**Template C4**



**Programme Specification**

**Title of Course: Real Estate Management with Business Experience**

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| **Version number** | - |
| **Faculty** | Faculty of Business and Social Sciences |
| **School** | Kingston Business School |
| **Department** | DAFI |
| **Delivery Institution** | Kingston University |

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**

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| **Award(s) and Title(s):** | BSc (Hons.) Real Estate Management with Business Experience  BSc (Hons.) Real Estate Management |
| **Intermediate Awards:** | CertHE, DipHE, Ordinary degree |
| **FHEQ Level for the Final Award:** | Honours Degree Level 6 |
| **Awarding Institution:** | Kingston University |
| **Teaching Institution:** | None |
| **Location:** | Kingston Hill Campus |
| **Language of Delivery:** | English |
| **Modes of Delivery:** | Full time, Part time, Sandwich |
| **Available as:** | *Full field* |
| **Minimum period of registration:** | Full-time: 3 years  Part-time: 4 years |
| **Maximum period of registration:** | Full-time: 6 years  Part-time: 8 years |
| **Entry Requirements:** | The minimum entry qualifications for the programme are:  From A levels: 112 points  BTEC National: 3, 1 Distinctions, 2 merits  Access Diploma: Not normally accepted.  Plus: At least 5 GCSEs at Grades C and  above; these must include English and  Mathematics  A minimum IELTS score of 6.0, TOEFL 80 or equivalent is required for those for whom English is not their first language.  Entry is normally at Level 4 with A-level or equivalent qualifications. Transfer from a similar course is possible at Level 5 with passes in comparable Level 4 modules – but is at the discretion of the course team. Intake is normally in September. |
| **Programme Accredited by:** | Royal Institution of Chartered Surveyors (RICS) |
| **QAA Subject Benchmark Statements:** | Land, Construction, Real Estate and Surveying |
| **Approved Variants:** | None |
| **UCAS Code:** | N291 (Full-time) or N290 (Sandwich) |
| **Course Code:** | UFREM1REM01  UPREM1REM01  USREM1REM01 |
| **Route Code:** | UFREM1REM01  UPREM1REM01  USREM1REM01 |

**SECTION 2: THE COURSE**

1. **Aims of the Course**

The overarching aim of the programme is to foster the development of students' professional and technical knowledge and skills within the study of real estate management; their intellectual and imaginative powers; their understanding and judgement; their problem solving skills; their ability to communicate and work with others constructively; their ability to see relationships within what they have learned and to perceive their field of study in a broader perspective and in the context of a society focused on moving towards greater sustainability, enhancing economic, environmental and ethical standards.

This programme, is aimed at both full-time and part-time students and is accredited by the Royal Institution of Chartered Surveyors. Students may undertake an optional year in industry between their second and final year of full-time study with Study abroad option offered. Current cohorts include both UK and international students and there is also a good balance between female and male students due to greater inclusivity and diversity.

The aim for Full-time students is that they leave prepared for employment having experienced a wide range of business readiness skills and the opportunity of gaining practical experience through a placement or alternative module. Part-time students enrich their CV with business acumen gained through their part time work positions in relevant employment and do not do either the business readiness or placement modules. Part-time students also only have a one day contact at university

The course aims to stimulate an enquiring, analytical and creative approach, encouraging independent judgement and critical self-awareness such that upon graduation students have the graduate skills required to be pro-active citizens.

The particular aims of the programme are that graduates should have:

* The ability to innovate and solve problems related to real estate
* The understanding, knowledge and skills to become, after appropriate further practical experience, competent practitioners in their chosen field of real estate
* The theoretical and technical knowledge about real estate management, to be able critically to place this knowledge within a wider economic, environmental and social context
* A critical understanding of legal, economic and planning issues as they affect the real estate markets
* Knowledge and understanding of property inspection, measurement and construction, including the ability to describe simple structures and design site layouts, using computer technology as appropriate
* In depth knowledge of professional practice, landlord and tenant law, land use and development, and business management and accounting.
* An ability competently to prepare valuation and appraisal reports of real estate assets, using computer technology as appropriate
* A deep understanding of corporate real estate and strategic consulting within commercial real estate
* Research skills that are sufficiently developed that they are prepared for Master’s level work to include ethical considerations.
* Business Readiness Skills and Work Experience.

