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| **Award:** BTEC Level 5 HND in Business - RQF |
| **UCAS Code:** ICON0001 |
| **Location:** ICTM |
| **Awarding body:** Pearson |
| **Credit Value:** 240 credits, levels 4 and 5. |
| **Course Structure:** 14 X 15 credits units, 1 X 30-unit research project. |
| **Accreditation**: Pearson Qualification |
| **Accreditation No. (QAN):** 601/8365/2 |
| **Duration:** 2 years |
| **Academic year:** 2017-18 |
| Mode of Study: Full Time |
| **Language of study:** English |
| **Course Cost:**  UK/EU Student Fees\*: £6,000/Yr  \*ICON college reserves the right to alter course fees without prior notice. |
| **Timetables:** weekend and Evening |

**COURSE TITILE:** HND in Business  **Key INFO**

**COURSE CODE**: TNA67

1. **COURSE OVERVIEW:**

The BTEC (Business Technology Engineering Council) Higher National Diploma (HND) is a specialist programme with a strong workrelated emphasis. The qualification provides a thorough grounding in the key concepts and practical skills required in the sector with national recognition by employers allowing progression direct into employment or to degree.

This HND in Business is ideal for those who wish to study at the undergraduate level to become better managers. Successful completion of HND allows students direct entry to top up honours degree at many UK universities.

1. **PROGRESSION**

The Level 5 Higher National Diploma allows students to specialise by committing to specific career paths and progression routes to degree-level study.

On successful completion of the Level 5 Higher National Diploma, students can develop their careers in the business sector through:

* Entering employment
* Continuing existing employment
* Linking with the appropriate Professional Body
* Committing to Continuing Professional Development (CPD)
* Progressing to university.

The Level 5 Higher National Diploma is recognised by Higher Education providers as meeting admission requirements to many relevant business-related courses, for example:

* BSc (Hons) in Business and Management
* BA and BSc (Hons) in Business Studies
* BSc (Hons) in International Management.

Students should always check the entry requirements for degree Courses at specific Higher Education providers. After completing a BTEC Higher National Diploma, students can also progress directly into employment.

1. **COURSE STRUCTURE/UNIT DEATAILS:**

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| This course consists of 15 units (8 core units + 7 optional units) including a Project. There are 60 learning hours for each unit and 120 learning hours for the Project. |
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1. **ENTRY REQUIREMENTS:**

To meet the entry criteria for admission to level 5 HND Courses:

A candidate must have either:

• a level 3 qualification

• a level 2 qualifications and relevant work experience

• or substantial work experience related to the field of proposed study and,

• Demonstrate capability in English equivalent to CEFR level B2 e.g. IELTS 5.5 (including 5.5 for reading and writing), PTE 51 or equivalent. and,

• Demonstrate a Commitment to Study and a reasonable expectation of success on the Course

International qualifications at the appropriate level will also be accepted. The College will use UK

NARIC to determine the equivalence of any international qualifications.

Where applicants do not have a formal qualification to demonstrate capability in English, they will be required to undertake the Colleges written English Language test before an offer of a place on a Course is made. Judgement of their capability in spoken English will be assessed by the Head of Department at the interview. Suitable alternative arrangements to written tests will be made where a student declares a disability, specific learning difficulty or long-term health condition on their application form, e.g. oral questioning, amanuensis etc.

1. **MODULE INFORMATION/SEMESTER STRUCTURE**

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| **The modules available on the course are as follows.** | | |
| **Year 1 for full-time students (Level 4)** | Semester-1  Compulsory Modules Credit  Unit 1: Business Environment 15 | Semester-1  Optional Modules Credit |
|  | Semester-2  Compulsory Modules Credit | Semester-2  Optional Modules Credit |
| **Year 2 for full-time students (Level 5)** | Semester-1  Compulsory Modules Credit | Semester-1  Optional Modules Credit |
|  | Semester-2  Compulsory Modules Credit | Semester-2  Optional Modules Credit |

1. **TEACHING AND LEARNING**

The College recognises that its Teaching, Learning and Assessment Strategy is fundamental to achieving the aims set out in its Mission Statement and to satisfy expectations contained in appropriate indicators in Chapter B3, B4 and B6 of the UK Quality Code for the Assurance of Academic Quality and Standards in Higher Education.

The aims of the Teaching, Learning and Assessment Strategy is to achieve the following:

* To widen participation from students who are mature, from Black and Minority Ethnic Communities, and come from lower socio-economic backgrounds
* To educate students who are motivated and self-directed critical thinkers, capable of independent enquiry
* To provide students with both sound academic knowledge and vocational expertise
* To foster independent and collaborative learning among students and to encourage lifelong learning leading to enhancing their career potentials
* To develop and implement approaches to feedback and assessment that maximise learning and student outcomes.

