

# Programme Specification: Foundation Year Business Management

## Course record information

<b>Name and level of final award</b>	<ul style="list-style-type: none"><li>• Bachelor of Arts with Honours - Business Management</li></ul> The award is Bologna FQ-EHEA first cycle degree or diploma compatible
<b>Name and level of intermediate awards</b>	<ul style="list-style-type: none"><li>• Foundation Certificate (Fdn Cert) - Business Management</li></ul>
<b>Awarding body/institution</b>	University of Westminster
<b>Teaching institution</b>	University of Westminster
<b>Status of awarding body/institution</b>	Recognised Body
<b>Location of delivery</b>	Primary: Central London
<b>Language of delivery and assessment</b>	English
<b>QAA subject benchmarking group(s)</b>	<a href="https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-business-and-management.pdf?sfvrsn=db39c881_5">https://www.qaa.ac.uk/docs/qaa/subject-benchmark-statements/subject-benchmark-statement-business-and-management.pdf?sfvrsn=db39c881_5</a>
<b>Professional statutory or regulatory body</b>	None
<b>Westminster course title, mode of attendance and standard length</b>	<ul style="list-style-type: none"><li>• BA Business Management FT, Full-time, September start - 4 years standard length with an optional year abroad or placement</li></ul>
<b>Valid for cohorts</b>	From 2025/6

## Additional Course Information

This programme specification details the first year of the course and should be read in conjunction with the programme specification for the relevant degree programme selected

## Admissions requirements

There are standard minimum entry requirements for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements. More information can be found here: <https://www.westminster.ac.uk/study/undergraduate/how-to-apply>

## Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/recognition-of-prior-learning>

## Aims of the programme

This programme specification details only the course's Foundation Year (Level 3) and should be read in conjunction with the programme specification for BA Business Management. The foundation course offers an alternative route to university study for students who lack the formal qualifications for immediate entry to Level 4 studies, feel they are not yet ready for degree-level study, are returning to study after a break from education or seeking to enter alternative professional fields.

The primary aim of the Foundation Year is to prepare and develop students for studying Business and Management and enhance the essential academic and study skills needed for degree-level success. Throughout the year, you will advance in your chosen field, working with leading academics who will support and inspire you to become a confident and creative thinker within the Business and Management discipline. The course integrates employability and sustainability to equip students for the uncertainties of a changing global, cultural, and technological business environment.

The Foundation Year is designed to draw upon expertise in the areas of business and management. Upon successful completion, students will progress to level 4 (BA Business Management degree programme).

Students would expect to receive a combination of traditional and more modern styles of module delivery, such as blended learning and team-based learning. The Foundation Year may include study trip opportunities to enhance classroom learning and to allow students to experiment and develop their business knowledge.

The Foundation Year follows the Westminster Foundation Pathway model; you will study modules on 'Introduction to Academic Practice' and 'Critical Thinking for Academic and Professional Development' and four subject area modules. The business management content within the Foundation Year will be delivered through four modules: Foundations of Management, Foundations in Business Data Analysis, Current Debates in Global Business and finally, Current Debates in Digital Business.

The Foundations of Management module will teach students about how organisations and their resources can be managed. This ensures that students have a solid foundation in this area and allows other modules with the Foundation Year to build upon it. The module ensures you gain clarity on how organisations function and how they can be sustainably managed.

The Foundations in Business Data Analysis module will provide students with the numerical knowledge and techniques required to operate in the business and management environment.

The Current Debates in Global Business module will support students in understanding the international dimension of organisations and how they operate within a modern globalised environment, focusing on sustainable business practice, the global business environment, and cross-cultural issues.

The Current Debates in Digital Business module will help students understand the importance of digital business concepts, tools, and techniques in the modern business environment. Students will be given the opportunity to explore how digital business has touched upon almost all functions of a modern organisation.

