Template C4

Kingston University London

Programme Specification

Title of Course: *BA (Hons) Business (Top Up)*

Date first produced	01/01/2020
Date last revised	
Date of implementation of current version	31/08/2020
Version number	2
Faculty	Faculty of Business and Social Sciences
School	Kingston Business School
Department	
Delivery Institution	Kingston College

This Programme Specification is designed for prospective students, current students, academic staff and employers. It provides a concise summary of the main features of the programme and the intended learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if they take full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes and content of each modules can be found in the course VLE site and in individual Module Descriptors.

SECTION 1: GENERAL INFORMATION

Award(s) and Title(s): *Up to 10 pathways*	BA (Hons) Business (Top Up)
Intermediate Awards(s) and Title(s): *There are 4 Intermediate awards for each pathway*	As this is a one-year top-up programme at level 6, there will not generally be any interim awards, although students will be able to pass with an Ordinary degree.
Course Code *For each pathway and mode of delivery*	
UCAS code *For each pathway*	K82/KC22

RQF Level for the Final Award:	
Awarding Institution:	Kingston University
Teaching Institution:	Kingston College
Location:	Kingston Hall Road – main college site, Kingston Hall Road, Kingston-Upon-Thames, KT1 2AQ
Language of Delivery:	English
Modes of Delivery:	Full-time
Available as:	Full field
Minimum period of registration:	Full-time - 1
Maximum period of registration:	Full-time - 2
Entry Requirements:	The minimum entry qualifications for the programme are: A minimum IELTS score of 5.5, TOEFL 70 or equivalent is required for those for whom English is not their first language. Entry is at Level 6 with a full level 4 and level 5 business qualification. This will typically be from an approved HND in Business qualification, e.g. Pearson compliant. It is important that 120 credits are gained at level 4, and 120 credits are gained at level 5. Other equivalent Level 4 & 5 qualifications are accepted e.g. Foundation Degree, and again students must have 120 credits at level 4 and 120 credits at level 5.

	It is possible for foreign qualifications to be accepted, although equivalence will be checked with NARIC, and the international office at Kingston College.

Students are also expected to have GCSE grade 4/C at both English Language and Mathematics.

Students with a wide range of experience, and who have a level 4 and 5 qualification, but which may not be in Business, may be invited in for interview to discuss Recognition of Prior Learning. Here they will be able to discuss and demonstrate examples of relevant work experience which match to the typical L4 & L5 requirements of the HND Business programme together with the expected academic research skills relevant to entering study at Level 6.

Intake is normally in September. |
| **Programme Accredited by:** | Overall programme is not accredited, however, with the Digital Marketing module- BD6106, this has been approved by the Institute of Direct and Digital Marketing-IDM. |
| **QAA Subject Benchmark Statements:** | *All subject benchmark statements can be found here.*

This is in line with the threefold purpose of business and management courses (2.1):
- increasing understanding of organisations, their management, the economy and the business environment
- preparation for and development of a career in business and management
- enhancement of a wide range of skills and attributes which equip graduates to become effective global citizens

There is recognition of different types of organisations-e.g. in the public, private and non-for-profit sectors (2.2)

Also there is close reference to the areas in 3.7 in which students should demonstrate knowledge of some specific areas: Markets, Marketing and Sales, Customers, Finance, People, Organisational behaviour, Operations, Information systems and business intelligence, Communications, Digital business, Business policy and strategy; Business innovation and enterprise development & Social Responsibility |

Approved Variants:	Not applicable
Is this Higher or Degree Apprenticeship course?	

