of English at IELTS Level 5.5 with no element below 5.0.

#### **NON-ACADEMIC REQUIREMENTS**

We encourage applications from students who do not meet the entry requirements outlined but can demonstrate ability through work experience, professional qualifications from their work sector, portfolio of evidence or successful interview.

You may be required to attend an interview at the College's Sutton Coldfield site prior to an offer being made to you.

### **Methods for evaluation and enhancement of quality and standards including listening and responding to views of students**

The quality of the programme will be closely monitored by all staff involved in its delivery. The Course Leader/ Departmental Manager is the local Manager who will oversee the delivery of the programme. The Vice Principal with responsibility for Higher Education and the Vice Principal for Curriculum and Quality monitor the overall effectiveness and quality through a robust College-wide quality control process. The programme will also adhere to the College's regulations and processes.

The College quality process applied to this programme includes:

- Regular teaching observations and reviews
- Staff skills updating as required
- Regular delivery team meetings
- Standardisation meetings and thorough internal verification process
- Course management meetings involving student representatives and course delivery team
- Seeking of student views during group tutorials, one to one tutorials and by formal College survey completion and national surveys.
- Termly Review Boards to review course performance on a regular basis.
- Production of programme Annual Monitoring Reports which detail the performance of the students and programme.
- End of module/programme Examination Boards, attended by an External Examiner where possible.
- A robust system for dealing with complaints or issues, should they arise.

Students will have regular opportunities to present their views to subject tutors during taught sessions, during tutorials and during one-to-one tutorials with teaching staff (by appointment). They will also be able to express their views to the Course Leader and also express their views via the student Course Representative who will convey views to the course team, at termly Course Management Meetings.

The Course Management Meetings are attended by the course team and student representatives and where possible an employer. Minutes of the meeting are recorded and an action log produced.

Students are given the opportunity to participate in both internal and external Higher Education Surveys.