Our Foundation Year allows you to explore new ideas and gain fresh perspectives on key debates in your chosen field. The core modules are designed to accelerate your academic and professional development, bringing together like-minded students to engage with 'big ideas' in your discipline. The programme attracts students from diverse backgrounds, cultures, and countries. With diversity, inclusion, and equality at its core, the course is designed to encourage peer learning, allowing students to share experiences, enhance understanding and foster a supportive, inclusive community. Collaborating with peers from diverse backgrounds, you'll develop essential teamwork skills, enabling you to solve problems with increased confidence. The Foundation Year adopts an inclusive approach by ensuring students from all backgrounds are encouraged and supported to reach their full potential. The modules include inclusive teaching methods such as flipped classrooms, group work, case studies highlighting diverse practices, perspectives and cultures, and interactive quizzes and polls to engage learners and assess knowledge.

You will have the opportunity to explore all that London offers, including engaging in research of cultural industries and organisations. You will be inspired to think imaginatively and critically about your chosen subject, with our core modules giving you the chance to develop the key skills for academic and professional success.

## Employment and further study opportunities

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students.

Upon completion of the Foundation year, you will progress to Level 4 of the BA Business Management programme. You may also be eligible to transfer to another institution (provided you meet their requirements).

The focus on 'Graduate Attributes' provides students with a broad framework for students to assess their learning and to develop professional level skills which are valued in a range of professional settings and contexts.

### What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall knowledge and understanding you will gain from your course (KU)
- Graduate attributes are characteristics that you will have developed during the duration of your course (GA)
- Professional and personal practice learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- Key transferable skills that you will be expected to have gained on successful completion of the course. (KTS)

**Level 3 course learning outcomes:** upon completion of Level 3 you will be able to:

- L3.1 Demonstrate Foundational understanding of some of the different disciplinary areas that make up Business and Management; ( KU PPP )
- L3.2 Identify the key academic reading, writing, research and assessment skills appropriate to the study of Business and Management; ( KU PPP )
- L3.3 Develop an ability to evaluate your strengths and weaknesses as a student and the ability to engage independently, as well as as a team member, to complete set tasks; ( PPP KTS )
- L3.4 Explain and formulate basic arguments and to apply critical thinking to solve subject-specific problems creatively and ethically; ( KU GA PPP )
- L3.5 Engage with key topics, debates, and theories in Business and Management; ( KU )
- L3.6 Demonstrate a range of employability and study related skills and knowledge and have an understanding of you own identity in learning and professional contexts. ( GA KTS )

# How will you learn?

## Learning methods

The Foundation year in Business Management is constructed around a clear and rigorous sense of the skills required for success in Higher Education and the Business & Management domain. In keeping with this, innovative, authentic and inclusive methods of learning and teaching will engage you and inspire a keen sense of your subject's lively and changing nature. These methods focus on developing critical self-reflexivity and an awareness of your learning experience throughout the modules, not just when engaging with summative assessments. A distinctive feature of the degree is that it encourages you to make connections between the various modules and subjects you are engaging with in our Foundation year. The foundation modules will provide the foundations in the Business and Management domain, which are then further explored with the current debates modules.

Our Foundation year has been designed to place supported independent learning at the heart of the curriculum. Our learning environment is structured to enable students to address key issues and themes in their broad discipline in a relevant and creative way. Our active learning sessions are concerned with critically evaluating the skills required for studying Business and Management. We use a learner-centred approach and practical strategies such as case studies, debates and discussions, and interactive quizzes and polls to encourage engagement, interaction and reflection. We provide a learning environment encouraging students to 'own' the classroom. This is reflected in the fact that we have adopted a model of learning which values student partnership and student enquiry as the primary focus of all our modules. In addition, the Personal Tutoring System will provide additional opportunities for students to develop or enhance appropriate study skills and gain the confidence required to transition to Higher Education.

