

**University of Plymouth  
Academic Partnerships**

**Truro & Penwith College**

**Programme Quality  
Handbook for  
HNC Business**

**2020 – 21**

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# WELCOME AND INTRODUCTION

## 1. Welcome and Introduction to the HNC Business

The HNC Business has at its core an understanding of the need of business for graduates who understand all aspects of contemporary business practice and have combined their theoretical understanding with practical experience in the world of work.

This programme has been designed to equip you with the skills and knowledge base required to work in your chosen specialism or other graduate opportunities. It is also a platform from which you can undertake additional vocational and academic qualifications.

This Programme Quality Handbook contains important information including:

- The approved programme specification
- Module records

**Note:** the information in this handbook should be read in conjunction with the current edition of the Truro and Penwith Student Handbook available on Digital Campus which contains student support based information on issues such as finance and studying at HE along with the University's Student Handbook <https://www.plymouth.ac.uk/your-university/governance/student-handbook> and your Learning, Teaching and Assessment Handbook available on your programme virtual learning environment (Moodle).

## 2. Programme Specification

<b>Awarding Institution:</b>	Plymouth University
<b>Teaching Institution:</b>	Truro and Penwith College
<b>Accrediting Body:</b>	N/A
<b>Final Award:</b>	HNC Business
<b>Programme Title:</b>	HNC Business
<b>UCAS Code:</b>	NN12 at institution T85
<b>JACS Code:</b>	N100/ N200 at institution T85
<b>Benchmarks:</b>	Informed by the subject benchmarks for General Business and Management QAA (2007) QAA Foundation Degree Qualifications Benchmark
<b>Date of Approval:</b>	February 2013

Qualification(s) Required for Entry to the FdA	Comments
<b>Candidates must have at Level 2:</b>	
At Level 2	
Key Skills requirement	<i>Pass in Communications and Numeracy</i>
<b>and/or</b>	
GCSEs required at Grade C / Level 4 and above	<i>English and Maths</i>
<b>Plus at least one of the following Level 3 qualifications:</b>	
A Levels required:	A minimum of 24 points at A2 normally in an appropriate subject (Business, Accounting, Humanities)
Advanced Level Diploma	Pass in related programme
BTEC National Certificate/Diploma	PPP - normally in an appropriate subject
VDA: AGNVQ, AVCE, AVS	Pass required normally in an appropriate subject
Access to HE or Year 0 provision	Pass
International Baccalaureate	16 points
Irish/Scottish Highers/Advanced Highers	Grade D - 33/72 points respectively - All subjects accepted but arts related work preferred
Work Experience	Normally students will have relevant experience for example in Business, Accounting or Humanities
Other non-standard awards or experiences	Normally students will have relevant experience for example in Business, Accounting or Humanities
APEL/APCL possibilities <a href="https://www.plymouth.ac.uk/uploads/production/document/path/1/1878/Accreditation_of_Prior_Learning_1516.pdf">https://www.plymouth.ac.uk/uploads/production/document/path/1/1878/Accreditation_of_Prior_Learning_1516.pdf</a>	Reviewed on an individual basis Plymouth University regulations apply.
Interview/portfolio requirements	Normally all students will be interviewed. In exceptional cases, alternative means of interview such as video/telephone/e-correspondence might be employed.
Independent Safeguarding Agency (ISA) / Disclosure and Barring Service (DBS) clearance required	No

### **Aims of the Programme:**

The programme is intended:

1. To develop students with a range of intellectual, imaginative and investigative skills necessary to deal with the challenges and changes within a wide and diverse range of business environments.
2. To develop a knowledge and understanding of business and management.
3. To develop people who can appreciate and apply legal, behavioural, organisational and financial knowledge to a range of Business contexts; and who can work as both individuals and team members, assuming responsibilities and fulfilling delegated duties.
4. To produce students who can recognise ethical, social and professional issues in Business.

### **Programme Intended Learning Outcomes (LO):**

By the end of this programme the student will be able to:

1. Demonstrate and apply their theoretical and practical knowledge and understanding of business and management
2. Analyse and demonstrate appropriate resource, organisational and business skills in a diverse range of settings.
3. Generate relevant strategies, solutions and policies for a variety of contexts
4. Demonstrate and reflect upon their own skills relating to employability and competence in a range of settings.
5. Understand the professional standards, social and legal requirements of business
6. Demonstrate an understanding of the business environment and its legal, behavioural, organisational and financial context.

