

Programme Specification

Programme Title	International Year One in Business
Awarding Body	Kaplan International Colleges and The University of the West of England
Level and credits	NQF level 4. 120 credits.
Name of award	International Year One Award in Business
Mode of Study	Full Time
Language of Study	English
UWE Progression Routes	See Appendix A
Valid from date	May 2012
Valid until date	May 2013
Version	1

Programme Aims

The International Year One in Business equips international students with a range of business skills and knowledge as well as learning and language abilities in order that they become independent, self-directed learners and achieve the necessary academic standards to progress to the second year of a range of undergraduate degrees at UK Higher Education Institutions.

Intended Learning Outcomes of Programme

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas.

Subject Knowledge and Understanding

Upon successful completion of this programme, students will be able to demonstrate achievement of the following learning outcomes:

Learning Outcomes	Module Name and Code
All students:	
1. Recognise basic economic concepts and how these relate to the study of business.	D008-Economics
2. Develop foundation skills, knowledge and understanding relevant to the preparation of financial reporting information.	D003-Financial Reporting
3. Use quantitative analysis and evaluation skills relevant to the modern business world.	D001-Quantitative Methods for Business
4. Recognise the validity of multiple approaches to managing work and organisations and assess the role of culture and politics within an organisation.	D004-Organisational Behaviour
Business Pathway students: (dependent on module selection)	
1. Recognise marketing and operations management's strategic and operational impact upon the organisation's performance and upon each other.	D002- Marketing in the Operational Context

2. Recognise the importance of planning, communication and teamwork to business decision making.	D005-Business Development and Entrepreneurship
3. Locate business and management issues/theories in relation to the planning and development of a small business using practical examples while assessing the challenges of applying theory to practical situations.	D005-Business Development and Entrepreneurship
4. Discuss how marketing decisions are taken within an organisation recognising how concepts such as the product life cycle and BCG matrix are used to determine what products are given marketing and financial support by an organisation.	D005-Business Development and Entrepreneurship
5. Describe the main concepts and techniques employed by management accountants within organisational environments.	D006 - Management Accounting
6. Apply appropriate management accounting techniques for effective short term decision making, planning and control and product costing within the organisational context.	D006 - Management Accounting
7. Articulate and justify feasible, appropriate solutions to management accounting problems	D006 - Management Accounting
Finance Pathway students:	
1. Describe the main concepts and techniques employed by management accountants within organisational environments.	D006 - Management Accounting
2. Apply appropriate management accounting techniques for effective short term decision making, planning and control and product costing within the organisational context.	D006 - Management Accounting
3. Articulate and justify feasible, appropriate solutions to management accounting problems	D006 - Management Accounting
4. Prepare and present financial statements from incomplete records.	D051-Management Accounting and Financial Analysis
5. Explain the current developments in the regulation of financial reporting and their impact on the preparation of financial reports.	D051-Management Accounting and Financial Analysis
6. Recognise the alternative methods of allocating joint costs to products and describe the accounting treatment of by-products	D051-Management Accounting and Financial Analysis
7. Analyse the accounting treatment of normal and abnormal losses.	D051-Management Accounting and Financial Analysis
Generic Academic Learning Outcomes	
1. Develop the ability to apply research skills, including: critical analysis of a problem; evaluation of ideas and theories; synthesis of information from different sources, consideration and selection of appropriate conclusions and the development of logical inferences and recommendations.	D501 – Skills for Study 1 D507 – Skills for Study 2
2. Understand how to prepare academic writing; including how to take notes effectively and log information sources, how to use other people's work without plagiarising and how to compile bibliographies.	D501 – Skills for Study 1 D507 – Skills for Study 2
3. Express themselves more accurately and confidently, for instance by participating more effectively in discussions, giving oral presentations or defending their own work.	D501 – Skills for Study 1 D507 – Skills for Study 2 D201 – Language for Study 1 D202 – Language for Study 2 D203 – Language for Study 3
4. Develop an understanding of the requirements of their course, having considered their own individual approaches to learning.	D501 – Skills for Study 1 D507 – Skills for Study 2

