

## Template C4



# Programme Specification

**Title of Course:** *HND Business*

<b>Date first produced</b>	01/01/2013
<b>Date last revised</b>	06/06/2024
<b>Date of implementation of current version</b>	01/09/2023
<b>Version number</b>	4
<b>Faculty</b>	Faculty of Business and Social Sciences
<b>School</b>	Kingston Business School
<b>Department</b>	Department of Management
<b>Delivery Institution</b>	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

<b>Award(s) and Title(s):</b> <i>Up to 10 pathways</i>	HND Business
<b>Intermediate Awards(s) and Title(s):</b> <i>There are 4 Intermediate awards for each pathway</i>	Higher National Certificate
<b>Course Code</b> <i>For each pathway and mode of delivery</i>	
<b>UCAS code</b> <i>For each pathway</i>	422N Campus K Institution Code K84

<b>RQF Level for the Final Award:</b>	Level 5
<b>Awarding Institution:</b>	Kingston University
<b>Teaching Institution:</b>	Kingston College
<b>Location:</b>	Kingston Upon Thames
<b>Language of Delivery:</b>	English
<b>Modes of Delivery:</b>	Full-time
<b>Available as:</b>	
<b>Minimum period of registration:</b>	Full-time - 2 years
<b>Maximum period of registration:</b>	Full-time - 4years
<b>Entry Requirements:</b>	<p>The minimum entry qualifications for the programme are:</p> <p>32 UCAS Tariff Points: This must include one full 6-unit award (GCE A2 or equivalent at A- level).            Access Diploma: Pass relevant subject-related Access course with a minimum of 48 credits at level 3 or above including 14 at Merit            Plus: GCSEs grade A – C in Maths and English Language</p> <p>Additionally, for those for whom English is not their first language, the following (or equivalent) qualifications are also needed:</p> <p>TOEFL: IELTS:            Minimum overall mark of 70 Minimum mark of 5.5 across all elements            Minimum element marks in:</p>

	Reading: 15 Listening: 15 Writing: 17 Speaking: 23
<b>Programme Accredited by:</b>	N/A
<b>QAA Subject Benchmark Statements:</b>	General Business
<b>Approved Variants:</b>	There are no variants.
<b>Is this Higher or Degree Apprenticeship course?</b>	

***For Higher or Degree Apprenticeship proposals only***

<b>Higher or Degree Apprenticeship standard:</b>	N/A
<b>Recruitment, Selection and Admission process:</b>	N/A
<b>End Point Assessment Organisation(s):</b>	N/A

## **SECTION 2: THE COURSE**

### **A. Aims of the Course**

The main features of this programme:

- To uplift the study skills and confidence levels of entrants with prior academic performance that has prohibited their direct entry to a degree to help them to be successful in higher education and subsequently employment.
- 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 employment, research, further study and lifelong learning by developing their intellectual, practical and key (transferable) skills

### **B. Intended Learning Outcomes**

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills and other attributes in the following areas. The programme outcomes are referenced to the QAA Subject Benchmark Statement for Business and Management (2015) and the Framework for Higher Education Qualifications in England, Wales and Northern Ireland (2008), and relate to the typical student.

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).

<b>Programme Learning Outcomes</b>					
	<b>Knowledge and Understanding</b>		<b>Intellectual Skills</b>		<b>Subject Practical Skills</b>
	On completion of the course students will be able to:		On completion of the course students will be able to		On completion of the course students will be able to
A5	An awareness of the graduate employment market and provide an understanding of graduate level recruitment processes	B4	Deal critically with management and personal problems and issues in order to produce recommendations for decision and subsequent action	C3	Search specialist databases
A4	Demonstrate an understanding of current issues of international business and have an awareness of issues such as sustainability, ethics and social responsibility and how these relate to contemporary business practice	B3	Critically analyse and appraise business information	C2	Demonstrate financial literacy through reading and interpreting managerial information and other data
A3	Demonstrate an awareness and understanding of how business elements interrelate and affect overall organisational performance	B1	Develop the intellectual skills necessary to contribute to effective business practice and successful study	C1	Use planning tools in project management
A2	Demonstrate an in-depth knowledge and understanding of the key functional business areas such as marketing, accounting and finance, people management, operations and project management	B2	Identify and select relevant sources of business data for use in the successful study of business and for business decision making purposes	C4	Conduct themselves in a professional manner whilst studying and similarly in the workplace
A1	Demonstrate a knowledge and understanding of the business environment and how it impacts upon businesses				

