

Validated Programme Element Specification for LBIC First Year University Studies in Business and Management



Applicable for all undergraduate students commencing the programme element on or after 1st September 2018

<u>Version No.</u>	<u>Date</u>	<u>Notes – Brunel QA USE ONLY</u>	<u>QAM/O</u>
1	13-Aug-18	Programme Element Specification for 2018-19 created. Minor programme modification, Assessment Block IP1899 English Language Competency removed and these skills have been included in a modification to NV1600 Interactive Learning Skills and Communication 4 which must be passed at C-/50%.	JP

Validated programme element	
1. Awarding and validating institution	Brunel University London
2. Providing institution(s)	London Brunel International College
3. Associated Home Brunel University college / department / division	College of Business, Arts and Social Sciences/Brunel Business School
4. Associated Contributing Brunel University college / department / division	N/A
5. Programme Element accredited by	N/A
6. Validated for inclusion in Brunel University programmes at Level	1 (FHEQ level 4)
7. Validated for inclusion in Brunel University programmes (list):	BSc Business and Management BSc Business and Management (Accounting) BSc Business and Management (Marketing) BSc International Business
8. Type of programme element	Level/Part of Level
9. Normal length of element for each mode of study	26 weeks
10. Maximum length of element for each mode of study	See Programme Specification for Brunel programme of which this element forms part
11. Variation(s) to September start	September and January (all programmes) May (for BSc Business and Management and BSc Business and Management (Marketing) only)
12. Modes of study	F/T
13. Modes of delivery	Standard
14. N/A	N/A
15. N/A	N/A
16. JACS code	In line with Brunel University London programme
17. LBIC-related Route Code(s)	N100UNVBUSMG: BSc Business and Management N100UNBUSAC: BSc Business and Management (Accounting) N100UNVBUSMK: BSc Business and Management (Marketing) N100UNVINBUS: BSc International Business
18. Relevant subject benchmark statements and other external and internal	QAA UK Quality Code for Higher Education which includes the English Framework for Higher Education Qualifications within Part A on Setting and Maintaining Academic Standards

reference points used to inform programme design	Most recent QAA Subject Benchmark Statement- Business and Management Brunel 2030 Brunel Placement Learning Policy, as published under the 'Placements' section of the Managing Higher Education Provision with Others page
19. Admission Requirements/pre-requisites for the programme element	See https://www.lbic.navitas.com/academic-requirements for standard entry requirements. English Language entry requirements: minimum of IELTS 6.0 (with 5.5 minimum in each component part) or equivalent
20. Other relevant information	The programme element is compliant with both the generic assessment regulations of Navitas UK and those more specifically of the College and Brunel University, see Senate Regulations 2 and 4.
21. Any departure from relevant regulations specified in Senate Regulation 2 must be stated here and approved by Senate.	None
22. Further information about study with LBIC can be found from the LBIC website.	https://www.lbic.navitas.com/

23. EDUCATIONAL AIMS OF THE PROGRAMME ELEMENT

The educational aims of the programme element are to:

1. Develop students' knowledge and understanding, and competence in, contemporary management concepts, information technology and its management, marketing, the English legal framework for business, the European business environment, organisational behaviour for businesses, principles of accounting and general study and research skills along with the application of IT.
2. Develop in students an appreciation of the business and management content of the programme with a view to enhancing their overall understanding of such entities in commercial-based industries, their place and purpose in society and at an international level, in order that they may make a further career decisions in an informed manner.
3. Develop in students an appreciation and desire to learn based on competent intellectual and practical skills that build to a set of transferable skills that will support them in all aspects of their onward academic studies/careers and support their decision making in an informed manner.
4. Ensure that students have attained the prescribed level of inter-disciplinary language competence.