1. **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:

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| **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 | Undertake competently valuations and appraisals of residential and commercial real estate to include market transactions and development, have an understanding of the different valuation methods as well as having knowledge of underpinning economics | B1 | Identify and develop knowledge of practice related problems and prepare logically sound plans for their solutions | C1 | Demonstrate information literacy and use computer technology with information retrieval and management.  . |
| A2 | Demonstrate knowledge and understanding of the theory and practice of real estate management, business management and accounting, as well as corporate and strategic consulting within commercial real estate | B2 | Analyse and to think creatively and with imagination and bring these capacities to solve problems related to their studies | C2 | Demonstrate financial literacy though analysis and interpreting market information and use of excel and standard industry software packages for valuation and appraisal purposes. |
| A3 | In depth knowledge of, landlord and tenant law, land use as well as professional practice. | B3 | Critically analyse the information and knowledge base within which they are working and be able to challenge ideas rationally and constructively | C3 | Inspect and measure a property or site and use freehand sketch or computer technology |
| A4 | Demonstrate sound knowledge of property inspection, measurement and construction, including the ability to describe building pathologies. | B4 | Exercise sound judgement based on appropriate evidence in relation to professional practice problems and research questions | C4 | Describe simple forms of construction commonly used in commercial and residential development and diagnose common building defects. |
| A5 | Demonstrate sound knowledge of land use, UK planning system and knowledge of development theory, as well as the ability to design site layouts | B5 | Recognise the implications of ethics and economic, social and environmental sustainability and apply these principles to their studies in preparation for their future professional lives | C5 | Present a case for a professional scenario. |
| A6 | Demonstrate advanced acumen in real estate research |  |  | C6 | Conduct themselves in a professional and ethical manner appropriate for the workplace. |

In addition to the programme learning outcomes identified overleaf, the programme of study defined in this programme specification will allow students to develop a range of Key Skills as follows:

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| **Key Skills** | | | | | | |
| **Self-Awareness Skills** | **Communication Skills** | **Interpersonal Skills** | **Research and information Literacy Skills** | **Numeracy Skills** | **Management & Leadership Skills** | **Creativity and Problem Solving Skills** |
| Take responsibility for own learning and plan for and record own personal development | Express ideas clearly and unambiguously in writing and the spoken work | Work well with others in a group or team | Search for and select relevant sources of information | Collect data from primary and secondary sources and use appropriate methods to manipulate and analyse this data | Determine the scope of a task (or project) | Apply scientific and other knowledge to analyse and evaluate information and data and to find solutions to problems |
| Recognise own academic strengths and weaknesses, reflect on performance and progress and respond to feedback | Present, challenge and defend ideas and results effectively orally and in writing | Work flexibly and respond to change | Critically evaluate information and use it appropriately | Present and record data in appropriate formats | Identify resources needed to undertake the task (or project) and to schedule and manage the resources | Work with complex ideas and justify judgements made through effective use of evidence |
| Organise self effectively, agreeing and setting realistic targets, accessing support where appropriate and managing time to achieve targets | Actively listen and respond appropriately to ideas of others | Discuss and debate with others and make concession to reach agreement | Apply the ethical and legal requirements in both the access and use of information | Interpret and evaluate data to inform and justify arguments | Evidence ability to successfully complete and evaluate a task (or project), revising the plan where necessary |  |
| Work effectively with limited supervision in unfamiliar contexts |  | Give, accept and respond to constructive feedback | Accurately cite and reference information sources | Be aware of issues of selection, accuracy and uncertainty in the collection and analysis of data | Motivate and direct others to enable an effective contribution from all participants |  |
|  |  | Show sensitivity and respect for diverse values and beliefs | Use software and IT technology as appropriate |  |  |  |

1. **Outline Programme Structure**

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| **BSc (Hons) Real Estate Management with Business Experience – diagram**  **FULL-TIME**  **Level 4 Level 5 Level 6**  **TB 1/TB 2 TB 1/TB 2 TB 3 TB1/TB2**  BT6200  Investment Appraisal and Progressive Valuation Practice  30 credits  BL5002  Work placement  Alternatively:  BH5003  Research Placement  BS5401  The Entrepreneurship Experience   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | BS5202 | 30 | 5 | TB1 |   BT4200 Property Inspection, Measurement and Construction  30 credits  BT5201  Landlord and Tenant: Law and Practice  30 credits  BT6105  Professional Practice in Context  30 credits  BT4201  Planning, Land Use and Development  30 credits  BT5203  Real Estate Asset Management Practice  30 credits  BT6107  Research Project  30 credits  BT4202 Principles of Law, Business Management and Accounting  30 credits  BT5200  Property Agency: Law and Practice  30 credits  BT6201 Corporate Real Estate and Strategic Consulting  30 credits  BT5202  Advanced Real Estate Economics, Valuation and Appraisal  30 credits  BT4203  Real Estate Economics, Valuation and Appraisal  30 credits  BH6666  Business Readiness and Skills  0credits  BH5555  Business Readiness and Skills  0credits  BH4444  Business Readiness and Skills  0credits  **PART-TIME**  **BSc (Hons) Real Estate Management**  **YEAR 1 OF 4 YEAR 2 OF 4**  **TB 1/TB2 TB 1/TB 2**  BT4202  Principles of Law, Business Management and Accounting  30 credits  BT4201  Planning, Land Use and Development  30 credits  BT4200  Property Inspection, Measurement and Construction  30 credits  BT5203  Real Estate Asset Management Practice  30 credits  BT5202  Advanced Real Estate Economics, Valuation and Appraisal  30 credits  BT4203  Real Estate Economics, Valuation and Appraisal  30 credits | |
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Full details of each module will be provided in module descriptors and student module guides.