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

This programme is offered in full-time mode, and leads to the award of HND Business. Entry is normally at level 4 with A-level or equivalent qualifications (See section D). Transfer from a similar programme is possible at level 5 with passes in comparable level 4 modules – but is at the discretion of the course team. Intake is in September.

#### E1. Professional and Statutory Regulatory Bodies

*None*

#### E2. Work-based learning, including sandwich programmes

Work placements are actively encouraged – although it is the responsibility of individual students to source and secure such placements. This allows students to reflect upon their own personal experience of working in an applied setting, to focus on aspects of this experience that they can clearly relate to theoretical concepts and to evaluate the relationship between theory and practice.

#### E3. Outline Programme Structure

Each level is made up of four modules each worth 30 credit points. Typically a student must complete 120 credits at each level. All students will be provided with the University regulations during the Induction period, and at each level of study full details of each module will be provided in module descriptors and student module guides.

### HND Business

Level 4							
HND Business							
Core modules	Module code	Credit Value	Level	Teaching Block	Pre-requisites	Full Time	Part Time
BUSINESS AND STUDY FUNDAMENTALS	BD4000	30	4	All year			
BUSINESS ORGANISATIONS AND THE WIDER ENVIRONMENT	BD4001	30	4	All year			

Career & Employability Development/HRM	BD4004	30	4	All year			
ESSENTIALS OF MARKETING	BD4003	30	4	All year			
<b>Optional Modules</b>							

<b>Level 5</b>							
<b>HND Business</b>							
<b>Core modules</b>	<b>Module code</b>	<b>Credit Value</b>	<b>Level</b>	<b>Teaching Block</b>	<b>Pre-requisites</b>	<b>Full Time</b>	<b>Part Time</b>
Financial and Managerial Decision Making	BD5004	30	5	All year			
International Business & Culture	BD5002	30	5	All year			
Introduction to Project and Operations Management	BD5001	30	5	All year			
PEOPLE AND ORGANISATIONS	BD5005	30	5	All year			
<b>Optional Modules</b>							

#### **D. Principles of Teaching, Learning and Assessment**

At the heart of the programme lies the combination of theory, business practice and the development of skills - those required in the immediate future for study and those subsequently required for employment. Lecturing staff with significant work experience expose students to current business developments, whilst industry guest speakers provide additional opportunities to relate these to practice. 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. Assessments are presented in a range of formats including formal reports, presentations and IT based formats such as website and thus develop a range of presentation skills.

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. At level 4 there will also be formative assessment type activities which will actually carry weighted marks to engage and develop the learners. Examples of this will include plans for a significant piece of coursework, online tests checking the knowledge and understanding of the requirement for assessment taking place on other modules running concurrently. A range of methods will be selected to actively engage students, including problem and enquiry-based learning, industry research and peer-assisted learning.

This programme provides specific support mechanisms to help the entrants to the course that have levels of prior academic achievement which have restricted their direct access to a degree to be successful, and these include;

Additional contact hours than might otherwise be provided on an equivalent degree course which will provide good opportunity for in class supported formative assessment.

A module at level 4 entitled "Business and Study Fundamentals" which provides not only generic study skills support but study skills and research methods support that is explicitly designed to help students succeed on the other modules that they will be studying at level 4.

This aspect of the module has been designed using the experience of the workings of the successful Study Skills module that was part of the HND Business and Finance programme. A form of assessment on the other three level 4 modules that gives a summative mark weighting to the submission of a plan for the more substantial assessments and thus gives a formal recognition to formative assessment. This will require the students to undertake formal planning before embarking on larger scale assessment and will also provide them with constructive feedback on their plans prior to the start of the actual construction of their assessment work.