#### **2.1.1. Brief Description of the Programme**

This programme has been designed to equip students with the opportunity to develop the requisite knowledge and skills needed to work at level 4. The suite of modules will provide a broad understanding of the range of facets of the business environment

The programme is formulated around 3 major aspects of business - administration, management and finance, and the intention is that students can develop these areas of interest and profession within the Analysis, Research and Business Skills module, ensuring that whilst all students have a broad understanding of business theory and practice, they are also enabled to focus closely upon areas of specialism and develop underpinning knowledge.

## Programme Structure and Pathways

**Programme Structure: HNC Business**

**College: Truro and Penwith College**

**Course Code: 4855**

**Full/Part Time: Full time**

<b>Year 1</b>					
<b>Module</b>	<b>Code</b>	<b>Level</b>	<b>Credits</b>	<b>Term</b>	<b>Type</b>
The Business Environment	TRUR1147	4	20	1	Core
Human Resource Management	TRUR1148	4	20	2	Core
Economics and Business Decision Making	TRUR1149	4	20	AY	Core
Business Law	TRUR1150	4	20	AY	Core
Statistics for Business	TRUR1151	4	20	2	Core
Analysis, Research and Business Skills	TRUR1152	4	20	1	Core

**Programme Structure: HNC Business**

**College: Truro and Penwith College**

**Year: 2016/17**

**Course Code: 4856**

**Full/Part Time: Part time**

<b>Year 1</b>					
<b>Module</b>	<b>Code</b>	<b>Level</b>	<b>Credits</b>	<b>Term</b>	<b>Type</b>
The Business Environment	TRUR1147	4	20	1	Core
Statistics for Business	TRUR1151	4	20	2	Core
Economics and Business Decision Making	TRUR1149	4	20	AY	Core

<b>Year 2</b>					
<b>Module</b>	<b>Code</b>	<b>Level</b>	<b>Credits</b>	<b>Term</b>	<b>Type</b>
Business Law	TRUR1150	4	20	AY	Core
Human Resource Management	TRUR1148	4	20	2	Core
Analysis, Research and Business Skills	TRUR1152	4	20	1	Core

**Progression Route(s)**

On successful completion of the HNC students will be admitted to the Stage 2 of the FdA Business.

**Any Exceptions to University of Plymouth Regulations**

None

## Teaching Methods and Assessments

<b>A: Development of Knowledge and Understanding</b>	<b>Learning and Teaching Strategy/Method</b>
<p>By the end of the programme the student will be able to demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• theories of business organisation and management within a framework of a variety of ideas, contexts and frameworks</li> <li>• the wider social and environmental context of business</li> <li>• the inter-related nature of business analysis and study</li> <li>• the environment within which businesses operate</li> <li>• the methods, practices of business operations</li> </ul>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>• <i>Lectures and tutorials</i></li> <li>• <i>Directed independent study</i></li> <li>• <i>Learning from work experience</i></li> </ul> <p><b>Secondary</b></p> <ul style="list-style-type: none"> <li>• <i>Case studies</i></li> <li>• <i>Problem-solving exercises</i></li> </ul>
<p><b>NB: Benchmark References</b></p> <p>General Business and Management QAA (2007)</p>	<p><b>Assessment</b></p> <p>Essays/projects/dissertations Presentations Case studies</p>

<b>B: Cognitive and Intellectual Skills</b>	<b>Learning and Teaching Strategy/Method</b>
<p>By the end of the programme the student will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate problem solving skills</li> <li>• Demonstrate the ability to analyse. This includes the capability to evaluate statements in terms of evidence, to detect false logic or reasoning, to define terms adequately and to generalise appropriately</li> <li>• Demonstrate the analysis of information and formulate independent judgements, and articulate reasoned arguments.</li> <li>• Demonstrate the ability to reflect on new knowledge and understandings to assess a range of options together with the capacity to apply ideas and knowledge to a range of situations</li> <li>• Demonstrate effective problem solving and decision making using appropriate skills including identifying, formulating and solving business problems.</li> </ul>	<p><b>Primary</b></p> <ul style="list-style-type: none"> <li>• <i>Tutorial/seminar discussions</i></li> <li>• <i>Class exercises and simulations</i></li> <li>• <i>Feedback via coursework assessment process (essays etc)</i></li> <li>• <i>Practical tasks and problem solving</i></li> </ul> <p><b>Secondary</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>• <i>Visits and investigations</i></li> <li>• <i>Reading case studies</i></li> <li>• <i>Work related experience</i></li> </ul>
<p><b>NB: Benchmark References</b></p>	<p><b>Assessment</b></p>