24. LEARNING OUTCOMES

The programme element provides opportunities for students to develop and demonstrate knowledge and understanding (K) cognitive (thinking) skills (C) and other skills and attributes (S) in the following areas:

Level	Category (K = knowledge and understanding, C = cognitive (thinking) skills, S = other skills and attributes)	Learning Outcome	Associated Assessment Blocks Code(s)	Associated Study Blocks Code(s)	Associated Modular Blocks Code(s)
1	K	What a business is and its internal and external operating processes, inclusive of planning and strategy, growth, marketing, products/services, finance and accounting systems, information systems, and the management	-	-	NM1601 NM1604 NM1605 NM1606

		and development of human resource within organisations.			
1	K	The world of business and commerce including the operation of markets and market economies and its management.	-	-	NM1601 NM1604 NM1605 NM1606
1	K	The structures, cultures and functions of business and how they interact as part of core business function and process.	-	-	NM1604
1	K	The English legal system and an introduction to the regulatory framework for domestic and EU law.	-	-	NM1604
1	K	The application of numerical techniques to: 1. the business and decision making process with an emphasis on numerical and sampling methods, financial and accounting calculation; and 2. the description of economic theories and models and in solving qualitative queries	-	-	NM1602 NM1603 NM1605
1	K	The purpose and processes of basic recording of financial transactions and maintenance of accounting records in order to carry out performance monitoring within the business context and adherence to regulatory standards.	-	-	NM1601 NM1603 NM1604
1	K	The application of ICT as a fundamental tool for extracting, sourcing, describing and presenting data and information in a variety of relevant forms, and distributing data and information via a range of channels and formats.	-	-	NV1600 NM1602
1	K	The techniques and forms of effective and clear communication in a variety of academic and professional settings in accordance with Level B2 'Independent User' as described by the Council of Europe Common European Framework (see LBIC ILSC Benchmark Statement).	-	-	NV1600 NM1601 NM1602 NM1603 NM1604 NM1605 NM1606
1	K	The role and importance of the study of the history of scholarship as a basis to determining a full understanding, correct use of accurate nomenclature and an appreciation of fundamental concepts associated with a subject area.	-	-	NV1600 NM1601 NM1602 NM1603 NM1604 NM1605 NM1606
1	C	Demonstrate the ability to apply basic research techniques to sourcing and selecting appropriate academic data and literature.	-	-	NV1600 NM1601 NM1602 NM1603 NM1604

					NM1605 NM1606
1	C	Combine oral, written, listening, reading, non-verbal and diagrammatic skills to effect clear communication.	-	-	NV1600 NM1601
1	C	Ability to analyse data and various modes of information using appropriate techniques.	-		NM1601 NM1602 NM1603 NM1604 NM1605 NM1606
1	C	Ability to begin to evaluate, and start to apply reasoned thinking and supportive evidence collation to, conflicting sets of information and academic opinion.	-		NM1602 NM1603 NM1604 NM1605 NM1606
1	S	Employ relevant analytical skills and methodologies.	-	-	NM1601 NM1602 NM1603 NM1604 NM1605 NM1606
1	S	Ability to engage critically with regard to the underlying challenges facing businesses.	-	-	NV1600 NM1601 NM1602 NM1603 NM1604 NM1605 NM1606
1	S	Select, read, digest, summarise and synthesise information in a variety of forms, both qualitative and quantitative (text, numerical data and diagrammatic) and in an appropriate manner to identify and determine key facts/themes and relevancy.	-	-	NM1602 NM1603 NM1604 NM1605 NM1606
1	S	Use and clearly communicate discursive, numerical, statistical and diagrammatic ideas, concepts, results and conclusions using appropriate technical and non-technical language and language style, structure and form.	-	-	NV1600 NM1601 NM1602 NM1603 NM1604 NM1605 NM1606
1	S	Apply basic research and referencing techniques to all aspects of study, information collation, information presentation and formulation of academic opinion.	-	-	NV1600 NM1601 NM1602 NM1603 NM1604 NM1605 NM1606

Learning/teaching strategies and methods to enable learning outcomes to be achieved, including formative assessments

The Programme Element will be delivered using a combination of Lectures/ Tutorials/Self-directed study:

Lecture

- Purpose: - To deliver basic module material.
- Structure: Each module has 4 hours contact time per week which is normally delivered in 2 hour blocks. No period of contact should exceed fifty (50) minutes at one time without a minimum of a ten (10) minute break.