## Teaching methods

Several innovative and distinct learning environments and experiences are offered to students on Foundation year in Business and Management, including:

**Lectures:** Lectures involve presentations by academic staff, practice-based professionals, and/or external speakers. Many lectures involve an interactive and/or 'blended learning' element, and we encourage students to participate fully in lectures, either by responding to questions or posing their questions.

**Workshops:** Modules may offer interactive workshops allowing students to explore a topic, theme or subject through their knowledge and informed analysis of a problem.

**Seminars:** Seminars are informal teaching/discussion sessions in smaller groups that involve more significant interaction with the lecturer and small peer groups.

**Tutorials:** In a tutorial, students meet with their tutor individually or as a part of a small group. Tutorials provide an opportunity to discuss problems and issues, providing a pastoral ethos to support learning.

**Field trips:** Students may undertake fieldwork or visit relevant organisations or research establishments as part of their studies.

To ensure that learning on the programme is as innovative and inclusive as possible, this level 3 foundation year has been designed to:

1. Use various innovative teaching methods, such as online quizzes and voting, in addition to practical sessions and opportunities to enable regular knowledge checks within lectures, seminars and workshops;
2. Encourage students to work in an inclusive and engaged manner, such as group assessment and encouraging students to engage in group study sessions;
3. Ensure study materials are uploaded to Blackboard in advance of the relevant learning opportunity, ensuring that you have a chance to prepare;
4. Where possible, learning opportunities will be recorded; however, in some cases, other means of knowledge enrichment will be used, for example, annotated presentation slides;
5. Where advanced/technical language is used, the teaching team will ensure this is described and explained clearly;
6. Include many learning styles that you would encounter later in your studies at levels 4 to 6, so you are suitably prepared for higher levels of study within the University.

## Assessment methods

Our Foundation year programme offers a variety of assessment methods that aim to foster creative and critical thinking through an awareness of the chosen subject in Business and Management. The course offers a variety of assessments to students in order to nurture, as well as assess, their academic development. Assessment helps you to demonstrate what you have learned in particular modules and across the range of the Foundation year.

Varying assessment activities can help to motivate students with an increasingly diverse range of experiences, learning modes, and competencies. We have adopted a mixture of assessment types to reduce over-assessment and ensure that students develop a broader range of skills for professional success than would be transferred by traditional assessment methods alone. The assessments have been designed to offer a more flexible method of meeting the course/module learning outcomes and to ensure that assessment is as inclusive as possible to ensure all students are treated fairly and prepare them for future study and professional development. The assessment practices include authentic and skills-based assessments; where possible, 'real-world' problems are used as a basis for assessment. When we select real-world examples, we take great care to ensure that these take into account your background and interests, aiding your understanding of the issues under investigation. In designing the assessment strategy for the Foundation year, your course team has sought to ensure a balance between traditional, innovative and authentic forms of assessment. We have mapped our assessment using the modules to ensure a good balance between formative and summative assessment. We are also preparing you for the types of assessment you will encounter later in your studies within this programme (at level 4 to 6).

In this regard, students would typically be exposed to the following forms of assessment:

- \* Individual Presentations
- \* Group Presentations
- \* Critical writing
- \* Academic writing
- \* Reflective writing
- \* Professional Activities Plans
- \* In-class tests
- \* Posters
- \* Case study Analysis
- \* Reports
- \* Podcasts

Graduate Attribute	Evident in Course Outcomes
Critical and creative thinker	L3.4, L3.5
Literate and effective communicator	L3.2, L3.5
Entrepreneurial	L3.3
Global in outlook and engaged in communities	L3.5
Socially, ethically and environmentally aware	L3.5

## Course Structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Modules are described as:

- **Core** modules are compulsory and must be undertaken by all students on the course.
- **Option** modules give you a choice of modules and are normally related to your subject area.

- **Electives:** are modules from across the either the whole University or your College. Such modules allow you to broaden your academic experience. For example, where electives are indicated you may choose to commence the study of a foreign language alongside your course modules (and take this through to the final year), thereby adding further value to your degree.
- Additional information may also be included above each level for example where you must choose one of two specific modules.

