



Course Specification

Published Date:	24-Oct-2017
Produced By:	Debbie Collymore
Status:	Validated

Core Information

Awarding Body / Institution:	University of Wolverhampton		
School / Institute:	Wolverhampton Business School		
Course Code(s):	HR004K23UV	Sandwich	4 Years
UCAS Code:	N603		
Course Title:	BA(Hons) Human Resource Management with Sandwich Placement		
Hierarchy of Awards:	Bachelor of Arts with Honours Human Resource Management, having satisfactorily completed a sandwich placement Bachelor of Arts Human Resource Management, having satisfactorily completed a sandwich placement Diploma of Higher Education Human Resource Management, having satisfactorily completed a sandwich placement Certificate of Higher Education Combined Studies University Statement of Credit University Statement of Credit		
Language of Study:	English		
Date of DAG approval:	25/Sep/2017		
Last Review:	2013/4		
Course Specification valid from:	2009/0		
Course Specification valid to:	2019/2		

Academic Staff

Course Leader:	Mrs Nicola Adams
Head of Department:	Dr Janet Firth

Course Information

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

Entry Requirements:

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 will apply through UCAS and will be required to meet the standard-entry requirements for degrees within UWBS:

- 'A' Levels at grade BBC - CCC
- BTEC QCF Extended Diploma grade MMM, BTEC QCF Diploma grade DD
- Access to HE Diploma full award (Pass of 60 credits - of which a minimum of 45 credits must be at level 3 including 18 at Merit or Distinction).
- AAT Level 3 Accounting
- For other qualifications or relevant experience, please contact The Gateway for further advice before applying.

Part-time students must apply directly to the University's centralised admissions unit.

In the case of international students competency in English Language with a minimum of IELTS 6 or equivalent where first language is not English.

Students must have studied a minimum of two years post GCSE level. 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.

All applicants will be processed through the university's centralised admissions units, with any UK non-standard applicants being referred to the Faculty Student Office.

Students may apply for RPL and receive credit, subject to the guidelines set out in the University of Wolverhampton RPL guidelines.

Distinctive Features of the Course:

- The course provides an interdisciplinary approach and draws on a range of academic disciplines, such as psychology and sociology, and includes the study of organizations and organizational behaviour(s), leadership, employee relations, employee development, and ethics, with people management as the underpinning theme.
- The course places a strong emphasis on employability skills by building the skills and confidence that employers require e.g. digital literacy skills, people management skills.
- An opportunity to exit with CIPD professional body membership.

A placement can be undertaken anywhere; local, national or even, in some instances, international. During a placement, you will be doing similar work to a normal employee of the organisation giving you a unique insight into your chosen profession or sector, the opportunity to acquire crucial personal skills and also the opportunity to build a network of useful contacts. Many companies that employ graduates use placement programmes as a method of recruitment so you could be fast tracked into employment or onto one of their graduate schemes if you impress them.

The team at [The Workplace](#) constantly search for new placement opportunities but if you find an opportunity that interests you or you have been successful in securing one yourself, contact them for further information and support.

Educational Aims of the Course:

The BA (Hons) in Human Resource Management course provides a contemporary business education that offers a solid foundation for success in personnel, human resource management or a general business career. The vocational aspects of the course are underpinned by a study of current and future developments in industry and commerce. The course aims to prepare students for a professional career by developing knowledge and understanding of business disciplines, but particularly encouraging the critical investigation of people management related topics and also developing independent personal development skills.

The course is designed for students who want to embark on an in-depth study of Human Resource Management to develop analytical and evaluation skills that can be applied to international real-world situations. The course recognises that people management is a key force for successful economic growth and thus emphasises the development of knowledge and understanding of a range of management and business practices, and the ability to apply them effectively in an innovative manner.

Intakes:

September

Major Source of Funding:

HE FUNDING COUNCIL FOR ENGLAND (HEFCE)

Tuition Fees:

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
2017/8	H	Full Time / Sandwich	£9250.00
2017/8	EU	Full Time / Sandwich	£9250.00
2017/8	Overseas	Full Time / Sandwich	£11475.00

PSRB:

HR004K23UV (Sandwich)

Professional Accreditation Body:
Chartered Institute of Personnel and Development (CIPD)

Accrediting Body:
Chartered Institute of Personnel and Development (CIPD)

Accreditation Statement:
Accredited by the Chartered Institute of Personnel and Development (CIPD).

