COURSE SPECIFICATION

HND Business

Quality Assurance, Academic Standards and Partnerships
Department of Student and Academic Administration

COURSE SPECIFICATION

Course Title	HND Business
Final Award	HND Business
Exit Awards	
Course Code / UCAS code (if applicable)	C0496FTC
Mode of study	Full time
Mode of delivery	Campus
Normal length of course	2 years
Cohort(s) to which this course specification applies	September 2019 intake onwards
Awarding Body	University of Portsmouth
Teaching Institution	Isle of Wight College and Havant & South Downs College
Faculty	Faculty of Business and Law
School/Department/Subject Group	Organisations Systems and People
School/Department/Subject Group webpage	Organisations Systems and People
Course webpage including entry criteria	HND Business
Professional and/or Statutory Regulatory Body accreditations	None
Quality Assurance Agency Framework for Higher Education Qualifications (FHEQ) Level	5

This course specification provides a summary of the main features of the course, identifies the aims and learning outcomes of the course, the teaching, learning and assessment methods used by teaching staff, and the reference points used to inform the curriculum.

This information is therefore useful to potential students to help them choose the right course of study, to current students on the course and to staff teaching and administering the course.

Further detailed information on the individual modules within the course may be found in the relevant module descriptors and the Course Handbook provided to students on enrolment.

Please refer to the Course and Module Catalogue for further information on the course structure and modules.

Educational aims of the course

- To provide a challenging and stimulating study environment.
- To further the University's endeavours to widen participation and offer provision appropriate to local need.
- To provide education and training for a range of careers in business.
- To provide opportunities for learners to focus on the development of higher-level skills in a business context.
- To provide opportunities for learners to gain a nationally recognised vocationally specific qualification to enter employment in business or progress to higher education vocational qualifications such as a full-time degree in business or a related area.
- To provide an alternative pathway for students seeking to register and gain a BA (Hons) level degree in Business

Course Learning Outcomes and Learning, Teaching and Assessment Strategies

The Quality Assurance Agency for Higher Education (QAA) sets out a national framework of qualification levels, and the associated standards of achievement are found in their Framework for Higher Education Qualifications document.

The Course Learning Outcomes for this course are outlined in the tables below.

A. Knowledge and understanding of:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
A1	*The external business environment and its impact on organisations.*	*lectures, seminars, case studies, group work, problem solving*	*examination, portfolios, reports, case studies, presentations*
A2	*The internal functions of business and management*	*lectures, seminars, case studies, group work, problem solving*	*examination, portfolios, reports, case studies, presentations*
A3	*The roles and tasks of management including processes of decision making.*	*lectures, seminars, case studies, group work, problem solving*	*examination, portfolios, reports, case studies, presentations*

B. Cognitive (Intellectual or Thinking) skills, able to:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
B1	*Explain current theories of business and management and their relevance to organisations*	*lectures, seminars, case studies, group work, problem solving*	*examination, portfolios, reports, case studies, presentations*

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
B2	*Identify and solve routine and non-routine business problems*	*lectures, seminars, case studies, group work, problem solving*	*examination, portfolios, reports, case studies, presentations*
B3	*Apply numerical skills and techniques*	*lectures, seminars, case studies, group work, problem solving*	*examination, portfolios, reports, case studies, presentations*
B4	*Gather and evaluate a range of information from a variety of sources and present that information in a structured argument*	*lectures, seminars, case studies, group work, problem solving*	*research project report*

C. Practical (Professional or Subject) skills, able to:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
C1	*Make appropriate use of Information Technology for business and study purposes*	*Embedded in all units.*	*Coursework assignments*
C2	*Manage self and others.*	*Group class activities and the Research Project*	*Coursework assignments*
C3	*Plan and schedule work/projects.*	*Group class activities and the Research Project*	*Coursework assignments*
C4	*Use a range of presentation forms professionally.*	*Embedded in all units.*	*Coursework assignments*

D. Transferrable (Graduate and Employability) skills, able to:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
D1	*Communicate confidently and effectively.*	*Embedded in all units.*	*Implicit throughout the unit.*
D2	*Critique and improve own performance.*	*Embedded in all units.*	*Implicit throughout the unit.*
D3	*Work with others*	*Group class activities.*	*Group coursework*
D4	*Demonstrate cultural sensitivity*	*Embedded in all units.*	*Implicit throughout the unit.*

Academic Regulations

The current University of Portsmouth Academic Regulations for Collaborative Partners will apply to this course.

Support for Student Learning

The University of Portsmouth provides a comprehensive range of support services for students throughout their course, details of which are available at the [MyPort](#) student portal.

In addition to these University support services this course also provides a course leader (partner contact). There is a course leader in each of colleges and they are responsible for the day-to-day running of the course.

The college induction programme introduces the student to the college, university and the course. The University 3-hour induction programme focuses on expectations, study skills support, on line resources, feedback and opportunities from using the library. Student course and unit handbooks provide information about the course structure and University regulations. Each student has a personal tutor in college responsible for pastoral support and guidance, accompanied by a personal development plan for all awards. A dedicated study support tutor (ASK) in the University has been appointed to help and support students with academic writing, exam techniques, critical thinking and presentation skills.

Evaluation and Enhancement of Standards and Quality in Learning and Teaching

The University of Portsmouth undertakes comprehensive monitoring, review and evaluation of courses within clearly assigned staff responsibilities. Student feedback is a key feature in these evaluations, as represented in our [Policy for Listening to and Responding to the Student Voice](#) where you can also find further information.

Reference Points

The course and outcomes have been developed taking account of:

- [University of Portsmouth Curriculum Framework Specification](#)
- [University of Portsmouth Vision 2030 and Strategy 2025](#)
- [University of Portsmouth Code of Practice for Work-based and Placement Learning](#)
- [Quality Assurance Agency UK Quality Code for Higher Education](#)
- [Quality Assurance Agency Qualification Characteristic Statements](#)
- [Quality Assurance Agency Subject Benchmark Statement](#)
- [Quality Assurance Agency Framework for Higher Education Qualifications](#)
- Vocational and professional experience, scholarship and research expertise of the University of Portsmouth's academic members of staff
- National Occupational Standards

Disclaimer

The University of Portsmouth has checked the information provided in this Course Specification and will endeavour to deliver this course in keeping with this Course Specification. However, changes to the course may sometimes be required arising from annual monitoring, student feedback, and the review and update of modules and courses.

Where this activity leads to significant changes to modules and courses there will be prior consultation with students and others, wherever possible, and the University of Portsmouth will take all reasonable steps to minimise disruption to students.

It is also possible that the University of Portsmouth may not be able to offer a module or course for reasons outside of its control, for example, due to the absence of a member of staff or low student registration numbers. Where this is the case, the University of Portsmouth will endeavour to inform applicants and students as soon as possible, and where appropriate, will facilitate the transfer of affected students to another suitable course.

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Document details

Template Date	*March 2018*
Author	*Imad Chbib*
Date of production and version number	*May 2018 v1*
Date of update and version number	*August 2022 v4*
Minimum student registration numbers	*20*