

## Course Specification

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<b>Published Date:</b>	21-Sep-2020
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<b>Status:</b>	Validated

## Core Information

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<b>Awarding Body / Institution:</b>	University of Wolverhampton		
<b>School / Institute:</b>	Wolverhampton Business School		
<b>Course Code(s):</b>	BU001S01UV	Full-time	2 Years
<b>UCAS Code:</b>	422N		
<b>Course Title:</b>	HND Business		
<b>Hierarchy of Awards:</b>	Higher National Diploma Business awarded by the University of Wolverhampton Certificate of Higher Education Combined Studies University Statement of Credit University Statement of Credit		
<b>Language of Study:</b>	English		
<b>Date of DAG approval:</b>	17/May/2017		
<b>Last Review:</b>	2016/7		
<b>Course Specification valid from:</b>	2009/0		
<b>Course Specification valid to:</b>	2022/3		

## Academic Staff

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<b>Course Leader:</b>	Joshua Whale
<b>Head of Department:</b>	Mrs Sarah Williams

# Course Information

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<b>Location of Delivery:</b>	University of Wolverhampton
<b>Category of Partnership:</b>	Not delivered in partnership
<b>Teaching Institution:</b>	University of Wolverhampton
<b>Open / Closed Course:</b>	This course is open to all suitably qualified candidates.

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## Entry Requirements:

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Entry requirements are subject to regular review. The entry requirements applicable to a particular academic year will be published on the University website (and externally as appropriate e.g. UCAS)

Applicants wishing to study the HND Business will apply through UCAS and will be required to meet the standard entry requirements for this course within UWBS:

- 'A' Level minimum grades of DD
- BTEC QCF Extended Diploma grade PPP, BTEC QCF Diploma grade MP
- Access to HE Diploma full award including English and Mathematics in a related subject area
- NVQ Level 3 Business or related subject
- AAT Level 3 Accounting

Students must have studied two years post GCSE. However, it is expected that some applicants will be mature students with work experience, who wish to further their career development. These applicants will be processed through standard procedures, which may involve an interview as part of the process. Normally interviews will be conducted by UWBS staff.

For those applicants whose first language is not English, it will be necessary to demonstrate that they have a standard equivalent to an IELTS score of 6.0 or a TOEFL score of 550 (or 213 for the computer-based test).

All applications will be processed through the University's Centralised Admissions unit, with any UK non-standard applicants being referred to the Faculty Student Office.

We anticipate students may be eligible for recognition of prior learning (RPL). The normal RPL procedures will apply to this pathway. Students will be eligible to apply for RPL entitlement in accordance with University Regulations. All claims will be assessed by UWBS in line with standard RPL procedures.

## Distinctive Features of the Course:

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The HND course gives a great opportunity to study principles of management and apply these skills to real-life work situations. Students are able to develop these skills further and reflect on the work experience and project-manage change for the organisation in the second year.

## Educational Aims of the Course:

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The HND Business is a widely-recognised and highly-valued business qualification, developing a range of skills that are necessary to pursue a career in business and providing a solid platform for further study in the subject area. In addition to developing a set of key skills valued by employers, the course encompasses the key business functional areas of marketing, human resource management, and finance, as well as the operational and planning dimensions associated with business decision making. A distinctive feature of the course is that the provision provides an international focus. It is within this international context that students develop their abilities as business practitioners through a range of work-related learning and assessment opportunities. Successful students will therefore have the opportunity to distinguish themselves in the labour market, by offering potential employers a highly relevant skill set and contemporary knowledge base. Those students wishing to pursue their study further will be able to access the BA Business Management course on a top-up basis.

## Intakes:

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September  
January

## Major Source of Funding:

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Office for Students (OFS)

## Tuition Fees:

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Tuition fees are reviewed on an annual basis. The fees applicable to a particular academic year will be published on the University website.