Approved	Start	Expected End	Renewal
26/May/2017	18/Sep/2017	18/Sep/2022	26/May/2022

Course Structure:

September (Sandwich)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

Module	Title	Credits	Period	Type
4BU006	Learning for Business Success	20	SEM1	Core
4HR002	Introduction to People at Work	20	SEM1	Core
4MK002	Marketing Principles	20	SEM1	Core
4HR017	Diversity Management in a Global Context	20	SEM2	Core
4AC012	Finance and Accounting for Managers	20	SEM2	Core
4HR003	People Work and Society	20	SEM2	Core
5HR004	Managing the Employment Cycle	20	SEM1	Core
5BE001	Entrepreneurial Creativity and Innovation	20	SEM1	Core
5HR002	Leading and Managing in Organisations	20	SEM1	Core
5HR005	People Development in Organisations	20	SEM2	Core
5HR006	International Human Resources : The Key Issues	20	SEM2	Core
5HR008	Developing Skills for HR Professionals	20	SEM2	Core
5BU005	Supervised Work Experience	40	YEAR	Core
6HR005	Social Responsibility	20	SEM1	Core
6HR003	Strategies for People Management	20	SEM1	Core
6BU010	Designing Organisations for the Future	20	SEM1	Core
6BU013	Independent Project	20	SEM2	Core
6HR002	Psychology and Organisational Behaviour	20	SEM2	Core
6HR007	Principles of Employment Law & the Practice of Employment Relations	20	SEM2	Core

September (Sandwich)

Part time students study alongside full time students. However, they do not study more than 80 credits in each academic calendar year.

Module	Title	Credits	Period	Type
6BU001	Researching Business and Management Issues	20	SEM1	Core
6HR002	Psychology and Organisational Behaviour	20	SEM1	Core
6HR001	Contemporary Issues in Employee Relations	20	SEM1	Core
6BU004	Corporate Social Responsibility and Ethics	20	SEM2	Core
6HR004	Sustainable Human Resource Management	20	SEM2	Core
6HR003	Strategies for People Management	20	SEM2	Core

Learning, Teaching and Assessment

Academic Regulations Exemption:

Section 4.4.3 - Exemption in accordance with Chartered Institute of Personnel and Development (CIPD) requirements. Compensation will not be permitted for the following core modules with no additional third attempt as follows;

5HR002 Leading and Managing in Organisations (20 credits)

5HR004 Managing the Employment Cycle (20 credits)

5HR005 People Development in Organisations (20 credits)

5HR008 Developing Skills for HR Professionals (20 credits)

6HR007 Principles of Employment Law & the Practice of Employment Relations (20 credits).

APPROVED on 23/8/2017. Effective date: September 2017.

Reference Points:

QAA Subject Benchmark Business and Management

University Assessment Handbook 2015/16

Intermediate level standards of the Chartered Institute of Personnel & Development (CIPD)

Equality Act 2010

Learning Outcomes:

CertHE Course Learning Outcome 1 (CHECLO1)

Demonstrate knowledge of the underlying concepts and principles associated with your area(s) of study.

CertHE Course Learning Outcome 2 (CHECLO2)

"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."

DipHE Course Learning Outcome 1 (DHECLO1)

Demonstrate knowledge and critical understanding of the well-established principles of your area(s) of study.

DipHE Course Learning Outcome 2 (DHECLO2)

"Demonstrate the ability to apply underlying concepts and principles outside the context in which they were first studied, including, where appropriate, the application of those principles in an employment context"

DipHE Course Learning Outcome 3 (DHECLO3)

"Use a range of established techniques to initiate and undertake analysis of information, and to propose solutions to problems arising from that analysis"

DipHE Course Learning Outcome 4 (DHECLO4)

"Effectively communicate information, arguments and analysis in a variety of forms"

DipHE Course Learning Outcome 5 (DHECLO5)

"Effectively communicate information, arguments and analysis in a variety of forms to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively"

DipHE Course Learning Outcome 6 (DHECLO6)

"Demonstrate the qualities and transferable skills necessary for employment, requiring the exercise of personal responsibility and decision-making and undertake further training, developing existing skills and acquire new competences that will enable them to assume significant responsibility within organisations."

