BA (Hons) Business Management (Human Resource Management) with Foundation Year Programme Handbook

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V1

Introduction to the Programme

Welcome to the BA (Hons) Business Management (Human Resource Management) with Foundation Year programme. This handbook provides you with information about the structure of your programme and a description of each of the modules that you will study.

The programme is made up of the modules listed in the table below. Each 20-credit module is equivalent to 200 hours of self-guided learning.

This programme aims to equip students with a knowledge and understanding of the key business and people functions and how these interrelate. Students will also be given the opportunity to develop a range of generic and specialist people management skills applicable to the contemporary business environment. Students will explore in their specialist route, talent planning and acquisition, ensuring organisations develop employees in order for them to perform to the best of their ability. Rewards and retention strategies will be examined with the use of people analytics and data. Attention will also be given to developing leaders of the future.

To achieve these overarching aims, students will:
- Analyse and interpret people analytics, resource planning techniques, talent management and performance methods.
- Develop and evaluate effective solutions and HR plans to respond to business challenges and problems
- Develop a range of general business and people management skills
- Develop a critical understanding of the contemporary business environment and how people and culture within the workplace responds accordingly
- Comprehend the role and purpose of people and culture in the wider environment
- Explore the ethical and social responsibilities required in practice
- Evaluate the importance of technology, innovation and transformation in contemporary people and culture practice.

Programme accredited by: accreditation pending

BA (Hons) Business Management (Human Resource Management) with Foundation Year Modules

Level 3 (Foundation Year)

Module Code	Module Title	Credits	Module Type (Core/Optional)
BUS0003NFBNM	Academic Skills Practice	20	C
COM0004NFBNM	Introduction to Numeracy, Data & IT	20	C
BUS0004NFBNM	Ethics, Working Collaboratively & Values	20	C
COM0005NFBNM	Introducing Research Skills	20	C
BUS0005NFBNM	Structure of Business	20	C
COM0006NFBNM	Technology in Organisations	20	C

Level 4

Module Code	Module Title	Credits	Module Type (Core/Optional)
BUS4009	Digital Skills & Professional Development	20	C
BUS4010	Contemporary Business Environment	20	C
BUS4011	Marketing Dynamics	20	C
BUS4012	Introduction to Business Finance	20	C
BUS4013	Technology & Innovation	20	C
BUS4014	People Management	20	C

Level 5

Module Code	Module Title	Credits	Module Type (Core/Optional)
BUS5015	Data Analytics & Management	20	C

Module Code	Module Title	Credits	Module Type (Core/Optional)
BUS5016	Business Start-up	20	C
BUS5013	Sales Management	20	C
BUS5023	Digital & Social Media Marketing	20	C
BUS5018	Resourcing and Talent Management	20	C
BUS5024	People Analytics	20	C

Level 6

Module Code	Module Title	Credits	Module Type (Core/Optional)
BUS6010	Business Transformation	20	C
BUS6011	Entrepreneurship and Innovation	20	C
BUS6012	Governance, Law & Ethics	20	C
BUS6017	Independent Study	20	C
BUS6013	Future Leaders and Talent Management	20	C
BUS6019	Reward and Performance	20	C

Please note that modules may not be delivered in this order, please refer to the module delivery schedule on ilearn.

Arden University Assessment Regulations

Students will be assessed in accordance with the standard Arden University assessment regulations which can be found on the Arden University website http://arden.ac.uk/

Programme Specification

1.	**Programme Code**	TBC
2.	**Programme Title**	BA Business Management (Human Resource Management) with Foundation year
3.	**Target Award Title**	BA Business Management (Human Resource Management) Diploma in Higher Education (Human Resource Management) Certificate in Higher Education
4.	**Exit Award Title(s)**	Diploma in Higher Education Certificate in Higher Education Foundation Certificate
5.	**Subject area**	Business
6.	**School**	Leadership and Management
7.	**Programme Team Leader(s)**	David Harris – Level 4 Emmanuel Murasiranwa – Level 5 Ross Thompson – Level 6
8.	**Programme Type**	Specialist

9.	**Delivery Model**	DL F/T	X	BL F/T	X		
		DL P/T	X	BL P/T	X	Other	X

	Where delivery model identified as 'Other' please provide details	Standalone module study
10.	**Location of delivery**	All BL centres, DL
11.	**Proposed Start date**	November 2021
12.	**Reference points**	QAA benchmark statements, business and management (2019) UK Quality Code (2018) FHEQ level 4, 5 & 6 descriptors (2014) FHEQ classification level 6 descriptor (2019)
13.	**Professional, Statutory & Regulatory Bodies (PSRB)**	Tentatively proposing the Institute of Leadership and Management/ Chartered Institute of Personnel Development

14. Programme aims
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15. Programme Entry Requirements

To be able to study this course:

At least 3 x GCSEs OR 45 credits at Level 2 or equivalent – if qualifications are older than 3 years Arden would also ask to see a professional CV.

