

Hertfordshire Business School

Title of Programme: BA (Hons) Business and Management
(Chartered Manager Degree Apprenticeship)

Programme Code: BSUADABM

For Collaborative: External Validation at UCSA

Programme Specification

This programme specification is relevant to students entering:
01 September 2020

Associate Dean of School (Academic Quality Assurance):
Veronica Earle

Signature



A programme specification is a collection of key information about a programme of study (or course). It identifies the aims and learning outcomes of the programme, lists the modules that make up each stage (or year) of the programme, and the teaching, learning and assessment methods used by teaching staff. It also describes the structure of the programme, its progression requirements and any programme-specific regulations. This information is therefore useful to potential students to help them choose the right programme of study, to current students on the programme, and to staff teaching and administering the programme.

Summary of amendments to the programme:

Section	Amendment

If you have any queries regarding the changes please email AQO@herts.ac.uk

Programme Specification

BA (Hons) Business and Management

This programme specification (PS) is designed for prospective students, enrolled students, academic staff and potential 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 he/she takes full advantage of the learning opportunities that are provided. More detailed information on the teaching, learning and assessment methods, learning outcomes and content for each module can be found in Definitive Module Documents (DMDs) and Module Guides.

Section 1

Awarding Institution/Body	University of Hertfordshire
Teaching Institution	University Campus St Albans
University/partner campuses	University Campus St Albans
Programme accredited by	Not applicable
Final Qualification	BA (Hons)
All Final Award titles (Qualification and Subject)	Business and Management
FHEQ level of award	6
UCAS code(s)	N/A
Language of Delivery	English

A. Programme Rationale

This programme has been designed to give apprentices the best possible apprentice experience while they combine study with employment of at least 16 hours per week. The degree is fully integrated with the Chartered Manager Degree Apprenticeship (CMDA) Standard and combines the features of a general University degree in Business and Management with the professional aspects of being a manager laid out in the Standard. The programme is designed around the needs of existing managers and thus provides a structured Fast Track route to this qualification which can be achieved within 2 years.

The programme aims to offer a progression route for experienced managers who either:

- do not have any formal academic qualifications;
- have previously attained a degree in an unrelated subject (and are thus eligible for apprenticeship funding);
- have attained professional qualifications in business, management or leadership at level 4 or above (e.g. through undertaking a Higher Apprenticeship in Management)

There is a supported application process to assess whether professional work experience is equivalent to the academic entry requirements. Applicants will if suitable, undertake a supported and structured process, including both workshops and one to one support to build knowledge of key business and management theory as it applies to practice and develop a portfolio in order to recognise and accredit their prior experiential learning. This must be successfully completed before entry onto the programme.

The delivery plan combines classroom based learning with workplace learning and development and one on line module at Level 6 (Digital Economy).

The development of the Standard has been employer led, and the design of this programme has been, to a large extent, shaped by feedback from the employers.

B. Educational Aims of the Programme

The programme has been devised in accordance with the University's graduate attributes of programmes of study as set out in [UPR TL03](#).

Additionally this programme aims to:

- make teaching relevant to the apprentice's workplace
- have a high content of transfer of learning to the workplace
- allow every opportunity for implementation of learning in the workplace

C. 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 benchmark statements for Business and Management and the Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014) and relate to the typical student. Additionally, the SEEC Credit Level Descriptors for Further and Higher Education (2016) have been used as a guiding framework for curriculum design.