Formative assessment

This is a key aspect of the programme element and is varied to ensure that a student has a variety of learning opportunities. This will include: individual and group formative assessment methods: presentations, individual and group work; and peer review.

Self-directed study

Each student is expected to undertake a minimum number of hours in individual study per week in order to support and build the skills, knowledge and understanding presented in each lecture and small group tutorial session per week. It is expected that students will increase the number of individual study hours as they approach formal assessment events. The ability for students to expand their learning by creating effective self-directed study patterns is a transferable skill deemed fundamental to further academic success as well as a key time-management tool.

All students are provided with access to a range of on-line resources through the student portal. Electronic journals and electronic books are available through the Brunel University e-resources gateway.

There will be a focus of using freely available tools and benefiting from the resources available on the internet to support learning.

Guest speakers from relevant industries will provide additional perspectives for students.

Summative assessment strategies and methods to enable learning outcomes to be demonstrated.

Summative assessment methods are varied to ensure students have a variety of learning opportunities throughout their programme. These will include: closed book; individual and group projects; oral presentations; case studies and portfolios and final examination (closed book).

LBIC / Brunel Grading Scheme:

Indicative Mark Band	Degree class equivalent	Grade	Grade Point
90 and above	1	A*	17
80-89	1	A+	16
73-79	1	A	15
70-72	1	A-	14
68-69	2.1	B+	13
63-67	2.1	B	12
60-62	2.1	B-	11
58-59	2.2	C+	10
53-57	2.2	C	9
50-52	2.2	C-	8
48-49	3	D+	7
43-47	3	D	6
40-42	3	D-	5
38-39	Fail	E+	4
33-37	Fail	E	3
30-32	Fail	E-	2
29 and below	Fail	F	1

25. Programme element structure and progression requirements (if applicable)

Programme Element Structure

Compulsory assessment block codes, titles and credit

Optional assessment block codes, titles and credits

Compulsory study block codes, titles and credit volume			Optional Study block codes, titles and credit volume
Compulsory modular block codes, titles and credits			Optional modular block codes, titles and credits
Code	Title	Credit Points	
NV1600	Interactive Learning Skills and Communication 4	20	
NM1601	Introduction to Management Enquiry	20	
NM1602	Managing Information with Technology	20	
NM1603	Introduction to Accounting	20	
NM1604	Organisational Behaviour and Analysis	20	
NM1605	International Business Environment	20	
NM1606	Principles and Practice of Marketing	20	

Assessment and Progression Requirements	
For inclusion in Programmes:	BSc Business and Management BSc Business and Management (Marketing) BSc International Business
The following assessment or modular blocks are core NV1600 Interactive Learning Skills and Communication 4	Progression requirements as per Brunel University London Senate Regulation 2 NV1600 - Pass at Grade C-/50% In addition -No credit at Grade F -No more than 40 non-core credits in Grade band E (E+, E, E-)
Reassessment Reassessment entitlements are as defined for Level 1 in Brunel University Senate Regulation 2, except that the ILSC module [NV1600] shall not count in the re-assessment limit.	
Assessment and Progression Requirements	
For inclusion in Programmes:	BSc Business and Management (Accounting)
The following assessment or modular blocks are core NV1600 Interactive Learning Skills and Communication 4 NM1603 Introduction to Accounting	Progression requirements as per Brunel University London Senate Regulation 2 NV1600 - Pass at Grade C-/50% NM1603 - Pass at Grade D/40% In addition -No credit at Grade F -No more than 40 non-core credits in Grade band E (E+, E, E-)
Reassessment Reassessment entitlements are as defined for Level 1 in Brunel University Senate Regulation 2 except that the ILSC module [NV1600] shall not count in the re-assessment limit.	

Please note: this specification provides a concise summary of the main features of the programme element and the learning outcomes that a 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 learning outcomes,

content and teaching, learning and assessment methods can be found in the modular block, assessment and study block outlines and other programme and block information. The accuracy of the information contained in this document is reviewed by the University from time to time and whenever a major modification occurs.