Ordinary Degree Course Learning Outcome 1 (ORDCLO1)

"Demonstrate a systematic understanding of key aspects of your field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline with an appreciation of the uncertainty, ambiguity and limits of knowledge"

Ordinary Degree Course Learning Outcome 2 (ORDCLO2)

"Demonstrate an ability to deploy accurately established techniques of analysis and enquiry within a discipline and apply the methods and techniques that they have learned to review, consolidate, extend and apply your knowledge and understanding, and to initiate and carry out projects"

Ordinary Degree Course Learning Outcome 3 (ORDCLO3)

"Demonstrate conceptual understanding that enables the student:
to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline"

Ordinary Degree Course Learning Outcome 4 (ORDCLO4)

"Demonstrate the ability to manage your own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline) and communicate information, ideas, problems and solutions to both specialist and non-specialist audiences"

Ordinary Degree Course Learning Outcome 5 (ORDCLO5)

"Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem"

Ordinary Degree Course Learning Outcome 6 (ORDCLO6)

Debate the ethical and moral dimensions of human resource management practices.

Honours Degree Course Learning Outcome 1 (DEGCLO1)

"Demonstrate a systematic understanding of key aspects of your field of study, including acquisition of coherent and detailed knowledge, at least some of which is at, or informed by, the forefront of defined aspects of a discipline with an appreciation of the uncertainty, ambiguity and limits of knowledge"

Honours Degree Course Learning Outcome 2 (DEGCLO2)

"Demonstrate an ability to deploy accurately established techniques of analysis and enquiry within a discipline and apply the methods and techniques that they have learned to review, consolidate, extend and apply your knowledge and understanding, and to initiate and carry out projects."

Honours Degree Course Learning Outcome 3 (DEGCLO3)

"Demonstrate conceptual understanding that enables the student:
to devise and sustain arguments, and/or to solve problems, using ideas and techniques, some of which are at the forefront of a discipline
to describe and comment upon particular aspects of current research, or equivalent advanced scholarship, in the discipline"

Honours Degree Course Learning Outcome 4 (DEGCLO4)

"Demonstrate the ability to manage your own learning, and to make use of scholarly reviews and primary sources (for example, refereed research articles and/or original materials appropriate to the discipline) and communicate information, ideas, problems and solutions to both specialist and non-specialist audiences."

Honours Degree Course Learning Outcome 5 (DEGCLO5)

"Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete), to make judgements, and to frame appropriate questions to achieve a solution - or identify a range of solutions - to a problem"

Honours Degree Course Learning Outcome 6 (DEGCLO6)

"Propose, undertake and present an independent study project that analyses a key issue in the area of business and human resource management"

Overview of Assessment:

Module	Title	Course Learning Outcomes
4AC012	Finance and Accounting for Managers	CHECLO1, CHECLO2
4BU006	Learning for Business Success	CHECLO1, CHECLO2
4HR002	Introduction to People at Work	CHECLO1, CHECLO2
4HR003	People Work and Society	CHECLO1, CHECLO2
4HR017	Diversity Management in a Global Context	CHECLO1, CHECLO2
4MK002	Marketing Principles	CHECLO1, CHECLO2
5BE001	Entrepreneurial Creativity and Innovation	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5BU005	Supervised Work Experience	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR002	Leading and Managing in Organisations	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR004	Managing the Employment Cycle	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR005	People Development in Organisations	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR006	International Human Resources : The Key Issues	DHECLO1, DHECLO2, DHECLO3, DHECLO4
5HR008	Developing Skills for HR Professionals	DHECLO1, DHECLO2, DHECLO3, DHECLO4, DHECLO5, DHECLO6
6BU010	Designing Organisations for the Future	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO5, ORDCLO6
6BU013	Independent Project	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO5, ORDCLO6
6HR002	Psychology and Organisational Behaviour	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO5, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO5
6HR003	Strategies for People Management	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO5, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO5
6HR005	Social Responsibility	DEGCLO1, DEGCLO3, DEGCLO5, DEGCLO6, ORDCLO1, ORDCLO3, ORDCLO5, ORDCLO6
6HR007	Principles of Employment Law & the Practice of Employment Relations	DEGCLO1, DEGCLO2, DEGCLO3, DEGCLO4, DEGCLO6, ORDCLO1, ORDCLO2, ORDCLO3, ORDCLO4, ORDCLO6

