

## Programme Specification

<b>Programme Title</b>	<b>Foundation Certificate in Business, Law and Social Sciences</b>
<b>Awarding Body</b>	<b>Kaplan International Colleges and The University of the West of England</b>
<b>Level and credits</b>	<b>NQF level 3. 80 credits.</b>
<b>Name of award</b>	<b>Foundation Certificate in Business, Law and Social Sciences</b>
<b>Mode of Study</b>	<b>Full Time</b>
<b>Language of Study</b>	<b>English</b>
<b>UWE Progression Routes</b>	<b>See Appendix A</b>
<b>Valid from date</b>	<b>May 2012</b>
<b>Valid until date</b>	<b>May 2013</b>
<b>Version</b>	<b>1</b>

### Programme Aims

The Foundation Certificate for Business, Law and Social Science equips international students with a range of subject-related understandings, knowledge and skills and advanced level English language capabilities and higher level study skills, in order that they become independent, self-directed learners and achieve the necessary academic standards to progress to undergraduate study in business, law and social sciences in 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:

<b>Learning Outcomes</b>	<b>Module Name and Code</b>
<b>All students:</b>	
<b>1.</b> Collect, summarize and organize data and recognize the importance and limitations of the data.	FC040-Statistics
<b>2.</b> Apply various statistical techniques such as averages and other summary statistics including range and standard deviation.	FC040-Statistics
<b>3.</b> Recognize different graphical representation techniques and construct graphical representations;	FC040-Statistics
<b>4.</b> Present and interpret results from statistical models such as regression, probability models and basic time-series models and, where appropriate, use the results to make predictions or comment on the context.	FC040-Statistics

<b>Business Pathway students:</b>	
1. Define the Economic Problem and demonstrate an understanding of issues relating to it such as resource use and scarcity	FC006 – Economics in an International Context
2. Explain the theory of how the market mechanism operates to determine prices and the factors that affect it	FC006 – Economics in an International Context
3. Understand how the theories of absolute and comparative advantage underpin international trade	FC006 – Economics in an International Context
4. Distinguish between different market structures and how these impact on the decisions made by individual firms and the effect on consumers	FC006 – Economics in an International Context
5. Explain how exchange rates are determined and distinguish between different types of exchange rate system.	FC006 – Economics in an International Context
6. Understand the different types of business organisations and the objectives they pursue	FC009 – Business and the Business Environment FC010 – Business Enterprise
7. Identify the key features of the general business environment and assess their potential impact on business activity	FC009 – Business and the Business Environment
8. Demonstrate an awareness of the external factors influencing the organisation and how the organization responds to these changing factors.	FC009 – Business and the Business Environment
9. Apply the PESTLE and SWOT frameworks considered to the context of a specific business situation	FC009 – Business and the Business Environment
10. Demonstrate an understanding of how the principles of efficiency and effectiveness within a business enterprise drive economic activity	FC010 – Business Enterprise
11. Recognise the concept of value-creation as underpinning the main activities carried out in business organizations.	FC010 – Business Enterprise
12. Demonstrate understanding of culture within the business enterprise	FC010 – Business Enterprise
13. Explain how specific elements such as Human Resources, finance and innovation enable a business enterprise.	FC010 – Business Enterprise
<b>Law and Social Sciences Pathway students:</b>	
1. Demonstrate an awareness of key debates and concepts in the social sciences.	FC011 – The Individual, State and Society
2. Apply inter-disciplinary perspectives to the analysis of social issues.	FC012 – Introduction to Legal Principles and Systems
3. Apply a social scientific perspective to the study of British social institutions.	FC005 – Introduction to Social Sciences
4. Describe social contract theory and identify its key proponents (Hobbes, Locke and Rousseau).	FC011 – The Individual, State and Society
5. Discuss criticisms of social contract theory.	FC011 – The Individual, State and Society
6. Identify the institutions and role of the State in contemporary western society.	FC011 – The Individual, State and Society
7. Demonstrate how social processes and institutions shape the values of individuals and society.	FC005 – Introduction to Social Sciences
8. Evaluate debates about freedom and civil liberties from multicultural perspectives.	FC011 – The Individual, State and Society
9. Critically assess explanations of crime and criminal behaviour.	FC011 – The Individual, State and Society
10. Knowledge of the doctrine of Parliamentary supremacy.	FC012 – Introduction to Legal Principles and Systems
11. Knowledge of the common law approach to statutory interpretation.	FC012 – Introduction to Legal Principles and Systems