General Business and Management QAA (2007)	<i>Essays/projects/dissertations Coursework and projects on practical tasks and problems</i>
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<b>C: Key Transferable Skills</b>	<b>Learning and Teaching Strategy/Method</b>
By the end of the programme the student will be able to: <ul style="list-style-type: none"> <li>• interact effectively within a team / learning group</li> <li>• display confidence and ability to liaise effectively with professional practitioners, individuals and organisations</li> <li>• conduct planning and organising, and to employ time management skills</li> <li>• demonstrate independent thinking, to take on responsibility and decision-making</li> <li>• demonstrate awareness of appropriate codes of practice in the professional context</li> <li>• demonstrate a capacity for reflection on own and others' performance against agreed criteria utilising PDP processes</li> <li>• demonstrate a capacity for clear and fluent expression in a variety of contexts</li> </ul>	<b>Primary</b> <ul style="list-style-type: none"> <li>• Library and other research exercises</li> <li>• Group work awareness and practice</li> <li>• Reflective practice</li> </ul> <b>Secondary</b> <ul style="list-style-type: none"> <li>• Class and seminar interactions and feedback</li> </ul>
<b>NB: Benchmark References</b>	<b>Assessment</b>
General Business and Management QAA (2007)	Presentations Reflective journals Coursework/project work

<b>D: Employment Related Skills</b>	<b>Learning and Teaching Strategy/Method</b>
By the end of the programme the student will be able to: <ul style="list-style-type: none"> <li>• select, test and make appropriate use of skills in the use of data, resources, contacts and literature.</li> <li>• work and negotiate with others, peers, professionals and clients.</li> <li>• anticipate and accommodate change,</li> <li>• reflect upon personal strengths and needs.</li> <li>• use oral, visual and written communicative skills appropriate to a range of situations and contexts.</li> <li>• demonstrate an understanding of the requirements of professional practice</li> </ul>	<b>Primary</b> Practical works and projects. Work related projects <b>Secondary</b> Reflective seminar/discussion sessions

and standards within business contexts	
<b>NB: Benchmark References</b> General Business and Management QAA (2007)	<b>Assessment</b> Learning from work Presentations Reflective journals Coursework/project work
<b>E: Practical Skills</b>	<b>Learning and Teaching Strategy/Method</b>
By the end of the programme the student will be able to: <ul style="list-style-type: none"> <li>• select, use and understand appropriate management and business techniques and skills in an effective, in accordance with good professional practice</li> <li>• use data handling and manipulation skills to investigate, formulate decisions and present information</li> <li>• systematically plan, organise, monitor and present work to an audience/client in a coherent and professional manner</li> <li>• use oral, visual and written communicative skills</li> </ul>	<ul style="list-style-type: none"> <li>• Projects</li> <li>• Designated tasks</li> <li>• Lectures and tutorials</li> <li>• Learning from work</li> </ul>
<b>NB: Benchmark References</b> General Business and Management QAA (2007)	<b>Assessment</b> Presentations Coursework/project work

<b>Distinctive Features of the HNC</b>
<ul style="list-style-type: none"> <li>• A broad and inclusive programme which responds to the needs of local and regional employers</li> <li>• Strong links with local business community through a range of training connections which exist across the range of courses from level 2 to 7, with small, medium and large employers</li> <li>• Cross-fertilisation through connection with other degree programmes and students</li> <li>• Supportive approach design to build upon level 3 experiences and knowledge</li> <li>• Progression supported and facilitated by established relationship with faculty</li> <li>• Complementary range of staff from different business disciplines, with professional experience</li> <li>• Course informed by and able to respond to current business practice thanks to employer contact and established professional and short course training involving local business.</li> </ul>