(For more details please see The College Quality and Enhancement Manual)

1. **ASSESSMENT AND FEEDBACK**

The College adheres to the adopted assessment policies and procedures that are published in the Quality and Enhancement Manual (QAEM) which is in line with the UK Quality Code. Effective assessment rests with the purpose for which the assessment is carried out as well as the nature and type of appropriate assessment tools used. In essence the assessment materials and tools should be fit-for-purpose. The college assessor and internal verifier assured that assignment brief of the assignments are fair and accurate as much as possible.

As required by Pearson, according to the Course specifications, the key assessment objectives and strategies are aimed at assessing the achievement of a number of specific learning outcomes in every unit against specific assessment criteria.

The College uses both formal and informal assessment strategies. The College uses a variety of assessment methods to enhance learning and improves the validity of assessment. The assessment methods improve the knowledge of the assessment criteria and what is required to gain higher grade achievement. There is a range of assessment methods that are utilised, such as: presentations; written reports. As an informal assessment strategy, the College implements a formative method of assessment which requires students to submit ‘task by task’ coursework during the semester.

This Course is assessed using a combination of ICON College and Pearson-set assignments. Each year, Pearson will issue a Theme and (for Level 4) a set of related Topics. ICON College will develop an assignment, to be internally assessed, to engage students in work related to the Pearson-set Theme.

At Level 4, students will select a Topic to further define their approach to the Theme and assignment. At Level 5, it is expected that students will define their own Topic, in negotiation with Tutors, based on the Pearson-set Theme.

1. **PURPOSE OF THE COURSE**

The purpose of BTEC Higher Nationals in Business is to develop students as professional, self-reflecting individuals able to meet the demands of employers in the business sector and adapt to a constantly changing world. The qualifications aim to widen access to higher education and enhance the career prospects of those who undertake them.

## Objectives of the Course

The objectives of the BTEC Higher Nationals in Business are as follows:

* To equip students with business skills, knowledge and the understanding necessary to achieve high performance in the global business environment.

* To provide education and training for a range of careers in business, including management, administration, human resources, marketing, entrepreneurship, accounting and finance.

* To provide insight and understanding into international business operations and the opportunities and challenges presented by a globalised market place.

* To equip students with knowledge and understanding of culturally diverse organisations, cross-cultural issues, diversity and values.

* To provide opportunities for students to enter or progress in employment in business, or progress to higher education qualifications such as an Honours degree in business or a related area.

* To provide opportunities for students to develop the skills, techniques and personal attributes essential for successful working lives.

* To provide opportunities for those students with a global outlook to aspire to international career pathways.

* To provide opportunities for students to achieve a nationally-recognised professional qualification.

* To offer students the chance of career progression in their chosen field.

* To allow flexibility of study and to meet local or specialist needs.

To offer a balance between employability skills and the knowledge essential for students with entrepreneurial, employment or academic aspirations

1. **COURSE LEARNING OUTCOMES**

## Knowledge and understanding

Students will be expected to gain the following knowledge during the Course of study:

* Developing the knowledge, understanding and skills of organisations, the business environment in which they operate and their management.
* Demonstrating knowledge and understanding Markets, and Marketing and sales, the management of resources including the supply chain, procurement, logistics, and outsourcing.
* Equipping students with awareness of Customer management and relationship and leadership.
* Developing knowledge of different financial sources and the use of accounting and managing financial risk.
* Understanding the use of relevant communication in business and management including the use of digital technology.
* Developing appropriate policies and strategies within a changing environment to meet stakeholders’ interest and the use of risk management techniques.
* Providing innovative business ideas to create new products, services or organisations.
* Realising the need for individuals and organisations to manage responsibility and behave ethically in relation to social, cultural, economic and environmental issues.

## Skills

Students will be expected to develop the following skills during the Course of study:

**Employability skills:**

* **Cognitive and problem-solving skills**: critical thinking, approaching non- routine problems by applying expert and creative solutions, use of systems and digital technology, generating and communicating ideas creatively.

* **Intra-personal skills**: self-management, adaptability and resilience, self- monitoring and self-development, self-analysis and reflection, planning and prioritising.

* **Interpersonal skills**: effective communication and articulation of information, working collaboratively, negotiating and influencing, self-presentation.

## Knowledge and academic study skills

* Active research skills

* Effective writing skills

* Analytical skills

* Critical thinking

* Creative problem-solving

* Decision-making

* Team building

* Exam preparation skills

* Digital literacy

* Competence in assessment methods used in higher education.

1. **Relevant external reference points**

* QAA subject benchmark statements for Business and Business Management
* The qualification remains as intermediate level qualifications on the FHEQ. Please refer to the Pearson programme specification for RQF.

Chartered Institute of Management (CIM), Association of Chartered Certified Accountants (ACCA), Chartered Institute of Personnel and Development (CIPD).