12. Knowledge of the Doctrine of Precedent: the hierarchy of the courts; stare decisis, ratio decidendi and obiter dicta; law reporting	FC012 – Introduction to Legal Principles and Systems
13. Knowledge of the rules concerning fatal and non-fatal offences against the person, and the ability to apply those rules to the analysis of a legal problem	FC012 – Introduction to Legal Principles and Systems
<b>Generic Academic Learning Outcomes</b>	
1. Understand how to prepare academic writing, how to use other people's work without plagiarising, how to log information sources and compile biographies, and how to take notes effectively	FC501 – Skills for Study 1 FC502 – Skills for Study 2 FC503 – Skills for Study 3
2. Study independently, apply deductive and inductive reasoning, and make balanced judgements when evaluating ideas and theories	All modules
3. Have undertaken a project, using their acquired research, compilation and writing skills, and presented their research orally and in writing	FC501 – Skills for Study 1 FC502 – Skills for Study 2 FC503 – Skills for Study 3
4. Understand what is required in university assignments, in giving oral presentations and in tackling examination preparation.	FC501 – Skills for Study 1 FC502 – Skills for Study 2 FC503 – Skills for Study 3
<b>Practical Skills</b>	
1. The ability to give and receive peer feedback	All modules
2. Prepare essays and reports	FC501 – Skills for Study 1 FC502 – Skills for Study 2 FC503 – Skills for Study 3
3. Give oral presentations	FC501 – Skills for Study 1 FC503 – Skills for Study 3
4. Operate the English language skills of (a) reading for information, attitude and evaluation (b) listening with confidence to a wide range of dialogue and monologue (c) understanding and controlling the writing process applicable to a variety of academic writing texts and situations (d) speaking accurately, coherently and appropriately on a variety of complex topics	FC201 – Language for Study 1 FC202 – Language for Study 2 FC203 – Language for Study 3  FC501 – Skills for Study 1 FC502 – Skills for Study 2 FC503 – Skills for Study 3
<b>Transferable/key skills</b>	
1. Retrieve paper-based and electronic information from a variety of sources	All modules
2. Plan and implement a research project	FC502 - Skills for Study 2
3. Make effective use of IT facilities	All modules
4. Manage resources and time	All modules
5. Work and learn independently	All modules
6. Work as a member of a team	All modules
7. Communicate clearly and concisely both orally and in writing	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 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 feedback. 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 3. 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.

Subjects are taught at an introductory level in order that students are able to demonstrate a general understanding of a range of subject areas, and apply relevant skills and knowledge in a variety of complex activities. Students are supported as they move towards increasing their levels of self-directed activity, receiving guidance in order to enable them to respond to novel, but clearly defined, problems with a range of possible solutions.

## Programme Reading Strategy

### Core readings:

Any essential reading on the Foundation Certificate 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 core textbooks for each module and the range of reading to be carried out.

### Further readings:

Further reading may be advisable for some modules and, where appropriate, students will be encouraged to explore specific titles held in the library. 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, 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 Foundation Certificate in Business, Law and Social Sciences has been developed in close alignment with the QAA honours degree subject benchmark statements for General Business and Management (2007) and Law (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 3 and A Level requirements are also used, as appropriate. KIC has also established graduate outcomes which reflect these.