Knowledge and Understanding	Teaching and learning methods	Assessment strategy
<p>A1- The wide range of functional areas of business and management, including business finance, project management, operational strategy, sales and marketing, and digital business</p> <p>A2- The complexity of the external business environment (local, national, global) and the impact of this upon the way that organisations operate</p> <p>A3- The management and development of people within organisations</p> <p>A4- Corporate cultural behaviours and the ethical responsibilities of organisations</p>	<p>Acquisition of knowledge and understanding is through classroom based and online modules, workshops, work-based learning activity, reflective learning activity.</p> <p>The APEL structured workshop programme also facilitates the transmission of key business and management theory in the creation of the APEL reflections on the understanding they have gained in the workplace.</p> <p>Throughout, the learner is encouraged to undertake independent study both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.</p> <p>There will be much emphasis on application of the learning in the workplace.</p>	<p>Knowledge and understanding are assessed through coursework in the form of written work, in-class tests and presentations. There are no exams in this programme.</p> <p>Completion of a comprehensive work-based portfolio evidencing the knowledge of the learner.</p>
Intellectual skills	Teaching and learning methods	Assessment strategy
<p>B1- Apply cognitive skills of critical thinking, analysis and synthesis in the context of business decision making</p> <p>B2- Solve business problems using appropriate techniques, including the</p>	<p>Intellectual skills are developed through the methods and strategies outlined in section A, above.</p> <p>Throughout, the learner is encouraged to develop intellectual skills further by</p>	<p>Intellectual skills are assessed through analysis and problem solving.</p>

ability to identify and evaluate a range of alternative solutions	independent study	
B3- Envisage beneficial application of business theories and models to personal business practice using work experience to integrate theory with practice		

Practical skills	Teaching and learning methods	Assessment strategy
C1- Apply a range of business theories, models and techniques to different business situations	Practical skills are developed through implementation of theory to workplace.	Practical skills are assessed through coursework assignments, project reports and presentations.
C2- Research business issues by extracting and analysing appropriate data from a range of business sources and use that research for evidence-based decision-making		Completion of a comprehensive work-based portfolio evidencing the skills of the learner.
C3- Use information and communication technologies proficiently in the analysis and presentation of business information		

Transferable skills	Teaching and learning methods	Assessment strategy
D1- Communicate clearly and persuasively, both orally and in writing	Transferable skills are developed through engaging in the learning and the activities required for the assessments as well as preparation of work for assessment.	Transferable skills are assessed through coursework reports, oral presentations, project reports.
D2- Manage time and resources effectively		Completion of a comprehensive work-based portfolio evidencing the transferable skills of the learner.
D3- Work effectively in a team, deploying appropriate interpersonal skills to achieve the best from others, including effective communication, listening and influencing	Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.	
D4- Develop self-awareness and initiative in taking personal responsibility for continuing personal and professional development		

D. Programme Structures, Features, Levels, Modules, and Credits

The Fast Track programme is offered part time (2 years), and leads to the award

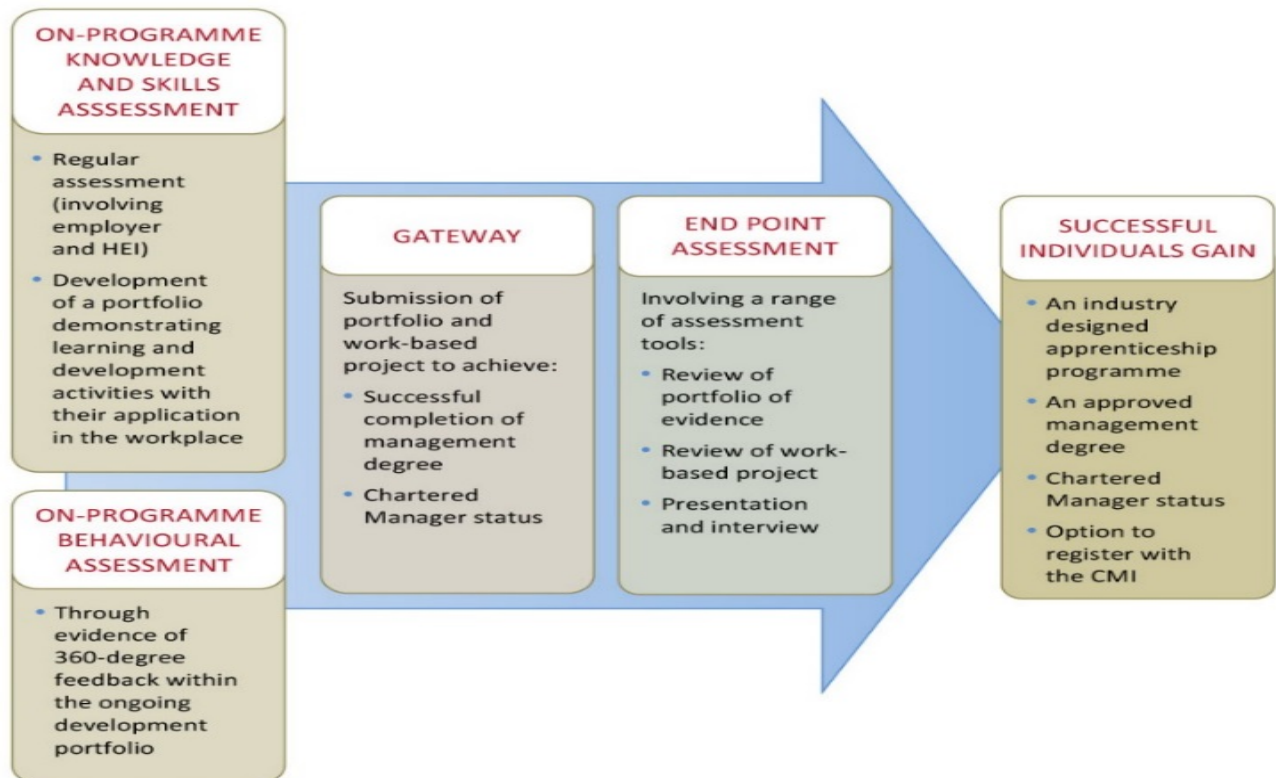
of a BA degree with Honours in Business and Management. Entry requires applicants to undergo a formal and structured process to accredit prior learning (this includes both work-based learning and where relevant certificated learning) prior to enrolling on the degree. Apprentices can only enter this programme if they have achieved at least 120 credits at level 4 and 60 credits at level 5 through the accreditation of prior learning.