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| **Level 4/ Year 1** | | | | |
| **Compulsory modules** | **Module code** | **Credit**  **Value** | **Level** | **Teaching Block** |
| Real Estate Economics, Valuation and Appraisal | BT4203 | 30 | 4 | 1 and 2 |
| Property Inspection, Measurement and Construction | BT4200 | 30 | 4 | 1 and 2 |
| Principles of Law, Business Management and Accounting | BT4202 | 30 | 4 | 1 and 2 |
| Planning, Land use and Development | BT4201 | 30 | 4 | 1 and 2 |
| Business Readiness and Skills | BH4444 | 0 | 4 | 1 and 2 |

* Part time students do not take BH4444
* The course permits progression from level 4 to level 5 with 90 credits at level 4 or above\*. The outstanding 30 credits from level 4 can be trailed into level 5 and must be passed before progression to level 6
* \*BT4203 (Real Estate Economics, Valuation and Appraisal) is required to be passed before taking BT5202 Advanced Real Estate Management Practice.
* Students exiting the programme at this point who have successfully completed 120 credits at level 4 or above are eligible for the award of Certificate of Higher Education in Real Estate Management (Applies for both full-time and part-time students).
* Full time students do not need to have passed BH4444.

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| **Level 5/ Year 2** (CORE\*) | | | | |
| **Compulsory modules** | **Module code** | **Credit**  **Value** | **Level** | **Teaching Block** |
| Property Agency: Law and Practice | BT5200\* | 30 | 5 | 1 and 2 |
| Advanced Real Estate Economics, Valuation and Appraisal | BT5202\* | 30 | 5 | 1 and 2 |
| Real Estate Asset Management Practice | BT5203\* | 30 | 5 | 1 and 2 |
| Landlord and Tenant: Law and Practice | BT5201\* | 30 | 5 | 1 and 2 |
| Business Readiness and Skills | BH5555 | 0 | 5 | 1 and 2 |
| OPTIONS |  |  |  |  |
| Work Placement | BL5002 | (60) | 5 | TB3 |
| Research Placement | BH5003 | (60) | 5 | TB3 |
| The Entrepreneurship Experience | BS5401 | (60) | 5 | TB3 |

* Part-time students do not take any of BH5555 or Work Placement module options.
* The course permits progression from level 5 to level 6 with 90 credits at level 5 or above. The outstanding 30 credits from level 5 can be trailed into level 6 and must be passed before consideration for an award.
* Full-time students exiting the programme who achieve 240 of level 4 and 5 credits in their core\* modules, but do not pass business readiness level 4 and/or 5, n/or BL5002 (or BH5003 or BS5401), will be eligible for a Diploma in Higher Education in Real Estate Management.
* Full-time students exiting the programme who achieve 240 of level 4 and 5 credits in their core\* modules, and pass business readiness level 4 and 5, or BL5002 (or BH5003 or BS5401), will be eligible for a Diploma in Higher Education in Real Estate Management with Business Experience.
* Part-time students exiting the programme at this point who have successfully completed 240 core\* credits at Level 4 and 5 are eligible for the award of Diploma in Higher Education in Real Estate Management.

After studying level 5, students may take an additional year completing a work placement, study exchange or a combination of both work placement and study exchange (Sandwich Year).

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| **Level 6** (core\*) | | | | |
| **Compulsory modules** | **Module code** | **Credit**  **Value** | **Level** | **Teaching Block** |
| Investment Appraisal and Progressive Valuation Practice | BT6200\* | 30 | 6 | 1 and 2 |
| Corporate Real Estate and Strategic Consulting | BT6201\* | 30 | 6 | 1 and 2 |
| Professional Practice in Context | BT6105\* | 30 | 6 | 1 and 2 |
| Research Project | BT6107\* | 30 | 6 | 1 and 2 |
| Business Readiness Careers and Employability | BH6666 | (0) | 6 | 1 and 2 |

* Students who pass 120 credits of within core\* modules at each of levels 4 and 5 and at least 60 credits in Level 6 may be awarded a Pass Degree (Ordinary/Non-Honours) degree, which is not accredited by RICS.
* Full-time students who achieve 360 credits in all of their core\* modules but do not pass business readiness level 4 and/or 5, or 6, n/or BL5002 (or BH5003 or BS5401) will be eligible for a BSc (Hons) Real Estate Management degree.