Applicants may be considered based on a minimum of 12 months of professional work experience evidenced with a CV and Reference if they do not meet the qualification requirements.

Candidates are required to submit a personal statement (of between 350-550 words) or attend an interview demonstrating an ability to study for the programme. This statement should include:

Motivation for undertaking the programme
Why the applicant has chosen the particular course
Any long-term goals or career aspirations

IELTS 6.0 (no less than 5.5 in any element); or TOEFL iBT 80; or equivalent

16. Graduate Attributes:

The concept of the Arden University Graduate based upon the definition of "graduate attribute" by Bowden et al (2000) has been developed around 6 attributes:

01 Discipline Expertise
02 Effective Communication
03 Responsible Global Citizenship
04 Professional Skills
05 Reflective Practitioner
06 Lifelong Learning

The Means by which Graduate Attributes are Achieved and Demonstrated

1 - Discipline Expertise: achieved through and demonstrated through:

- Gathering, sharing, and consolidating relevant theory via self-study, peer to peer exchanges and discussions, tutor feedback, case study analyses, independent study, and practical applications
- Drafting, constructing, and commenting upon business documents and applications
- Adopting a research informed approach to learning, assessments, and individual and collaborative exercises

2 - Effective Communication: achieved and demonstrated through:
- Participation in team-based activities and tasks
- Online collaborative exercises, discussions, and presentations
- Peer to peer exchanges and feedback
- Tutor feedback discussions
- Collaborative case study analyses

3   Responsible Global Citizen: achieved and demonstrated through:
- Identifying regulatory and ethical issues applicable to accounting and finance
- Reflecting upon "best practice" approaches and strategies
- Evaluating accepted business practice, codes of conduct and protocols
- Exploring international case studies

4   Professional Skills: achieved and demonstrated through:
- Drafting, constructing, and commenting upon business "work products," systems and policies
- Participating in "mock" business practices and situations including role plays and business simulations
- Critiquing own outputs and assessments
- Diagnosing business problems

5 – Reflective Practitioner: achieved and demonstrated through:
- Reflecting upon exercises and tasks
- Reflecting upon case studies and business simulations
- Formulating PDPs and personal SWOT analyses

6 – Lifelong Learning: achieved and demonstrated through:
- Developing a foundational knowledge of developments in business and management
- Developing a personal development plan (PDP) and career strategy

17. **Learning, teaching and assessment methods and strategies**

The programme draws upon an eclectic mix of teaching methods and assessment strategies. Teaching strategies and assessments methods are based around blended and online interventions.

Learning and Teaching
In line with Arden University's "digital first" teaching focus, interventions are enriched and enhanced by the deployment of a range of digital assets including: specialist software, simulations, discussion fora, social media channels, collaborative tools, webinars and e-presentation software.

Teaching is designed to engage and inspire students via a range of innovative activities and retains a "real world" focus using interventions such as contemporary case studies and industry data sets.   Teaching is largely student led; students are expected to take ownership of their own learning journeys, reflect upon the teaching interventions, datasets, case and study materials and act upon tutor feedback as they develop their knowledge of and skills in business management.

Teaching activities may require students to work both collaboratively and individually, analyse case studies, participate in simulation exercises, devise solutions to "real world" problems by producing "work products", exchange peer to peer feedback and reflect upon their own work experiences (where applicable).   Teaching is enriched by a programme of industry guest lectures.

Assessment

The assessment strategy similarly centres on a strong alignment with real world organisational and business practice and embraces a range of assessment methods including work related products, presentations, report writing, portfolios, case studies and reflections.   Students are expected to apply knowledge and theory explored in the modules and produce assessments that simultaneously focus on real business situations and indicate the requisite levels of academic rigour required at levels 4 – 6.

The programme culminates in the submission of the independent study assessment that builds upon content examined and skills developed in the taught modules.