Entry to the programme is offered in Semesters A and B. The programme requires entry after successful completion of a structured Accreditation of Prior Learning process. There will be three entry points into this process – September; February and May.

Professional and Statutory Regulatory Bodies

On completion of the degree, and successful presentation of an evidence-based portfolio and a work-based project, apprentices apply for Chartered Manager Status. This programme has been explicitly mapped to the Chartered Manager Degree Apprenticeship (CMDA) Standard. Figure 1 below shows the steps and assessments required¹

Figure 1. Schematic Diagram taken from CMDA Assessment Plan¹



¹ The CMDA Standard and Assessment Plan is available at <https://www.gov.uk/government/publications/apprenticeship-standard-chartered-manager-degree-apprenticeship>

Work-Based Learning, including Sandwich Programmes

N/A

Erasmus Exchange programme

N/A

Programme Structure

The programme structure and progression information below (Table 1a and 1b) is provided for the Honours award. Any interim awards are identified in Table 1b. The Programme Learning Outcomes detailed above are developed and assessed through the constituent modules. Table 2 identifies where each learning outcome is assessed.

Table 1a Outline Programme Structure

Mode of study Part-Time

Entry point Semester A

Level 5/6

Pre-Registration APEL Workshops to establish the required 120 credits at Level 4 and the 60 credits at Level 5. Once APEL has been confirmed, apprentices then register onto the degree fast-track route.

FASTRACK LEVEL 5 STUDY

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Marketing Planning	5FBS1656	15	English	0	100	0	A
Analysing Financial Statements	5WBS0035	15	English	0	100	0	A
Project Planning and Control	5FBS1655	15	English	0	100	0	B
Managing People	5FBS1675	15	English	0	100	0	B
Leading Change in Organisations	6FBS2000	30	English	0	100	0	C
Digital Economy	6WBS0018	15	English	0	100	0	C

Progression to Level 6 requires 210 credits at Levels 4 and 5, of which at least 120 credits must be at Level 5; and 240 credits must have been studied at Levels 4 and 5. For apprentices with fewer than 240 credit points at Levels 4 and 5, progression will be determined by the Programme Examination Board.

FASTRACK LEVEL 6 STUDY

	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Module Title							
Business Strategy	6FBS1716	15	English	0	100	0	A
Work-based Project	6FBS1728	30	English	0	80	20	ABC'
Apprenticeship Portfolio	6FBS1727	30	English	0	75	25	ABC'

C' = Semester C in the second year of study

The award of an honours degree requires 360 credits, with at least 240 credits at Level 5 or above, of which at least 120 credits must be at Level 6. An unclassified degree requires 300 credits, with at least 180 credits at Level 5 or above, of which at least 60 credits must be at Level 6.