For Higher or Degree Apprenticeship proposals only	
Higher or Degree Apprenticeship standard:	Not applicable
Recruitment, Selection and Admission process:	
End Point Assessment Organisation(s):	

SECTION 2: THE COURSE

A. Aims of the Course

The main features of this programme:
- To provide all students with an in-depth knowledge and understanding of the core elements of business and management
- To develop the intellectual skills necessary to contribute to effective business practice
- To develop subject related practical skills
- To prepare students for graduate employment, research, further study and lifelong learning by developing their intellectual, practical and key (transferable) skills

B. Intended Learning Outcomes

The course outcomes are referenced to the relevant QAA subject benchmarks indicated and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. The course provides opportunities for students to develop and demonstrate knowledge and understanding specific to the subject, key skills and graduate attributes in the following areas:

- be able to use a range of established techniques to initiate and undertake the critical analysis of information, and propose practicable solutions to problems arising from that analysis
- be able to communicate effectively information, arguments, and the results of analysis in a variety of forms
- be able to undertake further training, develop existing skills and acquire new skills that will enable them to assume significant responsibility (at supervisory or manager level)
- have the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making.
- Be able to undertake academic research in order to progress to post-graduate study

The programme learning outcomes are the high-level learning outcomes that will have been achieved by all students receiving this award. They must align to the levels set out in the 'Sector Recognised Standards in England' (OFS 2022).

Programme Learning Outcomes

	Knowledge and Understanding On completion of the course students will be able to:		Intellectual Skills On completion of the course students will be able to		Subject Practical Skills On completion of the course students will be able to
A1	Demonstrate a detailed and critical understanding of how business elements interrelate and affect overall organisational performance	B1	Develop the intellectual skills necessary to contribute to effective business practice	C2	Develop in-depth skills in a specialist business field via the selection of option modules
A2	Demonstrate an awareness and understanding of current issues of global concern such as sustainability, ethics and social responsibility and how these relate to contemporary business practice	B2	Deal critically with management problems and issues in order to produce recommendations for decision and subsequent action	C1	Conduct themselves in a professional manner appropriate for the workplace
A3	Understand organisational leadership and management both as a subject of study and as a field of practice.	B3	apply knowledge and critical thinking in the area of strategic management		

In addition to the programme learning outcomes, the programme of study defined in this programme specification will allow students to develop the following range of Graduate Attributes:
1. Creative Problem Solving
2. Digital Competency
3. Enterprise
4. Questioning Mindset
5. Adaptability
6. Empathy
7. Collaboration
8. Resilience
9. Self-Awareness

C. Outline Programme Structure

Full details of each module will be provided in module descriptors and student module guides.

The Level 6 top-up programme consists of four (30 credit), totalling 120 credits at level 6. There are two core modules, which are Strategic Management and Leadership, Management and Change. In addition, students select two of the four subject specialist optional modules. The overall programme therefore consists of 60 core credits plus 60 credits from the specialist optional modules.

BA (Hons) Business (Top Up)

Level 6							
BA (Hons) Business (Top Up)							
Core modules	**Module code**	**Credit Value**	**Level**	**Teaching Block**	**Pre-requisites**	**Full Time**	**Part Time**
Leadership, Management and Change	BD6101	30	6	September 2020-April 2021			
Strategic Management	BD6100	30	6	September 2020-April 2021			
Optional Modules							
Business Law	BD6107	30	6	September 2020-April 2021			
Digital Marketing	BD6106	30	6	September 2020-April 2021			
FINANCIAL AND MANAGERIAL DECISION MAKING	BD6103	30	6	September 2020-April 2021			

Retailing Management	BD6105	6	6	September 2020-April 2021			

Level 6 requires the completion of

Level 6 requires the completion of the compulsory core modules and 2 option modules.

D. Principles of Teaching, Learning and Assessment

At the heart of the programme is the combination of theory and business practice. Lecturing staff are recruited with extensive industry experience and encouraged to pursue Continuing Scholastic Development (CSD) in their field. Additional Scholastic days are allocated towards this research outside their teaching timetable. Furthermore, assignments typically require substantial primary and secondary research to be undertaken, thereby ensuring students progressively develop research skills at each level of the programme.

Students will have a personal tutor allocated to them. Each student will have a series of individual tutorials to review and reflect on Programme progress to-date and forthcoming milestones. All students will be encouraged to develop an Individual Learning Plan. Group tutorials are arranged as required to allow students to consolidate employability and core key skills and to ensure they are aware of progression options at all stages of their Programme. The tutorial support programme provided at the College is one that received commendation at a recent University Internal Subject Review and is designed to achieve all of the minimum aims and requirements of the University's Personal Tutor Scheme (PTS), contains all of the essential characteristics of that scheme and includes contact between student and tutor in excess of the scheme's requirements.

