

DEFINITIVE COURSE RECORD

Course Title	FdA Business Management
Awarding Bodies	University of Suffolk
Level of Award ¹	FHEQ Level 5
Professional, Statutory and Regulatory Bodies Recognition	None
Credit Structure ²	240 Credits Level 4: 120 Credits Level 5: 120 Credits
Mode of Attendance	Full-time and Part-time
Standard Length of Course ³	2 years full-time
Intended Award	FdA Business Management
Named Exit Awards	None
Entry Requirements ⁴	Typical Offer: 80 UCAS tariff points (or equivalent)
Delivering Institution	University of Suffolk at West Suffolk College
UCAS Code	N200

This definitive record sets out the essential features and characteristics of the FdA Business Management course. The information provided is accurate for students entering level 4 in the 2017-18 academic year⁵.

Course Summary

The combination of learning in both the classroom and the workplace is designed to ensure that the acquisition and application of management skills is at the centre of this course. Lecturers are committed to supporting students through a varied programme of learning activities. Students are also helped in the development of skills identified as essential for success in the modern business environment. This course integrates classroom and work-based learning. Assessments rely heavily on the application of understanding and skills in a work context. Part-time students are likely to be employed in an appropriate business sector. Full-time students are expected to find a suitable work placement, and assistance is available for this. This course helps individuals working in the business sector to gain promotion and become confident with the decisions they make in the workplace. Following successful completion of this course, those students interested in progressing their studies further can enter the final year of the BA (Hons) Business Management.

Course Aims

- To give students a broad overview of the role and function of management

¹ For an explanation of the levels of higher education study, see the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

² All academic credit awarded as a result of study at the University adheres to the [Higher education credit framework for England](#).

³ Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the [Framework and Regulations for Undergraduate Awards](#).

⁴ Details of standard entry requirements can be found in the [Admissions Policy](#)

⁵ The University reserves the right to make changes to course content, structure, teaching and assessment as outlined in the [Admissions Policy](#).

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- To facilitate a career in management by developing relevant knowledge and skills
- To develop the student's awareness of the social, cultural and ethical dimensions to management within management
- To facilitate the students ability to recognise the workplace as an arena for continual lifelong learning
- To develop the student's personal reflective skills and ability to apply learning to a workplace setting

Course Learning Outcomes

The following statements define what students graduating from the FdA Business Management course will have been judged to have demonstrated in order to achieve the award. These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 5 awards as set out by the UK Quality Assurance Agency (QAA)⁶.

Knowledge and understanding

1. Demonstrate theoretical knowledge and critical understanding of principles of business management especially relating to the business sector
2. Demonstrate theoretical and practical knowledge of contrasting approaches to solving managerial problems in a work context
3. Understand the limits of their knowledge and how this should influence their activity in a work context

Mental or cognitive skills

4. Demonstrate theoretical understanding of contrasting approaches to managerial problems
5. Demonstrate ability to apply underlying concepts and principles outside the context in which they were first studied, and the application of those principles in a work context
6. Use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis in their field of study and in a work context

Subject Specific and Practical Skills

7. Apply qualities and transferable skills necessary for employment requiring the exercise of personal responsibility and decision-making
8. Effectively communicate information, arguments, and analysis, in a variety of forms, to specialist and non-specialist audiences, and deploy key techniques of the discipline effectively in their field of study and in a work context

⁶ As set out in the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(2014\)](#)

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9. Demonstrate the development of problem solving techniques including the ability to accurately collect, collate and analyse information and data

Employment Skills

10. Demonstrate the development of employability skills, as mapped for individual modules, appropriate for level 5 via the Graduate Headstart programme

Course Design

The design of this course has been guided by the following QAA Benchmark:

- Business and Management (2007)

Course Structure

The FdA Business Management comprises modules at levels 4 and 5.

Module Specifications for each of these modules is included within the course handbook, available to students on-line at the beginning of each academic year.

	Module	Credits	Module Type ⁷
Level 4			
	Principles and Functions of Management	20	R
	Business Law	20	R
	Management and Academic Skills	20	R
	Work Based Learning 1	20	R
	Finance and Data Analysis	20	R
	Entrepreneurship	20	R
Level 5			
	Management and Organisational Behaviour	20	R
	Accounting for Managers	20	R
	Work Based Learning 2	20	R
	Principles of Marketing	20	R
	Managing for Innovation and Creativity	20	R
	Research Methods	20	M

Awards

On successful completion of the course, students will be awarded a FdA Business Management.

Course Delivery

The course is delivered at West Suffolk College. Students studying full-time on FdA Business Management are likely to have approximately 36 contact hours per module. The contact hours will be a mix of lecture, seminars and activities. Students will normally be expected to undertake 12 hours per module of independent study in an average week, but should be prepared for this to vary based on assignment deadlines and class exercises.

⁷ Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the Framework and Regulations for Undergraduate Awards

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Course Assessment

A variety of assessments will be used on the course to enable students to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module's intended learning outcomes. Assessment on the course overall will be mainly coursework (including for example, reports, presentations, comparative analysis, proposals and action plans) and two examinations at each level.

Course Team

The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners. All staff are qualified in their subjects with their own specialist knowledge to contribute.

Course Costs

Students undertaking FdA Business Management will be charged tuition fees as detailed below.

Student Group	Tuition Fees
Full-time UK/EU	£8,220 per year
Part-time UK/EU	£1,370 per 20 credit module
Full-time International	£10,080 per year
Part-time International	£1,680 per 20 credit module

Payment of tuition fees is due at the time of enrolment and is managed in accordance with the Tuition Fee Policy. There are no additional costs other than the usual stationery items and text books.

Academic Framework and Regulations

This course is delivered according to the Framework and Regulations for Undergraduate Awards and other academic policies and procedures of the University and published on the [website](#).