1. **Principles of Teaching, Learning and Assessment**

***Overarching Principles***

All students on the programme are working towards a professional career in which they must be able to exercise judgement, communicate with clients and the public and throughout take an ethical approach to all that they do; we also encourage them through the design and execution of the curriculum to be both knowledgeable in terms of how sustainability principles apply to their own field but also develop a responsible attitude towards the role that built environment professionals can play in helping to manage resources in ways which promote environmental sustainability, good governance, respect for people, well-being and the pursuit of economic goals. We encourage students to approach their own learning in a reflective way seeking to find themselves as individuals.

Kingston Business School has a deep belief that the role of teaching and assessment is to underpin student learning and throughout the programme the strategy is to engage students with a wide range of activities that enable them to develop the knowledge and skills that they will need as practitioners alongside their knowledge base. The student should, as far as is practicable, be empowered to take control of their learning but be supported strongly through the process. It follows that as the student progresses through the levels the emphasis will be from lecturer-led to student-led work though lectures and tutorials will feature at all levels of the programme. In delivering on this principle, much of the teaching related to knowledge and understanding will be focused on simulated real life study and projects in which students will be led through the materials and required to develop their skills through the tasks set. Field trips and site visits are therefore important components of the strategy and support sessions aimed at skills development are an important part of the delivery strategy.

Field trips and site visits enable the students to encounter real estate in its physical form allowing them to understand practical elements that relate to construction, planning, leasing, agency, valuation, asset management and the property market environment. Visits include Kingston, London, and alternatively locations with prominent real estate projects.

Links with the industry and practitioners are maintained by lecturers, allowing for the entry to sites and buildings and also many practitioners and alumni give guest lectures on specialist topics.

Students study Business Readiness modules which prepare them for industry and enhance their CV’s in Level 4 and 5 and 6. Students are also encouraged to apply for placements and internships in industry during term 3 of Level 5.

***Teaching & Learning: Developing Knowledge and Skills through a Range of Means including the Capstone Project***

Learning of Technical and Professional Knowledge: A solid and comprehensive technical and professional knowledge base is fundamental and is delivered through lectures, seminars, tutorials and workshops; deep knowledge acquisition lies at the heart of our programmes. It is considered important that student learning is regularly monitored and as an innovation. The Business School has introduced a system of Tutorial/Workshop sessions, where time will be devoted to seminars, visits, and tutorials to provide opportunities to ensure student learning progress and to reinforce key principles already taught. These tutorial/workshops will have intense small group and individual sessions to provide both’ feedforward’ on tasks set and feedback on tasks already assessed. These sessions will also be used to support students and check their overall progress. Support and guidance is given to both part-time and full-time students through access to tutors (including personal tutor) at designated contact times. Support and guidance is also provided through regular announcements on Canvas and students can email the relevant module leaders as well. Online methods of teacher led study (E-learning and Directed learning) is also being introduced within scheduled teaching in modules. This will allow the students to be guided in their research and will also allow for flexibility and for students to study at their own pace. Students can make use of Business and Law Academic Skills Centre BLASC to help with referencing of coursework and also help with structure and written English.

Teaching: Lectures are used to impart key information and will normally be limited to one hour in duration, followed up by Tutorials/Workshops. Extensive use is made by teaching staff of e-learning via Canvas, our on-line learning environment. Not only are teaching materials loaded up in advance of lectures, but other materials and web links are loaded, some lectures are recorded and podcasts are downloaded. Teaching may be augmented by on-line discussion groups to aid understanding. We recognise that an ability to be comfortable with a range of digital media is important to employability skills and effective learning. Students also need to be computer literate and able to operate industry standard computer packages.

VLE: Canvas (online digital study environment) is available to all students to access lectures, tutorials and additional information, both in campus and remotely. On some modules students are able to access online multiple choice quizzes that prepare them for in-class assessments. Speak over Powerpoint and scanned tutorial notes are utilised in some modules and allows students to revisit classroom teaching and tutorials. IT workshops are an important part of the programme allowing students to develop excel valuation modelling skills.

In order to ensure group cohesion, group work is inclusive of both part-time and full-time students. These have worked very well together utilising modern social media platforms as well as the library and time given in class during tutorials.