Mode of study Part-Time

Entry point Semester B

Level 5/6

Pre-Registration APEL Workshops to establish the required 120 credits at Level 4 and the 60 credits at Level 5. Once APEL has been confirmed, apprentices then register onto the degree fast-track route.

FASTRACK LEVEL 5 STUDY (FROM B ENTRY)

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Project Planning and Control	5FBS1655	15	English	0	100	0	B
Managing People	5FBS1675	15	English	0	100	0	B
Marketing Planning	5FBS1656	15	English	0	100	0	C
Analysing Financial Statements	5WBS0035	15	English	0	100	0	C
Business Strategy	6FBS1716	15	English	0	100	0	A
Leading Change in Organisations	6FBS2000	30	English	0	100	0	A

Progression to Level 6 requires 210 credits at Levels 4 and 5, of which at least 120 credits must be at Level 5; and 240 credits must have been studied at Levels 4 and 5. For apprentices with fewer than 240 credit points at Levels 4 and 5, progression will be determined by the Programme Examination Board.

FASTRACK LEVEL 6 STUDY (FROM B ENTRY)

Module Title	Module Code	Credit Points	Language of Delivery	% Examination	% Coursework	% Practical	Semesters
Compulsory Modules							
Work-based Project	6FBS1728	30	English	0	80	20	BCA'
Apprenticeship Portfolio	6FBS1727	30	English	0	75	25	BCA'
Digital Economy	6WBS0018	15	English	0	100		C

(Semester A' should be interpreted as Semester A one year later)

The award of an honours degree requires 360 credits, with at least 240 credits at Level 5 or above, of which at least 120 credits must be at Level 6. An unclassified degree requires 300 credits, with at least 180 credits at Level 5 or above, of which at least 60 credits must be at Level 6.

Honours classification

The University has approved structure and assessment regulations common to all programmes. Full details are provided in [UPR AS14](#), Section D.

Table 1b Final and interim awards available

The programme provides the following final and interim awards:

Final Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
BA (Hons)	Business and Management	360 credit points including 240 at level 6/5 of which 120 must be at level 6	6	All programme learning outcomes (see Table 2)

Interim Award	Award Title	Minimum requirements	Available at end of Level	Programme Learning Outcomes developed (see above)
University Certificate		45 credit points at level 4	4	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Certificate of Higher Education		120 credit points at level 4	4, 5	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
Diploma of Higher Education		240 credit points including at least 120 at level 5	5, 6	See UPR AS11, section 13: http://sitem.herts.ac.uk/secreg/upr/AS11.htm
BA	Business and Management	300 credit points including 180 at level 6/5 of which 60 must be at level 6 (min. 75 UH credits at level 5/6)	6	A1, A2, A4, B1, B3, C1, C2, D1, D3, D4

Programme-specific assessment regulations

The programme complies with the University's academic regulations (in particular, [UPR AS11](#), [UPR AS12/UPR AS13](#) and [UPR AS14](#)) with the exception of those listed below, which have been approved by the University:

- Apprentices can only enter this programme if they have achieved at least 120 credits at Level 4 and 60 credits at Level 5 through the Accreditation of Prior Learning.

E. Management of Programme & Support for student learning.

Management

The programme is managed and administered through:

- Dean of Hertfordshire Business School
- Director of HE (UCSA) who has delegated responsibility for the overall leadership of the programme
- UCSA Programme Leader responsible for the day to day management of this programme and admissions
- UCSA/UH Module Leaders who are responsible for individual modules
- An HBS-UCSA Collaborative Partnership Leader
- A Programme Committee including a representative from the programme
- An Employer Liaison Tutor
- An Employer Liaison Manager