A style of teaching in the classroom that is particularly learner focused, interactive and individual (perhaps more than might be expected on some comparative level 4 study). An example of this appears in the Business and Study Fundamentals Module where learners will be able to proceed through study skills online assessments at their own pace.

The assessment design will include a recognition of the learners' need for more bite size learning and continual learning (particularly at level 4) than might be seen on other comparable awards.

Students will have a tutor allocated to them at each level of study. 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.

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. The personal tutors will also, where practical, teach modules to the students and thus the concept of their "experiencing" the course with the student will be developed. In addition, early formative and summative assessment (specifically on the Study Fundamentals module) during the first five weeks of the course is used to monitor student engagement with both in-class and online learning. 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 liaison team, where issues are non-academic.

## **E. Support for Students and their Learning**

Students are supported by:

- Module leader for each module
- A Course Director to help students understand the programme structure
- A designated programme administrator
- Personal Academic Tutors
- Careers and Employability Service and the College's Information Advice and Guidance Unit
- Placement advice, guidance and support
- Learning Resources Academic Skills Centre (LASC)
- Technical support to advise students on IT and the use of software
- An induction week at the start of the programme
- On-going re-induction sessions at appropriate points in the course
- Staff Student Consultative Committee



- Moodle - a versatile on-line interactive intranet and learning environment
- 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 (you will be a member of both Kingston College and Kingston University's Student Union)

## **F. Ensuring and Enhancing the Quality of the Course**

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

- External examiners
- School Education Committee meetings
- Annual review and development
- Periodic review undertaken at the subject level
- Student evaluation
- Student Voice Committees
- Moderation policies
- Informal feedback mechanisms including Student Quality Circles

## **G. Employability and work-based learning**

Developing employable diplomats/graduates is at the heart of this programme. At all levels 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. Business practitioners often contribute to the evaluation of student work.

The services of a dedicated placement office are offered to all students via the University. During the first year, all students are required to submit a CV (within the Study Fundamentals Module) which is assessed and critiqued by employability specialists. In addition, a dedicated employability co-ordinator provides drop-in and scheduled events to support students in the preparation of CVs, applications and preparation for interviews and assessment centres, which whilst targeted at final year students, are available for students at any level. This is further supported by the College's Information Advice and Guidance Unit and as part of the course by the Career and Employability Development/HRM module. Available to the students via the University Faculty there is the opportunity to attend both employment-based activities where employers are invited on campus to participate in specialist networking activities, such as Spotlight on Marketing, Spotlight on HR, as well as the Strategy into Practice seminar series, which provides additional opportunities for students to hear about current business issues from prominent guest speakers.

The College has also developed direct links with employer organisations such as the Chartered Institute of Management Accountants (CIMA), SAGE, Unilever, Institute of Direct & Digital Marketing (IDM), Barclays and Santander Banking Group who have facilitated seminars about careers in accounting and preparation for employment interviews and selection centres.

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

N/A

**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/subject-benchmark-statement-business-and-management.pdf?sfvrsn=db39c881\\_5](https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-business-and-management.pdf?sfvrsn=db39c881_5)

- 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 4				Level 5			
		BD4000	BD4004	BD4003	BD4001	BD5005	BD5004	BD5002	BD5001
Knowledge & Understanding	A5	S	S						
	A4		S		S	S		S	
	A3	S		S	S		S		
	A2	S	S	S	S	S			S
	A1	S	S	S	S	S	S	S	
Intellectual Skills	B4	S		S	S	S	S	S	S
	B3	S	S	S	S	S	S	S	S
	B1	S	S	S	S	S	S	S	S
	B2	S	S	S	S	S		S	S
Practical Skills	C3			S	S			S	S
	C2	S	S	S	S		S		S
	C1								S
	C4	S	S	S	S	S	S	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.**