Skills:

Developing skills is also critical to successful vocational education. These skills are practical – such as the ability to measure a building or design and draw simple site layouts, but for real estate one of the key skills is to obtain proficiency in a range of IT applications such as advanced Excel. They also need to be able to access research databases appropriately. They will develop professional skills (e.g. how to write and present reports on strategic advice and value of actual properties and re-development sites) and intellectual skills (e.g. how to resolve problems such as disputes between landlord and tenant) and to debate some of the ethical and policy issues that they may face in their subsequent professional lives. The learning and assessment philosophy also places emphasis on personal skills development, through group-based activities which develop team working skills and respect for colleagues which are critical dimensions of professional practice.

All these skills are developed systematically through the programme with concepts introduced at Level 4, developed into applications in Level 5 and challenged through complex practice-based exercises at Level 6. Skills development takes place in all modules but it is specifically addressed through project based work which takes place extensively and is a critically important learning methodology. It is most strongly emphasised in a series of field trips in which all students participate, unless for some reason they cannot travel in which a simulated alternative exercise is provided, thus better ensuring full accessibility.

Field Trips and/or Site visits: At Level 4, 5 and 6 there are opportunities of field trips or site visits which allow the possibility of understanding the physical aspect of real estate, the development of a city through the centuries and how the impact of real estate management and development has been translated to the cityscape in many ways over the centuries and to understand the socio-economic environment or to gain knowledge on construction and building materials. Some of these visits may be virtual, now supported by advanced technology and IT.

Capstone Project: The element of a capstone project work is being done through the individual research project, in which students select a topic and methodology and are encouraged to use their creative and imaginative powers to design projects that have real applicability in the industry and enable them to draw down on all their skills as well as knowledge base. For example students who have undertaken a placement may work with their placement employer on a problem that faces that organisation. Others will opt for a more traditional research topic. In all cases they are strongly encouraged to integrate empirical proposed investigations, thus demonstrating research and analytical skills.

Academic writing skills are developed through writing essays but notably in Level 5. This provides a learning vehicle prior to the requirement to undertake a major research project at Level 6. Research topics are taken from current topical issues and any information gaps normally discovered while developing coursework within final year modules. We recognise that many students find research work daunting, so they are prepared over the entire programme for the research project as most modules contain the need to research material using web and library searches and through extensive use of professional material.

***Assessment***

Assessment is both formative (i.e. the work is marked and feedback given but the mark does not count towards the module achievement mark) and summative (the assessed mark counts towards the module grade awarded). Formative assessment is important as it encourages students and supports their overall learning. Examples of formative work include:

* Self-administered tests run through Canvas (our on-line learning environment);
* Draft submissions for comment (for example of the Research Project);
* On-line discussion groups and directed learning, monitored by staff;
* In-class quizzes to test recently covered lecture material;
* Formal ‘client meetings’ in which notes are made and feedback given.

Summative feedback takes a wide range of forms, some of which have been outlined under the teaching and learning section above and all of which are detailed in the Module Descriptors. A special feature of the course is the few number of formal examinations which are included (only one per level, two in level 5). Whilst we hold that examinations do have a role to play in testing knowledge and critical reasoning, there are other methods which have possibly greater applicability to the work that graduates will subsequently undertake.

Therefore a policy has been adopted to ensure that, as far as possible, emphasis is placed on developing simulated or real world experiences. Students undertake traditional academic tasks such as essays and reports, but traditional academic skills are also tested in more innovative ways such as the Research Project that, as stated above, can take a variety of forms.

As the programme is focused on developing employability skills, the ability to present orally, to produce well-presented and appropriately structured professional reports, to sketch and produce scheme designs using IT are also assessed. Professionals working in the real estate environment also need to communicate effectively with people from a wide range of backgrounds, all the time demonstrating an ability to sustain an argument, whilst having due consideration for those with whom they are dealing. Therefore oral negotiation, advocacy and debate are all used as assessment methods and the Institute has developed specific experience in these methods.

Feedback to students on summative assessment is vitally important. This is delivered through a number of means such as online and/or formal written individual feedback which contains pointers for future improvement; class collective feedback; issuing of model answers in some modules.

1. **Support for Students and their Learning**

Students are supported by:

* + A Module Leader for each module gives ‘front line’ support on technical matters relating to the subject material through the tutorial week sessions;
  + A Course Leader who can give support to help students understand the context of their discipline and the programme structure;
  + A Faculty Administration Team who provide students with a quick and ‘local’ answer to any administrative queries they may have and who can ‘signpost’ them to the comprehensive University central services relating to advice on finance, regulations, legal matters, accommodation, international student support, health and wellbeing, disability and equality support.
  + Staff Student Consultative Committees and regular open meetings Boards of Study at Faculty levels to promote good communication and to ensure that staff are aware of any collective concerns that students may have; and
  + Mid-point and end of year student evaluations to ensure that modules continue to best service student learning needs.