## Modules

### Level 3

There are no optional or elective modules offered at Level 3, as the focus is on the development of key academic skills through a broad understanding of Business and Management.

Award of Foundation Certificate available on progression to level 4.

Sequence of modules:

#### Semester 1:

- Introduction to Academic Practice
- Foundations in Management
- Foundations in Business Data Analysis

#### Semester 2

- Critical Thinking for Academic and Professional Development
- Current debates in Global Business
- Current debates in Digital Business

Module Code	Module Title	Status	UK credit	ECTS
3ACHE004W	Critical Thinking for Academic and Professional Development	Core	20	10
3DIBU001W	Current Debates in Digital Business	Core	20	10
3BUSS002W	Current Debates in Global Business	Core	20	10
3BUSS001W	Foundations in Business Data Analysis	Core	20	10
3BUSS003W	Foundations of Management	Core	20	10
3ACHE003W	Introduction to Academic Practice	Core	20	10

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

## Professional body accreditation or other external references

Not applicable for level 3 provision. Please refer to BA Business Management programme specifications for any specific Professional Body Accreditation requirements for modules taken at level 4 to 6.

## Course management

Your course is managed through the Westminster Business School. The Course Leader and the teaching team will meet you in the orientation week programme and will help you with enrolment, registration, and orientation to the university, its processes and the culture of higher education. The Course Leader is responsible for development and management of the course in conjunction with the Associate Head of College (Education) and Head of School.

The course is monitored each year by senior members of the College to ensure that it is running effectively and that issues that might affect the student experience have been appropriately addressed. Staff will consider the outcomes from each Course Committee, evidence of student progression and achievement to evaluate the effectiveness of the course. The Teaching Committee audits this process and the outcomes are reported to the Academic Council of the University, which has overall responsibility for the maintenance of quality and standards in the University.

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](https://www.westminster.ac.uk/academic-regulations).

Course specific regulations apply to some courses.

## Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at <https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard>

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](https://www.westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at <https://www.westminster.ac.uk/student-advice>

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at <https://www.westminster.ac.uk/students-union>

## How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from the University, academic(s) from another university, a representative from industry and a Student Advisor.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their

experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

## **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.;
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate, if they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to students. Copyright in this document belongs to the University of Westminster. All rights are reserved. This document is for personal use only and may not be reproduced or used for any other purpose, either in whole or in part, without the prior written consent of the University of Westminster. All copies of this document must incorporate this Copyright Notice – 2022©



## Additional Details

### Appendix A: Level 4 progression Eligibility

A student who successfully progresses to level 4 in accordance with the University Academic Regulations may be eligible to apply to transfer to other courses with a foundation pathway. Students wishing to transfer must do so in accordance with the published procedure, and

- must normally do so at the end of the foundation year.
- must obtain the approval of both the School Foundation Course Leader and the Course Leader of proposed course.

Foundation Year	Courses which student would be eligible for progression onto at Level 4
BA Business Management	BA Business Management Transfer to other university courses may be possible, however there may be individual UKVI and Student Loan Company implications for some students.

The course outcomes detailed earlier in the programme specification are addressed in the below modules.

Learning Outcome	Modules where it is addressed
L3.1	Foundations in Management; Foundations in Business Data Analysis; Current debates in Global Business; Current debates in Digital Business.
L3.2	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development; Foundations in Management; Foundations in Business Data Analysis; Current debates in Global Business; Current debates in Digital Business.
L3.3	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development; Foundations in Management
L3.4	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development; Current debates in Global Business; Current debates in Digital Business.
L3.5	Foundations in Management; Foundations in Business Data Analysis; Current debates in Global Business; Current debates in Digital Business.
L3.6	Introduction to Academic Practice; Critical Thinking for Academic and Professional Development.

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