

Validated Programme Element Specification for LBIC Pre-Masters in Business and Management (with and without work placement)

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

| Version No. | Date | Notes – Brunel Q&S USE ONLY | QA |
|-------------|--------|--|------|
| 1 | Jul-17 | Programme Specification for 2018-19 created. No changes to programme. | SMck |

| Validated programme element | |
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| 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 | 4 (FHEQ level 6) |
| 7. Validated for inclusion in Brunel University programmes (list): | MSc Marketing MSc International Business MSc Management MSc Human Resource Management MSc Human Resources & Employment Relations MSc Applied Corporate Brand Management MSc Global Supply Chain Management MSc Business Intelligence and Social Media MSc Accounting and Business Management MBA |
| 8. Type of programme element | Level |
| 9. Normal length of element for each mode of study | 12 weeks (without Work Placement) 18 weeks (with Work Placement) |
| 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 | January 2015 onwards (Entry Point One with Work Placement) June 2014 (Entry Point Two without Work Placement) May 2015 onwards (Entry Point Two without Work Placement) September (Entry Point Three without Work Placement) entry for the following Programmes only: MSc Marketing MSc Management MSc Human Resource Management MSc Human Resources & Employment Relations MSc Business Intelligence and Social Media MSc Accounting and Business Management MBA |
| 12. Modes of study | F/T |

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| 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) | N500PNVMKT: MSc Marketing N120PNVINTBS: MSc International Business N200PNVMGT: MSc Management N600PNVHRM: MSc Human Resource Management N600PNVHRER: MSc Human Resources & Employment Relations N290PNVACBM: MSc Applied Corporate Brand Management N290PNVGSCM: MSc Global Supply Chain Management N100PNVBISM: MSc Business Intelligence and Social Media N400PNVABM: MSc Accounting and Business Management N200PNVMBA: MBA |
| 18. Relevant subject benchmark statements and other external and internal reference points used to inform programme design | 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 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 3 and 4. |
| 21. Any departure from relevant regulations specified in Senate Regulation 3 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 in students fundamental knowledge and understanding of business 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 and development of human resource within organisations.
2. 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.
3. Ensure that students have attained the prescribed level of inter-disciplinary language competence.
4. Prepare students for postgraduate study to meet the required academic standards.

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 | Learning Outcome | Associated Assessment | Associated Study | Associated Modular |
|-------|----------|------------------|-----------------------|------------------|--------------------|
|-------|----------|------------------|-----------------------|------------------|--------------------|

| | (K = knowledge and understanding, C = cognitive (thinking) skills, S = other skills and attributes) | | Blocks Code(s) | Blocks Code(s) | Blocks Code(s) |
|---|---|--|----------------|----------------|----------------------------|
| 4 | K | Demonstrate understanding of the theories, applications and models of management | - | - | NM4602 |
| 4 | K | Demonstrate understanding of organisational structure and business environment | - | - | NM4602 |
| 4 | K | Demonstrate understanding of managing uncertainty and complexity in a business environment | - | - | NM4602 |
| 4 | K | Demonstrate understanding of contemporary issues in business such as ethics, social responsibility and transparency. | - | - | NM4602 |
| 4 | K | Define and critically assess arguments and evidence from a range of academic sources | - | - | NV4604 |
| 4 | K | Recall and explain approaches to effective critical reading at postgraduate level | - | - | NV4604 |
| 4 | K | Select, synthesise and critically assess information from a variety of written sources to reach informed conclusions | - | - | NV4604 |
| 4 | K | Define the basis of knowledge and the problems of knowing | - | - | NV4608 |
| 4 | K | Describe key research concepts and critically compare various research methodologies | - | - | NV4608 |
| 4 | K | Demonstrate understanding of research methods and methodologies | - | - | NV4608 |
| 4 | K | Identify and explain ethical considerations and their application to and impact on research | - | - | NV4608 |
| 4 | K | Demonstrate the ability to undertake all the key activities involved when producing a written piece of work for submission at postgraduate level | - | - | All |
| 4 | K | Demonstrate an ability to undertake key activities involved in the production of a written piece of work for submission at postgraduate level | | | NV4605 |
| | K, C, S | Able to develop and critique own knowledge through planning, evaluation and review of the work placement | | | NV4606 |
| 4 | C | Analyse multifaceted management problems using appropriate methods | - | - | NM4602 |
| 4 | C | Plan, construct and deliver effective arguments. | - | - | NV4604 |
| 4 | C | Demonstrate a critical approach to knowledge acquisition commensurate with postgraduate level study | - | - | NV4607 |
| 4 | C | Demonstrate ability to identify and critically review appropriate academic literature | - | - | NV4608 |
| 4 | C | Evaluate capabilities when involved with research and writing | - | - | NV4607 NV4608 NV4604 |
| 4 | C | Evaluate capabilities involved with research and writing | | | NV4605 |
| | C | Reflect on personal performance and professional development | | | NV4606 |
| | C,S | Ability to develop a comprehensive reflective report on the work placement | | | NV4606 |
| 4 | S | Source, read, assimilate, evaluate, utilise and reference any literature relevant to the topic | - | - | All |
| 4 | S | Plan and execute in a competent manner, oral and written works appropriate to the | - | - | All |