A Tutorial and Academic Support system that is comprehensive and tailored to student needs

* + Each student is provided with a named member of academic staff in induction week at Level 4 who will remain their personal tutor throughout their studies in line with the University’s Personal Tutor Scheme (PTS). The teaching blocks have been structured to ensure regular meetings 2 times a year as a minimum;
  + Personal Tutors recognise that each student’s experience is individual and will accommodate to each individual’s circumstance. When difficulties are identified, Personal Tutors are able to log issues in OSIS and these will be directed to specialised support teams within the School and Faculty. Students are also directed to more direct support such as student support coordinators, on-line resources or the student’s union.
  + Personal tutors remain the same throughout the course of study. This allows the building of rapport between staff and students and fosters a close and engaging academic relationship with the students.
  + Formative feedback in many modules allows for one-to-one sessions and the raising of issues to the lecturer or module leader. These are directed to the course leader who will take action to resolve problems or direct the students to appropriate support.
  + A Student Support Coordinator who provides additional pastoral and practical support, especially to students new to higher education studies and who tracks student progression. This role is vital in helping early identification of students who may be in need of extra help;
  + An induction programme and study skills sessions at the start of every academic year to ensure that students are aware of the expectations we have of them as they move through the programme;
  + An Academic Study Centre (BLASC) which is operated with staff and postgraduate students from the Kingston Business School to provide support and advice to students on a daily ‘drop-in’ basis and which offers specific sessions on a range of common learning difficulties such as revision skills.

A Range of Support for Careers and Employability

* + Close contact with the University Careers and Employability Service
  + Close contact with local employers and professional bodies and encouragement to students to enter professional competitions;
  + Support to students to gain placements and internships;
  + Throughout delivery of a curriculum geared to the professional development of students.

1. **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
* Feedback from employers

The Real Estate Team interfaces with the RICS, and these annual monitoring and periodic reviews provide other opportunities for reflection and external contribution to course design, quality assurance and enhancement. Employer liaison groups, that take varying forms, also provide the opportunity for external input to the quality assurance and enhancements of the Institute’s programmes.

Additionally the Real Estate Team promotes reflection on its own practice through the pedagogical and professional educational research of its staff members and through a series of formal and informal staff meetings in which feedback from all sources is considered and innovation encouraged.

1. **Employability and work-based learning**

The Real Estate Team takes the employability of its graduates very seriously and the skills and knowledge base required by future employers are guiding principles in developing not just what we teach but how we assess students. For example, employers seek people with good team working skills and who can present effectively and confidently. Accordingly, the course has been designed to meet the core curriculum needs of those wishing to pursue careers within the real estate sector and careful consideration has been given to the study materials, mode of delivery and skills development that will best enable students to graduate with the knowledge, skills, ethical approach and confidence to enter practice in graduates positions within property consultancies, property companies, public authorities and social housing providers. The academic team maintain close links to practice and the professional accrediting bodies in order to ensure that those responsible for keeping the curriculum up to date are well informed. Some staff also sit on professional body groups and committees and/or act as professional body competence assessors, which further ensures both currency of the programme and that contacts between the Real Estate Team and practice are supportive and informed. Alumni and other practitioners also play a role in delivering the programme thus giving students insights into practice; they also often offer internships and approach us directly when they have graduate positions that they require to fill.

Students are prepared for practice by an informed curriculum, by undertaking city trips and site visits, undertaking simulated practice projects and by a series of support activities such as employability evenings, CV writing sessions etc. Students are also encouraged to pursue sandwich placement years, professional body competitions and internships and vacation work within a professional setting. However, we recognise that employers also value a range of other skills and experiences and students are encouraged to take part in the wider life of the University through sporting, musical or other activities or through community volunteering.

Graduates from the programme have taken up posts in a variety of employment settings including Savills, CBRE and Barclays Bank; others have gone on to Masters’ study. Some students study part-time whilst sponsored by organisations such as CBRE, Cushman & Wakefield and Knight Frank.

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

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.

1. **Other sources of information that you may wish to consult**

Royal Institution of Chartered Surveyors: <https://www.rics.org/uk/>

QAA subject benchmark for Land, Construction, Real Estate and Surveying:<https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-land-construction-real-estate-and-surveying.pdf?sfvrsn=f9f3c881_4>

Business School website

www.business.kingston.ac.uk

1. **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.