Practical Skills	
1. The ability to undertake the following processes in English: a. Reading for information, attitude and evaluation; b. Listening with confidence to a wide range of dialogue and monologue; c. Presenting information either in written format, for instance in a short report, or orally, for instance through a presentation; and d. Speaking accurately, coherently and appropriately on a variety of complex topics.	D201 – Language for Study 1 D202 – Language for Study 2 D203 - Language for Study 3 D501 – Skills for Study 1 D507 – Skills for Study 2
2. The ability to give and receive peer feedback.	All modules
Transferable/key Skills	
1. Retrieve paper-based and electronic information from a variety of sources.	All modules
2. Plan and implement a research project.	D501 – Skills for Study 1 D507 - Skills for Study 2
3. Make effective use of IT facilities.	All modules
4. Manage resources and time.	All modules
5. Work and learn both independently and as a member of a team.	All modules
6. Communicate clearly and concisely both orally and in writing.	All modules
7. Have an increased awareness of the importance of being organised and motivated in their studies/future careers.	All modules

Assessment

The assessment regime has been designed to ensure that (a) the students are enabled to demonstrate achievement of all the core learning outcomes and (b) the learners experience a variety of assessment tasks, in line with the range of knowledge, understandings, skills and abilities they are intended to develop. Fairness and consistency in assessments is achieved through significant attention paid to students' clarity about their assignments. Outline detail of the assessments associated with each module is given within the module specifications. These are further extended and clarified in both written and oral briefings provided to students before each assignment. Attendance at all sessions is a vital part of the programme and forms an important part of the assessment. All staff operate clear and explicit criteria by which tasks are assessed and, where appropriate, adopt and use mark schemes that are made available to the students.

Clear, comprehensive and readily accessible feedback to students on their assessments is regarded by all staff as a highly important part of their learning formation and will be given in a variety of ways, including written comments from assessors, oral comments, tutorials, and group feedbacks. In some cases peer feedback is also built into the assessment strategy, which gives students valuable insights into the assessment process and its role in building confidence and contributing to enhanced future performance. Feedback given on assignments will also be discussed in detail by students with the Learning Support Tutor (see Additional Relevant Information).

Further detail and examples of the nature of assessment tasks, and the learning outcomes they assess, is provided in the module specifications.

Learning and Teaching Approaches

Students are normally taught in classes of limited size, providing an environment in which students can more easily ask questions and engage in dialogue with the tutor, developing confidence and skill in classroom discussion and spoken English language proficiency. Course materials and learning support provision are designed to facilitate the gradual and supported transition to greater learner independence at NQF level 4. Curricula are developed on the basis of organised progression so that the demands on the learner in intellectual challenge, skills, knowledge, conceptualisation and learning autonomy increase.

Student learning is advanced through varied teaching methods, including lectures, tutorials, workshops and laboratories, appropriate to the subject and level, and guided self-study using skills developed in the academic skills modules and supported by materials and resources provided by the International College. Students also gain experience of working together in groups and practicing a range of transferable skills, including addressing an audience.

Specialist subjects are taught, and students are required to employ a range of specialised skills, whilst evaluating information and working within broadly defined guidelines. Support is given to students to enable them to develop an ability to operate in a variety of contexts, both in terms of novelty and creativity. Self-directed learning with a limited amount of guidance encourages students to develop a thorough approach to knowledge acquisition and detailed analysis of a high level of information.

Programme Reading Strategy

Core readings:

Any essential reading on the International Year One programme will be indicated clearly, along with the method for accessing it, e.g. students may be expected to purchase a set text, be given a study pack or be referred to texts that are available electronically, or in the library. Module handbooks will also reflect the range of reading to be carried out.

Further readings:

Further reading is advisable for some modules and, where appropriate, students will be encouraged to explore at least one of the titles held in the library on specific topics. A current list of such titles will be given in module handbooks and revised annually.