18. Intended programme learning outcomes and the means by which they are achieved and demonstrated		
Learning outcomes	**The means by which these outcomes are achieved**	**The means by which these outcomes are assessed**
At the end of this course you, the student, will be able to:		
Foundation Fd1. Use factual, procedural and theoretical understanding to complete tasks Fd2. Apply knowledge and understanding to basic, non-complex situations to solve problems Fd3. Demonstrate a range of core academic skills to support study at undergraduate level Fd4. Use effective written communication skills in a variety of tasks which are suitable for a specified audience **Level 4 - 6** 1. Identify the key skills, technologies and competencies required to lead and manage in	Through an integrated learning and teaching pedagogy that includes both asynchronous and synchronous activities drawing upon a range of academic and professional body source materials; students thus have multiple opportunities to gather knowledge of core concepts. (LOs Fd 1 – 4; 1, 2,3, 4, 5, 6, 8 & 9) (GA1) Throughout the programme, the student is encouraged to develop intellectual skills further by undertaking further independent study and research, i.e., in addition to "directed study" and learning. (LOs Fd 1 - 4; 1, 2, 3, 4, 5, 6, 8, & 9) (GA5 & 6) Analysis of real-world cases; using diagnostic skills to evaluate business and organisational performance and effectiveness. (LOs Fd 1 – 4; 2, 3, 4, 5, 6, 8 & 9) (GA4, 6) Independent and directed student study, supported throughout by comprehensive classroom based and online multi-media teaching materials, activities, simulations, and resources. (LOs Fd 1 –4; 1, 2, 3, 5 6, 8 & 9) (GA1)	**Formative Feedback – informal** Students will have multiple informal opportunities to receive formative feedback as they navigate the programme. The Arden virtual learning environment (VLE) is highly interactive and features embedded tools to facilitate peer to peer and student to tutor discussion opportunities, examples include discussion fora, interactive exercises and activities, self-assessment tools and reflective activities. (LOs 1-9) (GAs 1 – 5) (Fd 1 – 4) **Formative opportunities – formal** As well as the plentiful opportunities for informal feedback, formative occasions will also be scheduled: Students will be given opportunities to share draft sections of

the contemporary organisational and people management environments.	Discussion in class and online forums where students discuss and critically engage with themes emerging from the materials they learn from; this might include business problems, case studies, simulations, datasets, and industry reports. (LOs 1, 2,3, 4, 5, 6 & 8) (GA2, 4)	assessments with tutors and (in some modules) peers to garner feedback and guidance. This feedback can then be incorporated in submissions for the summative assessments. Students may also be able to draft plans and outlines for assessment items and receive tutor and peer feedback in a similar manner
2. Analyse external organisational environments and influences.		
3. Identify and evaluate the contributions of the key people functions in range of contexts.	Problem solving and diagnostic skills are developed throughout the programme by formative assessment tasks including problem analyses, drafting business documents and reports, analysing case studies, ethical dilemma exercises, data analyses and self-assessments.	(LOs 1-9) (GAs 2 & 5) (Fd 1 – 4)
4. Develop a critical understanding of the role and purpose of people in organisations, and how they relate and interact with the wider environment.	(LOs 2, 5, 6, 8 & 9) (GA1, 4 & 5) Engaging in reflection on study activities such as: feedback (peer and tutor), cases, academic texts and articles, activities, and simulations.	The virtual learning environment (VLE) enables students to engage in targeted online discussions relating to specific aspects of the programme modules, for example, examining ethical considerations, business risks
5. Identify and assess robust business solutions and human resource plans to meet the challenges presented by contemporary business environments.	Practical business skills are further developed and integrated through a series of in-class and online activities intended to test practical ability, these can include group forums and activities, drafting business documentation, engaging in simulation exercises and informal peer assessment (LOs Fd 3; 4, 7 & 8) (GA5)	and social responsibility. Students are encouraged to not just post discussion items in the relevant fora but also to ensure they comment on posts uploaded by their peers. (LOs 1-9) (GAs 2 & 5) (Fd 1 – 4)
6. Apply and evaluate academic theories, frameworks and principles to a range of business, and people and culture contexts, challenges, and situations.	Group discussions and exercises in class and on the online forum promoting argumentation, listening, leadership and team working skills. (LOs Fd 3; 5, 7 & 9) (GA1, 2 & 4)	Students will have access to academic staff in all the modules