Year	Status	Mode	Amount
2020/1	HEU	Full Time	£
2020/1	Overseas	Full Time	£
2020/1	Home / EU	Full Time	£
2020/1	Home / EU	Part Time / Full Time	£

## PSRB:

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None

## Course Structure:

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### January (Full-time)

#### Year 1

Module	Title	Credits	Period	Type
4HR002	Introduction to People at Work	20	SEM2	Core
4MK007	Principles of Marketing	20	SEM2	Core
4IB004	Business in a Global Context	20	SEM2	Core
4BU006	Learning for Business Success	20	SEM1	Core
4AC013	Financial Management	20	SEM1	Core
4HR018	Organisational Structures for Effective Management	20	SEM1	Core

### January (Full-time)

#### Year 2

Module	Title	Credits	Period	Type
5IB004	Economics of Managerial Decision-making	20	SEM2	Core
5BU012	Operations and Supply Management	20	SEM2	Core
5BU013	Business Research Project	20	SEM2	Core
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5MK006	Marketing Planning	20	SEM1	Core

## September (Full-time)

### Year 1

Module	Title	Credits	Period	Type
4BU006	Learning for Business Success	20	SEM1	Core
4AC013	Financial Management	20	SEM1	Core
4HR018	Organisational Structures for Effective Management	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM2	Core
4MK007	Principles of Marketing	20	SEM2	Core
4IB004	Business in a Global Context	20	SEM2	Core

## September (Full-time)

### Year 2

Module	Title	Credits	Period	Type
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5MK006	Marketing Planning	20	SEM1	Core
5IB004	Economics of Managerial Decision-making	20	SEM2	Core
5BU012	Operations and Supply Management	20	SEM2	Core
5BU013	Business Research Project	20	SEM2	Core

Please note: Optional modules might not run every year, the course team will decide on an annual basis which options will be running, based on student demand and academic factors, to create the best learning experience.

## Learning, Teaching and Assessment

Academic Regulations Exemption:

None

## Reference Points:

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Edexcel BTEC Higher Nationals in Business

QAA Framework for Higher Education

QAA General Business and Management Benchmark Statement (2015)

Quality Code - [Part A: Setting and Maintaining Academic Standards](#). Including:

[Qualifications Frameworks](#)

[Characteristics Statements](#)

[Credit Frameworks](#)

[Subject Benchmark Statements](#) - list

Quality Code - [Part B: Assuring and Enhancing Academic Quality](#)

[University Policies and Regulations](#)

Equality Act (2010).

## Learning Outcomes:

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HNC Course Learning Outcome 1 (HNCCL01)

Demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study, and an ability to evaluate and interpret these within the context of that area of study.

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HNC Course Learning Outcome 2 (HNCCL02)

Demonstrate an ability to present, evaluate and interpret qualitative and quantitative data, in order to develop lines of argument and make sound judgements in accordance with basic theories and concepts of your subject(s) of study.

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HNC Course Learning Outcome 3 (HNCCL03)

Evaluate the appropriateness of different approaches to solving problems related to your area(s) of study and communicate the results accurately and reliably with structured and coherent arguments.

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HNC Course Learning Outcome 4 (HNCCL04)

Demonstrate the qualities and transferable skills necessary for employment requiring the exercise of some personal responsibility.

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HND Course Learning Outcome 1 (HNDCL01)

Apply relevant knowledge and understanding of organisations, the external environment in which they operate and management theory when assessing and solving problems in different business scenarios.

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HND Course Learning Outcome 2 (HNDCL02)

Utilise and combine the knowledge and skills gained in different parts of the study programme in order to demonstrate your understanding of business organisations, their behaviour, and decision-making.

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### HND Course Learning Outcome 3 (HNDCL03)

Apply a range of relevant transferable skills to a career in business and management (e.g. effective communication, self-management, working in teams, interpersonal skills, research) and critically reflect on the effectiveness of your skills and knowledge in such application.

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### HND Course Learning Outcome 4 (HNDCL04)

Progress to an undergraduate degree or further professional qualification in a business or related subject area.

### Overview of Assessment:

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Module	Title	Course Learning Outcomes
4AC013	Financial Management	HNCCL01, HNCCL02, HNCCL03, HNCCL04
4BU006	Learning for Business Success	HNCCL01, HNCCL02, HNCCL03, HNCCL04
4HR002	Introduction to People at Work	HNCCL01, HNCCL02, HNCCL03, HNCCL04
4HR018	Organisational Structures for Effective Management	HNCCL01, HNCCL02, HNCCL03, HNCCL04
4IB004	Business in a Global Context	HNCCL01, HNCCL02, HNCCL03, HNCCL04
4MK007	Principles of Marketing	HNCCL01, HNCCL02, HNCCL03, HNCCL04
5BE001	Entrepreneurial Creativity and Innovation	HNDCL02, HNDCL03, HNDCL04
5BU012	Operations and Supply Management	HNDCL01, HNDCL03, HNDCL04
5BU013	Business Research Project	HNDCL01, HNDCL03, HNDCL04
5HR002	Leading and Managing in Organisations	HNDCL01, HNDCL03, HNDCL04
5IB004	Economics of Managerial Decision-making	HNDCL01, HNDCL02, HNDCL04
5MK006	Marketing Planning	HNDCL01, HNDCL02, HNDCL04

### Teaching, Learning and Assessment:

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The course draws on a number of theoretical approaches in the design of the learning activities. Whilst lectures will form part of the teaching, these will be followed by seminars and tutorials to engage the students with the subject matter.