Access and skills:

Formal opportunities for students to develop their library and information skills are provided within the Skills for Study modules. Additional support is available through the Library Services web pages, including interactive tutorials on finding books and journal articles, evaluating information and referencing. Sign-up workshops are also offered by the library.

Indicative reading list:

Indicative reading lists are offered on module specifications to provide validation panels/accrediting bodies with an indication of the type and level of information students may be expected to consult. As such, the currency of the indicative texts may wane during the life span of the module specification. *Current* advice on core reading and additional texts will be available via the module handbooks.

Relevant QAA subject benchmark statements and other external or internal reference points

The International Year One in Business has been developed in close alignment with the QAA honours degree subject benchmark statements for General Business and Management (2007).

The KIC Quality Assurance Framework and the supporting Academic Standards and Quality Manual provided by KIC centrally reflect appropriate sections of the QAA Code of Practice. Subject benchmark statements for NQF Level 4 are also used, as appropriate. KIC has also established graduate outcomes which reflect these.

Programme Structure and Features

The International Year One in Business consists of six credit-bearing modules of 20 credits.

Students entering the programme with an IELTS of 5.5 will undertake the International Year One in Business three-term (Language) programme, with additional taught English language throughout the programme. Students entering the programme with an IELTS of at least 6.0 can choose either to undertake the programme over two terms or to undertake the three-term (Enhancement) programme, both of which include some taught English language during the programme.

Students with an overall IELTS of between 4.0 and 5.5 will be able to undertake an 'integrated' International Year One programme with Preparatory English. These students will then progress onto either a two-term or three-term academic programme, depending on performance.

A brief overview of the structure of the programme is presented below. For detailed information see individual module specifications.

Preparatory English – All Pathways (for students with IELTS between 4.0 and 5.5)

The level at which a student enters Preparatory English depends on IELTS level, the timing of enrolment and individual study plan.

Level 2 - 1 Term		Level 3 - 1 Term	
Non-credit bearing		Non-credit bearing	
Stage 3 – 0.5 Term	Stage 4 – 0.5 Term	Stage 5 – 0.5 Term	Stage 6 – 0.5 Term
PE03GE – General English	PE04GE – General English	PE05GE – General English	PE06GE – General English
PE03SL – Speaking and Listening	PE04SL – Speaking and Listening	PE05SL – Speaking and Listening	PE06SL – Speaking and Listening
PE03RW – Reading and Writing	PE04RW – Reading and Writing	PE05RW – Reading and Writing	PE06RW – Reading and Writing

Business Pathway

3 Term International Year One in Business (Language)

Term 1		Term 2	Term 3
Non-credit bearing		Credit bearing	
D201 – Language for Study 1	D202 – Language for Study 2	D001 - Quantitative Methods for Business (20 credits)	
D501 – Skills for Study 1		D002 - Marketing in the Operational Context (20 credits)	
		D004 - Organisational Behaviour (20 credits)	D008 – Economics (20 credits)
		D003 - Financial Reporting (20 credits)	D005 - Business Development and Entrepreneurship (20 credits) or D006 - Management Accounting (20 credits)
		D507 - Skills for Study 2 (0 credits)	
		D203 - Language for Study 3 (0 credits)	

3 Term International Year One in Business (Enhancement)

Term 1	Term 2	Term 3
Non-credit bearing	Credit bearing	
Compulsory modules	D001 - Quantitative Methods for Business (20 credits)	
DEN01 - Personal Development Planning	D002 - Marketing in the Operational Context (20 credits)	
DEN03 – Modern British Society and Culture	D004 - Organisational Behaviour (20 credits)	D008 – Economics (20 credits)
Example optional modules (one of the below)	D003 - Financial Reporting (20 credits)	D005 - Business Development and Entrepreneurship (20 credits) or D006 - Management Accounting (20 credits)
DEN02 – Computing Skills	D507 - Skills for Study 2 (0 credits)	
DEN05 – Introduction to Business	D203 - Language for Study 3 (0 credits)	