Teaching, Learning and Assessment:

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

- Lectures and Workshops.
- Group and Individual Tutorials.
- Reading – both core and supplementary reading from books, journals and electronic sources and keeping abreast of current affairs and business news through established media.
- Case Study Analysis – to embrace the application of theory and practice; to identify problems and recommend solutions.
- Group Discussions – to share personal experiences and learning amongst the wider group both in class and through digital forums.
- Student Presentations will encourage creativity and develop their own understanding of roles and leading

others.

- Use of problem-based learning approaches to enhance students' knowledge in an enterprising way.

Subject-specific

- Undertaking research for projects/dissertation and class exercises.
- Case study analysis.
- Group discussion and role-playing.
- Assessment preparation and feedback.

Assessment Methods

The course modules employ a variety of assessment methods, including report writing, time-constrained assignments, presentations, in-class tests, portfolios, essays, and a dissertation. All assessments will be conducted according to the University Of Wolverhampton Assessment Policies and Procedures and will follow the set tariffs for assessment identified in the University of Wolverhampton Assessment handbook for undergraduate course. Procedures for submission and feedback will be made available for all assessment and communicated to students electronically via VLE. In brief these are indicative of the type of assessment which will be considered:

- Writing reports and essays to show breadth and depth of understanding
- Case study analysis
- Making presentations, both individual and group.
- Multi-choice tests
- Dissertations / Projects
- Timed constrained assignments
- Portfolios and learning log/journals
- Assessed group activity (including peer appraisal)
- Role-play assessments

Teamwork is a key employability skill and is at the heart of effective management and organisational functioning. It is also a powerful learning strategy that is used throughout these courses. Where the module assessment method involves group work it is normal practice to award all members of a group an identical grade. The difficulty with this approach is that it can lead to unfairness and "free-riding" students taking advantage of others. Extensive research has been conducted locally and several alternative methods of arriving at individual grades for group work have been successfully trialled. Full details are given in the school's Assessment Handbook and on the VLE topic. Where a module involves assessed group work the module leader will review these methods and determine the approach for arriving at individual grades. This will articulated to students in the detailed assessment briefing.

The overarching aim at each level is:

Level 4: Students will gain team-work experience from group presentations and group reports, and self-work experience from individual tests. Development of independent study skills.

Level 5: Formative and summative assessments are designed to develop the student's ability in terms of enterprising of knowledge and providing tactical solutions at the operational level.

Level 6: Formative and summative assessments are designed to develop the student's ability in terms of thinking strategically and making strategic marketing decisions.

Student Support:

There are a 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 them 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. Course leaders also support and direct students proactively on the course, both collectively and individually, and respond 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. 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 Faculty.

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 equality, 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.

Employability in the Curriculum:

Students who successfully complete the course are expected to enhance their job prospects and strengthen their employment opportunities. The course is designed to prepare students for career opportunities in a variety of people management related areas including training & people development, resourcing organisations, reward practice and personnel strategy.

The course will provide the underpinning for postgraduate study in human resourcing leading to full membership of the CIPD. Students can choose to follow programmes leading to the award of an MA HRM, MSc Human Resource and Organisational Development.

The completion of a Sandwich Year will enable you to gain valuable hands on experience in a relevant work environment. This will not only provide additional practical subject skills but it will also develop personal transferable skills such as communication skills, problem solving skills and demonstrate competency in working with other people. This will increase your employability and assist you in gaining employment in the future.