Support

- An UCSA Programme Leader and personal tutor
- Apprentice programme handbook to explain the programme and give calendar of events for an academic year
- An Induction week at the beginning of the programme and induction sessions at the start of each following semester
- UCSA specialist academic skills support tutor
- UCSA specialist disability needs support tutor
- Centre for Academic Skills Enhancement (CASE)
- An UCSA Programme Administrator to deal with day to day administration with the programme
- Canvas, a versatile on-line inter-active intranet and learning environment
- Access to extensive digital and print collections of information resources
- Attractive modern study environments in Learning Resources Centres
- A substantial Student Centre that provides advice on issues such as finance, University regulations, legal matters, accommodation, international apprentice support etc.
- Office of Dean of Apprentices, incorporating Chaplaincy, Counselling and Nursery
- Medical centre
- The Students' Union
- A Careers Service

In addition, UH Online provides

- Online Induction material to assist in starting the online module on the programme
- Module materials
- First line support
- Technical support
- A designated programme administrator

F. Other sources of information

In addition to this Programme Specification, the University publishes guidance to registered students on the programme and its constituent modules:

- A Programme (or Student) Handbook;
- A Definitive Module Document (DMD) for each constituent module;
- A Module Guide for each constituent module.

The [Ask Herts](#) website provides information on a wide range of resources and services available at the University of Hertfordshire including academic support, accommodation, fees, funding, visas, wellbeing services and student societies.

As a condition of registration, all students of the University of Hertfordshire are required to comply with the University's rules, regulations and procedures. These are published in a series of documents called 'University Policies and Regulations' (UPRs). The University requires that all students consult these documents which are available on-line, on the UPR web site, at: <http://www.herts.ac.uk/secreg/upr/>. In particular, [UPR SA07](#) 'Regulations and Advice for Students' Particular Attention - Index' provides information on the UPRs that contain the academic regulations of particular relevance for undergraduate and taught postgraduate students.

In accordance with section 4(5) of the Higher Education and Research Act 2017 (HERA), the UK Office for Students (OfS) has registered the University of Hertfordshire in the register of English higher education providers. The Register can be viewed at: <https://www.officeforstudents.org.uk/advice-and-guidance/the-register/the-ofs-register/>. Furthermore, the OfS has judged that the University of Hertfordshire delivers consistently outstanding teaching, learning and outcomes for its students. It is of the highest quality found in the UK. Consequently, the University received a Gold award in the 2018 Teaching Excellence and Student Outcomes (TEF) exercise. This award was made in June 2018 and is valid for up to 3 years. The TEF panel's report and conclusions can be accessed at: <https://www.officeforstudents.org.uk/advice-and-guidance/teaching/tef-outcomes/#/provider/10007147>

G. Entry requirements

The normal entry requirements for the programme are:

- At least two years' experience in a management role
- Accredited Prior Learning (based on experience and/or certificated learning) to the value of 180 credits comprising 120 credits at level 4 and 60 credits at level 5
- GCSE English Language and Mathematics at grades 4-9, or Key Functional Skills Level 2 in these, either gained before the programme, or completed by the end of the programme, in line with the requirements of the CMDA Standard. Apprentices without the required GCSE or Functional Skills in maths and English are responsible for ensuring that these are attained prior to being awarded the degree and certificates provided prior to entering the EPA
- In most cases apprentices will be working 30 hours per week or more. Where an apprentice candidate is working part time, they will need to discuss this at application stage with UCSA to establish the required amendments to study rate

A minimum IELTS score of 6.0*, or a qualification recognised as equivalent by the University on its website at <https://www.herts.ac.uk/international/entry-requirements>, will be accepted as an alternative to GCSE English Language at grade C.

[*IELTS at no lower than 5.5 in each band]

The programme is subject to the University's Principles, Policies and Regulations for the Admission of Students to Undergraduate and Taught Postgraduate Programmes (in [UPR SA03](#)), along with associated procedures. These will take account of University policy and guidelines for assessing accredited prior certificated learning (APCL) and accredited prior experiential learning (APEL).

If you would like this information in an alternative format please contact:
Programme Leader, Di Moolenaar – d.moolenaar@herts.ac.uk

If you wish to receive a copy of the latest Programme Annual Monitoring and Evaluation Report (AMER) and/or the External Examiner's Report for the programme, please email a request to aqo@herts.ac.uk