### Programme Structure and Features

The Foundation Certificate in Business, Law and Social Sciences consists of seven credit-bearing modules, six of 12 and one of 8 credits.

Students entering the programme with an IELTS of 5.0 will undertake the Foundation Certificate three-term (Language) programme, with additional taught English language throughout the programme. Students entering the programme with an IELTS of at least 5.5 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 5.0 will be able to undertake an 'integrated' Foundation Certificate 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 each programme pathway is presented below, for detailed information see individual module specifications.

#### Preparatory English – All Pathways (for students with IELTS between 4.0 and 5.0)

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 Foundation Certificate (Language) – OPTION 1

Term 1	
Non-credit bearing	
FC2013T - Language for Study 1	FC2023T - Language for Study 2
FC5013T - Skills for Study 1	

Term 2	Term 3
Credit bearing	
FC006 - Economics in an International Context (12 credits)	
FC009 - Business and the Business Environment (12 credits)	
FC010 - Business Enterprise (12 credits)	
FC040 – Statistics (12 credits)	
FC203 - Language for Study 3 (8 credits)	
FC5023T - Skills for Study 2 (12 credits)	FC503 - Skills for Study 3 (12 credits)

#### 3 Term Foundation Certificate (Enhancement) - OPTION 1

Term 1
Non-credit bearing
Compulsory modules
FCEN01 - Personal Development and Pre-Study Skills
FCEN03 - Introduction to British Society and Culture
Example optional modules (one of the below)
FCEN02 - Basic Computing Skills
FCEN04 - Preparatory Mathematics

Term 2	Term 3
Credit bearing	
FC006 - Economics in an International Context (12 credits)	
FC009 - Business and the Business Environment (12 credits)	
FC010 - Business Enterprise (12 credits)	
FC040 – Statistics (12 credits)	
FC2022T - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	

**2 Term Foundation Certificate – OPTION 1**

Term 1	Term 2
<b>Credit bearing</b>	
FC006 - Economics in an International Context (12 credits)	
FC009 - Business and the Business Environment (12 credits)	
FC010 - Business Enterprise (12 credits)	
FC040 – Statistics (12 credits)	
FC2022T - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	

**3 Term Foundation Certificate (Language) - OPTION 2**

Term 1
<b>Non-credit bearing</b>
FC2013T - Language for Study 1
FC2023T - Language for Study 2
FC5013T - Skills for Study 1

Term 2	Term 3
<b>Credit bearing</b>	
FC006 - Economics in an International Context (12 credits)	
FC009 - Business and the Business Environment (12 credits)	FC010 - Business Enterprise (12 credits)
FC040 – Statistics (12 credits)	
FC203 - Language for Study 3 (8 credits)	
FC5023T - Skills for Study 2 (12 credits)	FC503 - Skills for Study 3 (12 credits)



**3 Term Foundation Certificate (Enhancement) - OPTION 2**

Term 1	Term 2	Term 3
<b>Non-credit bearing</b>	<b>Credit bearing</b>	
<b>Compulsory modules</b>	FC006 - Economics in an International Context (12 credits)	
FCEN01 - Personal Development and Pre-Study Skills	FC009 - Business and the Business Environment (12 credits)	FC010 - Business Enterprise (12 credits)
FCEN03 - Introduction to British Society and Culture	FC040 – Statistics (12 credits)	
<b>Example optional modules (one of the below)</b>	FC2022T - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FCEN02 - Basic Computing Skills	FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
FCEN04 - Preparatory Mathematics	FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	

**2 Term Foundation Certificate - OPTION 2**

Term 1	Term 2
<b>Credit bearing</b>	
FC006 - Economics in an International Context (12 credits)	
FC009 - Business and the Business Environment (12 credits)	FC010 - Business Enterprise (12 credits)
FC040 – Statistics (12 credits)	
FC2022T - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	