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| **Module code** | | **Level 4** | | | | **Level 5** | | | | | **Level 6** | | | | |
| **BT4200** | **BT4201** | **BT4202** | **BT4203** | **BT5201** | **BT5203** | **BT5200** | **BT5202** | **BT6200** | | **BT6105** | **BT6107** | **BT6201** |
| **Knowledge & Understanding** | A1 |  |  |  | S |  |  |  | S | S | |  |  |  |
| A2 |  |  | S |  |  | S |  |  |  | |  |  | S |
| A3 |  |  |  |  | S |  | S |  |  | | S |  |  |
| A4 | S |  |  |  |  |  |  | S |  | |  |  |  |
| A5 |  | S |  |  |  |  |  | S |  | |  |  |  |
| A6 |  |  |  |  |  |  |  |  | S | | S | S | S |
| **Intellectual Skills** | B1 | S | S | S | S |  |  |  |  |  | |  |  |  |
| B2 |  |  |  |  | S | S | S | S |  | |  |  |  |
| B3 |  |  |  |  |  |  |  |  | S | | S | S | S |
| B4 |  |  |  |  |  |  |  |  | S | | S | S | S |
| B5 |  |  |  |  |  |  |  |  | S | | S | S | S |
| **Practical Skills** | C1 | S | S | S | S | S | S | S | S | S | | S | S | S |
| C2 |  |  |  | S |  |  |  | S | S | |  |  |  |
| C3 | S |  |  |  |  |  |  |  | S | |  |  |  |
| C4 |  | S |  |  |  |  |  |  | S | |  |  |  |
| C5 |  |  |  |  |  |  |  |  |  | | S |  |  |
| C6 |  |  |  |  |  |  |  |  | S | | S | S | S |

**S** indicates where a summative assessment occurs in credit bearing modules.

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

Exceptional changes made to the modules/course due to Covid-19 (only for 20/21)