The learner is viewed as a unique individual with unique needs and backgrounds. Therefore, learning activities that allow students to pursue learning activities that fulfil their intrinsic motivations will be encouraged.

### Knowledge and Understanding

- Reading – both core and supplementary reading from books, journals and electronic sources and keeping abreast of current affairs and business news.
- Case Study Analysis – looking at the application of theory and practice, to identify problems and recommend solutions.
- Group Discussions – on identified themes to draw out and share personal experiences and learning amongst the wider group through various digitised forums.
- Student Presentations/Student led Seminars are to encourage creativity and develop own understandings of taking roles and leading others.
- Problem-based learning approaches to enhance students' knowledge in an enterprising way.
- Lectures and Workshops.

- Group and Individual Tutorials.

### Subject-specific

- Undertaking research for projects/dissertation and individual/group exercises
- Case study analysis
- Assessment preparation and feedback
- Group discussion

The learning activities may include use of case studies in the application of key concepts and knowledge. Additionally, there are opportunities for students to discuss their learning with the tutors in small groups and one-to-one tutorials with the tutor.

### Assessment Methods:

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At the University of Wolverhampton, a variety of modes of assessment will be used to support and test your learning and progress and to help you develop capabilities that are valued beyond your University studies and into your working life. Your course may include a variety of assessment activities:

Written examinations (including online examinations, open and closed book examinations and quizzes)  
Coursework (for example, essays, reports, portfolios, project proposals and briefs, CVs, poster presentation)  
Practical (for example, oral and video presentations, laboratory work, performances, practical skills assessment)

In the final year of your undergraduate degree, and at the end of your postgraduate degree, you are likely to be expected to write an extended piece of work or research, such as a dissertation or a practice-based piece of research.

### Student Support:

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There are number of levels of support available for learning.

A personal tutor is allocated to every student. Personal tutors maintain regular communication (virtual and/or face-to-face) with each of their designated tutees. Follow-up meetings are arranged with students who are not making satisfactory progress or who are at risk of withdrawal. Personal tutors assist students in their personal and academic development, planning and progression, as well as offering students advice and guidance to help students liaise with other staff and support facilities in their school and the University, including study skills support.

The course leader will monitor the academic and experiential quality of the course through Award Boards, focus groups and other channels. The course leader also supports and directs students proactively on the course, both collectively and individually, and responds to inquiries and requests from students with regard to the academic programme of study.

The Faculty Enabling Tutor liaises with the Student Enabling Centre (SEC) regarding provision for specific disabled students & disseminates information from the SEC on the needs of specific disabled students. The Faculty Enabling Tutors also monitor requests for, and provision of, specific examination and assessment arrangements, publicise 'surgery' arrangements and make available time to meet with individual disabled students to enable them to discuss their own school-specific disability issues where necessary. The tutor takes a pro-active role in monitoring the welfare and academic progress of disabled students within the school.

Where applicable, in-class semester assessments are arranged by the module tutor, who will, where appropriate, ensure that any arrangements made for students requiring special consideration are checked by the University Student Enabling Centre to ensure fairness and equability, and that the provisions of the

University Equal Opportunities policy are met. These arrangements will apply to those students who have identified special learning requirements.

Members of the Learning Centres are invited to speak to students about accessing printed and electronic resources and provide support for research. LIS also provide a number of electronic resources including podcasts, which can support distance learners in these areas. The 'skills for learning' skills support facility can be accessed electronically via [www.wlv.ac.uk/lib/skills](http://www.wlv.ac.uk/lib/skills)

## Employability in the Curriculum:

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This two-year course provides an educational foundation for a wide range of administrative and management careers in business. The breadth of subject coverage, coupled with the development of international business perspectives, equips students to move into a variety of positions in organisations operating in global markets. These positions would typically be junior roles in functional areas of business such as Marketing or Personnel Departments, or general management responsibilities within organisations.

Alternatively, on completion of the course, students will have the opportunity to do a one-year top-up in the form of a BA (Hons) Business Management qualification.



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