### Law and Social Sciences Pathway

#### 3 Term Foundation Certificate (Language) - OPTION 1

Term 1	
Non-credit bearing	
FC2013T - Language for Study 1	FC2023T - Language for Study 2
FC 5013T - Skills for Study 1	

Term 2	Term 3
Credit bearing	
FC005 - Introduction to Social Sciences (12 credits)	
FC011 - The Individual, State and Society (12 credits)	
FC012 - Introduction to Legal Principles and Systems (12 credits)	
FC040 – Statistics (12 credits)	
FC203 - Language for Study 3 (8 credits)	
FC5023T - Skills for Study 2 (12 credits)	FC503 - Skills for Study 3 (12 credits)

#### 3 Term Foundation Certificate (Enhancement) - OPTION 1

Term 1
Non-credit bearing
Compulsory modules
FCEN01 - Personal Development and Pre-Study Skills
FCEN03 - Introduction to British Society and Culture
Example optional modules (one of the below)
FCEN02 - Basic Computing Skills

Term 2	Term 3
Credit bearing	
FC005 - Introduction to Social Sciences (12 credits)	
FC011 – The Individual, State and Society (12 credits)	
FC012 - Introduction to Legal Principles and Systems (12 credits)	
FC040 – Statistics (12 credits)	
FC2022T - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	

**2 Term Foundation Certificate - OPTION 1**

Term 1	Term 2
<b>Credit bearing</b>	
FC005 - Introduction to Social Sciences (12 credits)	
FC011 – The Individual, State and Society (12 credits)	
FC012 - Introduction to Legal Principles and Systems (12 credits)	
FC040 – Statistics (12 credits)	
FC2022T - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	

**3 Term Foundation Certificate (Language) - OPTION 2**

Term 1
<b>Non-credit bearing</b>
FC2013T - Language for Study 1
FC2023T - Language for Study 2
FC5013T - Skills for Study 1

Term 2	Term 3
<b>Credit bearing</b>	
FC005 - Introduction to Social Sciences (12 credits)	FC011 – The Individual, State and Society (12 credits)
FC012 - Introduction to Legal Principles and Systems (12 credits)	
FC040 – Statistics (12 credits)	
FC203 - Language for Study 3 (8 credits)	
FC5023T - Skills for Study 2 (12 credits)	FC503 - Skills for Study 3 (12 credits)

**3 Term Foundation Certificate (Enhancement) - OPTION 2**

Term 1	Term 2	Term 3
<b>Non-credit bearing</b>	<b>Credit bearing</b>	
<b>Compulsory modules</b>	FC005 - Introduction to Social Sciences (12 credits)	FC011 - The Individual, State and Society (12 credits)
FCEN01 - Personal Development and Pre-Study Skills	FC012 - Introduction to Legal Systems and Principles (12 credits)	
FCEN03 - Introduction to British Society and Culture	FC040 – Statistics (12 credits)	
<b>Example optional modules (one of the below)</b>	FC202 - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FCEN02 - Basic Computing Skills	FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
	FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	

**2 Term Foundation Certificate - OPTION 2**

Term 1	Term 2
<b>Credit bearing</b>	
FC005 - Introduction to Social Sciences (12 credits)	FC011 – The Individual, State and Society (12 credits)
FC012 - Introduction to Legal Systems and Principles (12 credits)	
FC040 – Statistics (12 credits)	
FC2022T - Language for Study 2 (0 credits)	FC203 - Language for Study 3 (8 credits)
FC5012T - Skills for Study 1 (0 credits) (Weeks 1-4)	FC503 - Skills for Study 3 (12 credits)
FC5022T - Skills for Study 2 (12 credits) (Weeks 5-10)	

## **Entry Requirements**

Entry onto the Foundation Certificate in Business, Law and Social Sciences is dependent upon successful completion of a minimum of 11 years of education (12 years required for certain countries). 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 a Foundation Certificate in Business, Law and Social Sciences 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 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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