The assessment strategy ensures that students have explicit formative opportunities for practice and 'feed forward' designed to help them achieve their full potential in summative assessment. A range of methods will be selected to actively engage students, including problem and enquiry-based learning, industry research and peer-assisted learning. A wide range of assessment techniques are used across the modules ranging from formal examinations to group work in the form of reports and presentations. Elements of peer assessments are included in some presentation tasks.

To further support students and integrate the role of the personal tutor within the academic course structure, all personal tutors will be advised of the nature and timing of the assessments for each module on their tutee's course. This will enable tutors to identify and discuss areas of strength and weakness in each individual student's skills and knowledge set. Each student will be encouraged to develop an Individual Learning Plan throughout their studies. This will further enable tutors to direct tutees to appropriate sources of support, guidance and development.

In addition, early formative and summative assessment during the first five weeks of the course is used to monitor student engagement with both in-class and online learning. Student attendance and engagement is continuously monitored throughout their programme. Students who are considered 'at risk' due to low engagement can be identified and advised by the personal tutor with the support of the student support team, including the HE attendance monitor, where issues are non-academic.

E. Support for Students and their Learning

Students are supported by:

- A Course Director to help students understand the programme structure
- Module leader for each module
- Kingston University Liaison Officer
- A designated programme administrator
- Personal Tutors
- IAG/Student Support Centre (G75 College Ground Floor)
- Placement advice, guidance and support via the tutorial delivery co-ordinated by a nominated Placement Liaison Tutor.
- Learning Resources Centre (5th Floor)
- Dedicated Undergraduate Centre (10th Floor)
- Technical support to advise students on IT and the use of software
- An induction week at the start of the programme
- Ongoing re-induction sessions at appropriate points in the course
- Staff Student Consultative Committee
- Moodle - VLE
- Student support facilities that provide advice on issues such as finance, regulations, legal matters, accommodation, international student support etc.
- Disabled student support
- The Students' Union

F. Ensuring and Enhancing the Quality of the Course

The University has several methods for evaluating and improving the quality and standards of its provision. These include:

- External examiners
- Boards of study with student representation
- Annual Monitoring and Enhancement
- Periodic review undertaken at subject level
- Student evaluation including Module Evaluation Questionnaire (MEQs), level surveys and the National Student Survey (NSS)
- Moderation policies

G. Employability and work-based learning

Developing employable graduates is at the heart of this programme. Students have the opportunity to engage in work related projects drawing on case studies and real-life scenarios and all modules are designed to develop the skills valued by employers, such as presentations, teamwork, problem-solving and communication skills. This is achieved by embedding employability initiatives within the curriculum as well as designing appropriate assessment methods to mirror real-life practices, eg: business plans, reports and summaries, so that students are exposed to opportunities that develop their skills on an ongoing basis. Students are encouraged to reflect on their learning, so they can also articulate how the acquisition of such skills relates to practice and how they can be developed in the future.

As an alternative to immediate employment, Kingston College Business graduates are also well prepared for postgraduate study. Academic Research skills developed from students' previous experiences at level 4 & 5 and are taught and assessed in both core modules.

Work-based learning, including sandwich courses and higher or degree apprenticeships

H. Other sources of information that you may wish to consult

QAA Benchmark statement website:
https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/sbs-business-management-15.pdf?sfvrsn=c7e1f781_10

- Module guides/module handbooks
- Student handbook

I. Development of Course Learning Outcomes in Modules

This table maps where course learning outcomes are **summatively** assessed across the modules for this course. It provides an aid to academic staff in understanding how individual modules contribute to the course aims, a means to help students monitor their own learning, personal and professional development as the course progresses and a checklist for quality assurance purposes.

Module Code		Level 6					
		BD6106	BD6107	BD6105	BD6101	BD6103	BD6100
Knowledge & Understanding	A1				S		S
	A2				S		
	A3						S
Intellectual Skills	B1				S		S
	B2				S		S
	B3				S		S
Practical Skills	C2						
	C1				S		S

Students will be provided with formative assessment opportunities throughout the course to practise and develop their proficiency in the range of assessment methods utilised.