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| --- | --- | --- | --- |
| **Module Code** | **BH4445** | **BH5556** | **BH6667** |
| **Module Title** | **PERSONAL DEVELOPMENT PLANNING (proposed title)** | **BUSINESS READINESS AND SKILLS** | **CAREERS PLANNING (proposed title)** |
| **Course(s) this module is delivered on** | 1) Accounting & Finances with Business Experience 2) Marketing and Advertising with Business Experience 3) Business management with Business Experience 4) International Business with Business Experience 5) Real Estate Management with Business Experience | 1) Accounting & Finances with Business Experience 2) Marketing and Advertising with Business Experience 3) Business management with Business Experience 4) International Business with Business Experience 5) Real Estate Management with Business Experience | 1) Accounting & Finances with Business Experience 2) Marketing and Advertising with Business Experience 3) Business management with Business Experience 4) International Business with Business Experience 5) Real Estate Management with Business Experience |
| **Changes to the Module Summary required?** | Yes | No | No |
| **Current validated Module Summary (copy and paste from Module Descriptor)** | This module consists of a series of management and personal skills training sessions and workshops, designed to prepare students for their placement and to improve their employability after graduation. Students will experience a wide range of opportunities to enhance their skills, ensure they make the most of their potential, gain the best possible placement, and give them an edge in the job market after graduation.  During their training, they will build an on-line profile indicating their progress with their skills development. Where appropriate, the skills work will be integrated with core curriculum activity. Students will work with faculty staff, including their personal tutor and the Business Experience Office, to identify their skills requirements. In addition to the standard skills required by employers, there will be skills development linked to specific subject areas. |  |  |
| **Revised Module Summary** | This module consists of a series of management and personal skills training sessions and workshops, designed to prepare students for their placement and to improve their employability after graduation. Students will experience a wide range of opportunities to enhance their skills and confidence, ensure they make the most of their potential, gain the best possible placement, and give them an edge in the job market after graduation.  During their training, they will build Personal Development Portfolio, which they will develop during the course of the degree programme. Students will have the opportunity to build an on-line profile indicating their progress with their skills development. Where appropriate, the employability skills work will be integrated with core curriculum activity. Students will work with faculty staff, including their personal tutor, the Business Experience Team and the Careers and Employability Service, to identify their skills requirements. In addition to the fundamental skills required by employers, there will be further professional skills development linked to specific subject areas. |  |  |
| **Changes to the Module Aims required?** | Yes | Yes | No |
| **Current validated Module Aims (copy and paste from Module Descriptor)** | • To provide students with a rounded set of skills that prepare them for their placement and for their subsequent working lives • To teach students to identify their particular skills requirements • To motivate students to use the tools provided to develop their skills and to make the most of face to face teaching and other activities • To enhance student’s ability and self-confidence to operate in an employment context • To support career development and enhance career prospects • To improve the student’s ability to apply for and gain employment • To enable students to determine their future skills requirements | • To provide students with a rounded set of skills that prepare them for their placement and for their subsequent working lives • To teach students to identify their particular skills requirements • To motivate students to use the tools provided to develop their skills and to make the most of face to face teaching and other activities • To enhance student’s ability and self-confidence to operate in an employment context • To support career development and enhance career prospects • To improve the student’s ability to apply for and gain employment • To enable students to determine their future skills requirements |  |
| **Revised Module Aims** | • To provide students with a set of employability skills that begins to prepare them for their placement and for their subsequent working lives • To enable students to explore and identify their particular strengths and skills requirement • To motivate students to use the tools provided to develop their skills and to make the most of face to face teaching and other activities • To enhance student’s ability and self-confidence to operate in an employment context or self-employment • To support career development and enhance career prospects • To improve the student’s ability to apply for and gain employment • To enable students to determine their future career goals and skills requirements | • To provide students with a rounded set of skills that prepare them for their placement and for their subsequent working lives • To enable students to explore and identify their particular strengths and skills requirements • To motivate students to use the tools provided to develop their skills and to make the most of face to face teaching and other activities • To enhance student’s ability and self-confidence to operate in an employment context • To support career development and enhance career prospects • To improve the student’s ability to apply for and gain interview for employment • To enable students to determine their future skills requirements |  |
| **Changes to the Curriculum Content required?** | No | No | Yes |
| **Current validated Indicative Curriculum Content (copy and paste from Module Descriptor)** |  |  | • Completion of an updated CV following experiences and skills gained in their placements and skills gained during third year of studying • Update of on-line profile. • One–to-one support for job applications, research of careers /employers opportunities, preparation for interviews, etc… • Guest speakers to cover the range of disciplines. • Careers fairs organised by Careers and Employability team • Networking events |
| **Revised indicative Curriculum Content** |  |  | • Completion of an updated CV following experiences and skills gained in their placements and skills gained during third year of studying • Update of on-line profile. • One–to-one support for job applications, research of careers /employers opportunities, preparation for interviews, etc…and career action planning • Guest speakers to cover the range of disciplines. • Careers festivals organised by Careers and Employability Service team • Networking events |
| **Are there any changes to the Module Learning Outcomes** | Yes | No | No |
| **Current validated Module Learning Outcomes (copy and paste from Module Descriptor) - Please insert all Learning Outcomes below, not just the ones that need to be changed** | On successful completion of the module students will be able to:  • Function as useful and productive members of their placement organisations’ workforce • Develop career aspirations and enhance personal development  • Understand how to assess and continue to develop their personal and management skills • Provide a good account of their current skills level and any gaps • Identify and provide an account of how their skills have developed • Understand and develop further work-related skills and behaviours and identify the requirements for additional skills |  |  |
| **Revised Module Learning Outcomes - Please provide the full set of Module Learning Outcomes** | On successful completion of the module students will be able to:  • Produce a baseline CV, Cover Letter and Linked In profile • Develop career aspirations and enhance personal development  • Understand how to assess and continue to develop their personal and professional skills • Provide a good account of their current skills level and any gaps • Identify and provide an account of how their skills have developed • Understand and develop further work-related skills and behaviours and identify the requirements for additional skills |  |  |
| **Are there any changes to the Breakdown of Learning and Teaching Hours as stated in the Module Descriptor?** | Yes | Yes | No |
| **Current validated Breakdown - Please list as: 1. Scheduled Learning hours, and; 2. Guided Independent Study** | 1. Scheduled Learning hours: 44h over 22 wks + 16h optional/sign-up  2. Guided Independent Study: 50h 3. Total: 94 to 110 hours | 1. Scheduled Learning hours: 44 hours+ 16 options hours on signup basis 2. Guided Independent Study: 50 hours 3. Total: 94 to 113 hours |  |
| **Revised Breakdown - Please list as: 1. Scheduled Learning hours, and; 2. Guided Independent Study** | 1. Scheduled Learning hours: 22h over 11 wks 2. Guided Independent Study: 2 to 3 hours/ week of session 3. Total: up to 40 to 60 hours | 1. Scheduled Learning hours: 44 hours 2. Guided Independent Study: up to 50 hours 3. Total: up to 94 hours |  |
| **Are there any changes to the assessment type or weightings?** | Yes | Yes | No |
| **Current validated assessment type and weightings (please list by element)** | Coursework: Individual portfolio (weight 100%)  Assessed with graded mark. Minimum of 40% mark required for a pass. | Coursework: Individual portfolio (weight 100%)  Assessed with graded mark. Minimum of 40% mark required for a pass. |  |
| **Revised assessment type and weightings (please list by element)** | Optional coursework (Employability portfolio)  Formative feedback only. No grading required. | Optional coursework (Employability portfolio)  Formative feedback only. No grading required. |  |