2 Term International Year One in Business

Term 1	Term 2
D001 - Quantitative Methods for Business (20 credits)	
D002 - Marketing in the Operational Context (20 credits)	
D004 - Organisational Behaviour (20 credits)	D008 – Economics (20 credits)
D003 - Financial Reporting (20 credits)	D005 - Business Development and Entrepreneurship (20 credits) or D006 - Management Accounting (20 credits)
D507 - Skills for Study 2 (0 credits)	
D203 - Language for Study 3 (0 credits)	

Finance Pathway

3 Term International Year One in Business – Finance Pathway (Language)

Term 1		Term 2	Term 3
Non-credit bearing		Credit bearing	
D201 – Language for Study 1	D202 – Language for Study 2	D001 - Quantitative Methods for Business (20 credits)	
D501 – Skills for Study 1		D004 - Organisational Behaviour (20 credits)	D008 – Economics (20 credits)
		D003 - Financial Reporting (20 credits)	D006 - Management Accounting (20 credits)
		D507 - Skills for Study 2 (0 credits)	D051 – Management Accounting and Financial Analysis (20 credits)
		D203 - Language for Study 3 (0 credits)	

3 Term International Year One in Business (Enhancement)

Term 1	Term 2	Term 3
Non-credit bearing	Credit bearing	
Compulsory modules	D001 - Quantitative Methods for Business (20 credits)	
DEN01 - Personal Development Planning	D004 - Organisational Behaviour (20 credits)	D008 – Economics (20 credits)
DEN03 - Modern British Society and Culture	D003 - Financial Reporting (20 credits)	D006 - Management Accounting (20 credits)
Example optional modules (one of the below)	D507 - Skills for Study 2 (0 credits)	D051 – Management Accounting and Financial Analysis (20 credits)
DEN02 – Computing Skills	D203 - Language for Study 3 (0 credits)	
DEN05 – Introduction to Business		

2 Term International Year One in Business

Term 1	Term 2
Credit bearing	
D001 - Quantitative Methods for Business (20 credits)	
D004 - Organisational Behaviour (20 credits)	D008 – Economics (20 credits)
D003 - Financial Reporting (20 credits)	D006 - Management Accounting (20 credits)
D507 - Skills for Study 2 (0 credits)	D051 – Management Accounting and Financial Analysis (20 credits)
D203 - Language for Study 3 (0 credits)	

Entry Requirements

Entry onto the International Year One in Business is dependent upon successful completion of a minimum of 12 years of education (13 years required for certain countries) or satisfactory completion of a relevant foundation programme. Details of country-specific entry requirements are available from KIC Sales and Admissions.

For additional entry requirements relating to specific progression routes, see Appendix A

Academic Regulations

Approved variant to University Academic Regulations and Procedures.

Additional relevant information

Students on College programmes will be associate students of The University of the West of England, Bristol with access to the range of facilities and services, including IT and library facilities, of an undergraduate University student.

All students will receive a copy of an International Year One in Business programme handbook and individual module guides for each module studied. The programme handbook provides information about the programme structure; assessment (including academic offences, plagiarism and assessment and examination dates); programme staff and student support; responsibilities of tutors and students and a series of appendices including the academic calendar, assessment rules and regulations, generic assignment marking criteria, complaints procedures and guidelines for tutorials.

Module handbooks provide detailed information about modules aims and learning outcomes; weekly content; assessment timetable, tasks and criteria and tutor contact details.

The University of the West of England, Bristol's International College will provide comprehensive and accessible student support services throughout the students' period of study. Each student will be allocated to a Learning Support Tutor for

personal academic support. Students requiring additional English language, academic and/or pastoral support will be identified and targeted for additional support as required.

In addition to the Learning Support Tutors, a dedicated Head of Student Services manages student welfare and pastoral needs. The Head of Student Services deals with all welfare related areas from point of arrival onwards and coordinates activities such as accommodation, airport arrivals, orientation and social programmes. This is a senior position within the College, reflecting the importance placed by Kaplan International Colleges on the welfare support of students.

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