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| | | discipline and level being studied | | | |
| 4 | S | Collect, record, collate and analyse data using established techniques where applicable, on an individual and a group scenario | - | - | All |
| 4 | S | Select, read, digest, summarise and synthesise information material 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. | - | - | All |
| 4 | S | Apply basic research and referencing techniques to all aspects of study, information collation, information presentation and formulation of academic opinion. | - | - | All |
| 4 | S | Communicate effectively in oral and written forms in a clear, concise and accurate manner | - | - | NV4606 |
| 4 | S | Ability to produce a Curriculum Vitae, letter of application and job application form | - | - | NV4606 |
| | S | Able to create appropriate and effective document layouts for work placement application | | | NV4606 |
| | S | Demonstrate listening skills and knowledge dissemination techniques. | | | NV4606 |

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

Lecture, Seminars/Workshops and Tutorials

Lecture

- Purpose: - To deliver basic module material.
- Structure: Teaching is interactive with opportunities for individual and group formative exercises. Teaching rooms will have access to electronic/online resources to support the lecture.

Seminar/workshop

- Purpose: To develop team work skills and confidence by giving constructive feedback to fellow students.
- Structure: Sessions are normally conducted according to preparation for specific topics and provide a collegiate atmosphere to encourage students to interact with class members building their class, or 'team', knowledge and skills.

Tutorial

- Purpose: To enable one to one dialogue and feedback
- Structure: Appropriate number of 10 minute tutorial slots arranged with each student as part of the teaching hours

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 seminar groups. It is expected that students will increase the number of individual study hours as they approach summative 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 have access to Brunel University Library which supports learners through a range of services. The library is well stocked with books and journals and citation indexes for researching further primary and secondary sources. There are also bookable group study rooms and access to specialist Librarians who can help with any enquiries. The library is also open 24/7 enabling students to be flexible in their personalised learning preferences.

All students have access to University ASK services through the University Library and academic English support (as requested) through IPLC.

Electronic journals and electronic books are available through the Brunel University's e-resources gateway. As appropriate, students can access Black Board, the University Virtual Learning environment.

All students are provided with access to a range of on line resources through the college student portal/learning environment.

Students are expected to access online resources to support their learning while out on their placement.

Teaching and learning methods

A range of teaching methods are used in this module: lecture/seminar/workshop supported by a blended learning approach through the Virtual Learning Environment including the use of blogs to support learning. There will be continual interaction through classroom based formative exercises which will enable individual and small group learning opportunities.

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: individual coursework; self-reflection report; personal development plan; group and individual report; final examination; research plan and presentation.

LBIC / Brunel Grading Scheme:

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

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

Programme Element Structure

Compulsory assessment block codes, titles and credit

| Code | Title | Credits |
|--------|-----------------------------|---------|
| IP4899 | English Language Competency | 0 |

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

| Code | Title | Credits |
|--------|---|---------|
| NV4607 | Interactive Learning Skills and Communication 5 | 15 |
| NV4604 | Critical and Creative Thinking | 15 |

Optional modular block codes, titles and credits

| Code | Title | Credits |
|--------|--------------------------------|---------|
| NV4606 | Work Placement and Preparation | 10 |

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|--------|-----------------------|----|--|
| NM4602 | Management Principles | 15 | |
| NV4608 | Research Methods | 15 | |

Assessment and Progression Requirements

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|-------------------------------------|---|
| For inclusion in Programmes: | MSc Marketing MSc International Business MSc Management MSc Human Resource Management MSc Human Resources & Employment Relations MSc Applied Corporate Brand Management MSc Global Supply Chain Management MSc Business Intelligence and Social Media MSc Accounting and Business Management MBA |
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| The following assessment or modular blocks are core | Progression requirements as per Brunel University London Senate Regulation 3 |
| NV4607 Interactive Learning Skills and Communication 5 NV4604 Critical and Creative Thinking NM4602 Management Principles NV4608 Research Methods IP4899 English Language Competency | NV4607 – Pass at Grade B/65% NV4604 – Pass at Grade C-/50% NM4602 – Pass at Grade C-/50% NV4608 – Pass at Grade C-/50% IP4899 – Pass |

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| For the 18-week with placement programme element the following module is also core: | |
| NV4606 Work Placement and Preparation | NV4606 – Pass at Grade C-/50% |

Reassessment
Students will be entitled to be re-assessed in a maximum of 30 credits in total in modules for which they have failed, at the first attempt, to achieve the pass mark(s) as defined above under 'Progression requirements'; any such reassessment of a module may only be attempted on one occasion and shall be capped at the pass mark for the module as defined above under 'Progression requirements'.

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.