7. Develop a set of generic "life" skills including, self-awareness and management, research, argumentation, numeracy, critical thinking, and analytical ability.	Considering employability and career development options, strategies, and challenges by conducting self-audits, personal SWOT analyses and developing personal development plans. (LOs Fd 3; 1, 7, 8) (GA3, 5, 6)	they study. These staff include subject matter experts (lecturers) and study support tutors. Students are invited to attend synchronous learning activities relating to both these areas (academic content and study support) including online lectures, guest lectures, webinars, and other activities. They will also have opportunities to arrange one to one meeting, normally conducted via video conferencing software, where they can discuss specific areas of concern with the tutor(s). (LO1- 9)
8. Understand and evaluate the importance of corporate social responsibility, global citizenship, and diversity management in contemporary people management.		
9. Critically analyse the people and culture function in a range of organisational contexts.		

| GA1 Discipline Expertise Knowledge and understanding of chosen field. Possess a range of skills to operate within this sector, have a keen awareness of current developments in working practice being well positioned to respond to change | | (GA2 & 3) (Fd 1 – 4)

Where the summative assessment diet includes time constrained assessments (TCAs), students will have opportunities to practice "mock" style TCA questions and receive tutor feedback before the summative events. (LOs 2-6, 8 & 9) (GAs 1 – 4) |
|---|---|---|
| GA2 Effective Communication Effectively communicate both, verbally and in writing, using a range of media widely used in relevant professional context. Be IT, digitally and information literate. | | Other summative assessments used on the programme include:

Reflections and development plans (GA6) (Fd 2 & 3) |
| GA3 Responsible Global Citizenship Understand global issues and their place in a globalised economy, ethical decision-making, and accountability. Adopt self-awareness, openness, and sensitivity to diversity in culture | | Producing "work type products" (LOs 1,2, 5 & 9) (GAs 1-4)

Case study analyses (LOs 1 –5 & 9) (GAs 3 & 4) (Fd 3) |
| GA4 Professional Skills Perform effectively within the professional environment. Work within a team, demonstrating interpersonal skills such as effective listening, negotiating, persuading and presentation. Be flexible and adaptable to changes within the professional environment. | | Individual presentations (LOs 1, 2, 5 & 9) (GAs 2 & 4) (Fd 3)

Group assignments and presentations (LOs 1, 2 & 5) (GAs 2 & 4) |

		Reflections (LOs 2,3,4, 7,8 & 9) (Fd 3) Portfolios (LO1 – 9) (GA4 & 5) (Fd 3)
GA5 Reflective Practitioner Undertake critical analysis and reach reasoned and evidenced decisions, contribute problem-solving skills to find and innovate in solutions. GA6 Lifelong Learning Manage employability, utilising the skills of personal development and planning in different contexts to contribute to society and the workplace.		

19. Summary of modules and mapped programme learning outcomes

Level	Module title	Module type Compulsory (C) or Optional (O)	Identified pinned modules	LO 1	LO 2	LO 3	LO 4	LO 5	LO 6	LO 7	LO 8	LO 9	GA1	GA2	GA3	GA4	GA5	GA6
L4	Digital Skills & Professional Development	C	P	X		X				X								X
	Contemporary Business Environment	C	P		X	X		X	X						X			
	Marketing Dynamics	C			X	X	X		X					X				
	Introduction to Business Finance	C		X			X			X						X		
	People Management	C		X		X		X	X		X						X	
	Technology & Innovation	C		X	X			X		X			X					
L5	Data Analytics & Management	C	P	X	X	X		X		X			X					
	Business Start-up	C	P	X	X	X	X	X		X				X				
	Sales Management	C		X	X	X	X	X								X		
	Digital & Social Media Marketing	C			X	X	X	X		X			X					

	Resourcing & Talent Management	C		X	X	X	X	X			X	X						X	
	People Analytics	C		X		X	X	X	X		X	X		X					
L6	Business Transformation	C	P	X	X	X	X	X	X				X						
	Entrepreneurship & Innovation	C	P	X	X	X	X	X	X	X				X					
	Corporate Governance, Law & Ethics	C		X		X	X		X	X					X				
	Independent Study	C		X	X	X	X	X	X	X	X	X						X	X
	Future Leaders & Talent Management	C		X	X		X	X	X	X	X					X			
	Reward & Performance	C		X	X		X	X	X	X	X					X			

Mapping of Programme Learning Outcomes and Modules – Level 3

	Modules	Programme Learning Outcomes Module Type	Fd1	Fd 2	Fd 3	Fd 4
Level 3	Academic Skills Practice	C	X	X	X	X
	Introduction to Numeracy, Data & IT	C	X	X	X	
	Ethics, Working Collaboratively & Values	C	X	X		
	Introducing Research Skills	C	X	X		X
	Structure of Business	C	X	X		
	Technology in Organisations	C	X	X		