## UNIVERSITY OF PLYMOUTH MODULE RECORD

### Learning Outcomes Maps for HNC Business at HE Level 4

Learning Outcomes Map	Level 4		
Graduate Attributes and Skills			
Core Programme Intended Learning Outcomes	Programme Aim	Programme Learning Outcome	Related Core Modules
<p><b>Knowledge/ Understanding</b>                      Students will be able to demonstrate a knowledge of the underlying concepts and principles associated with their area(s) of study, and an ability to evaluate and interpret these within the context of that (those) area(s) of study. In particular:</p> <ul style="list-style-type: none"> <li>• the major theories of business organisation and management within a framework of a variety of ideas, contexts and frameworks</li> <li>• the wider social and environmental context of business and is able to debate issues in relation to more general ethical perspectives</li> <li>• an understanding of inter-related nature of business analysis and study</li> <li>• A knowledge of the environment within which businesses operate</li> <li>• A knowledge of the methods, practices and conceptual framework of business operations</li> </ul>	1 2	1 6	TRUR1147 TRUR1148 TRUR1149 TRUR1150

## UNIVERSITY OF PLYMOUTH MODULE RECORD

<p><b>Cognitive / Intellectual Skills</b> (generic)</p> <p>Students will be able to demonstrate an ability to present, evaluate, and interpret qualitative and quantitative data, to develop lines of argument and make sound judgements in accordance with basic theories and concepts of their subject(s) of study. They will also be able to demonstrate the ability to evaluate the appropriateness of different approaches to solving problems related to their area(s) of study and/or work. In particular to:</p> <ul style="list-style-type: none"> <li>• Demonstrate problem solving and research skills</li> <li>• Demonstrate the ability to analyse and evaluate using skills of critical thinking, analysis and synthesis. This includes the capability to identify assumptions, evaluate statements in terms of evidence, to detect false logic or reasoning, to identify implicit values, to define terms adequately and to generalise appropriately</li> <li>• Demonstrate the ability to contextualise the analysis of information and formulate independent judgements, and articulate reasoned arguments.</li> <li>• Demonstrate the ability to reflect on new knowledge and understandings to create, evaluate and assess a range of options together with the capacity to apply ideas and knowledge to a range of situations</li> <li>• Demonstrate effective problem solving and decision making using appropriate quantitative and to use qualitative skills including identifying, formulating and solving business problems.</li> </ul>	<p>1 3 4</p>	<p>2 3 5 6</p>	<p><b>TRUR1147</b> <b>TRUR1148</b> <b>TRUR1149</b> <b>TRUR1150</b> <b>TRUR1151</b></p>
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## UNIVERSITY OF PLYMOUTH MODULE RECORD

<p><b>Key / Transferable Skills</b> (generic)</p> <p>Students will be able to demonstrate an ability to communicate accurately and reliably, and with structured and coherent arguments. Students will also be able to demonstrate an ability to take different approaches to solving problems. In particular to:</p> <ul style="list-style-type: none"> <li>• interact effectively within a team / learning group</li> <li>• the confidence and ability to liaise effectively with professional practitioners, individuals and organisations</li> <li>• conduct planning and organising, and to employ time management skills</li> <li>• demonstrate independent thinking, to take on responsibility and decision-making</li> <li>• awareness of appropriate codes of practice in the professional context</li> <li>• a capacity to initiate, innovate and complete productions in professional arenas</li> <li>• a capacity for reflection on own and others' performance against agreed criteria utilising PDP processes</li> <li>• a capacity for clear and fluent expression in a variety of contexts</li> </ul>	<p>1 3 4</p>	<p>2 3 4 5</p>	<p><b>TRUR1148</b> <b>TRUR1151</b> <b>TRUR1152</b></p>
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## UNIVERSITY OF PLYMOUTH MODULE RECORD

<p><b>Employment-related skills</b>          Students will be able to demonstrate an ability to undertake further training and develop new skills within a structured and managed environment and the qualities and transferable skills necessary for employment requiring the exercise of personal responsibility. In particular to:</p> <ul style="list-style-type: none"> <li>▪ The ability to select, test and make appropriate use of skills in the use of data, resources, contacts and literature, to enable effective business decision making;</li> <li>▪ The ability to work and negotiate with others, peers, professionals and clients.</li> <li>▪ The ability to anticipate and accommodate change,</li> <li>▪ The ability to reflect upon personal strengths and needs.</li> <li>▪ The ability to use oral, visual and written communicative skills appropriate to a range of situations and contexts.</li> <li>▪ an understanding of the requirements of professional practice and standards within business contexts</li> </ul>	1 3 4	1 2 3 4 5 6	<b>TRUR1148            TRUR1150            TRUR1151            TRUR1152</b>
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## UNIVERSITY OF PLYMOUTH MODULE RECORD

<p><b>Practical Skills</b> (subject specific)</p> <ul style="list-style-type: none"> <li>▪ the ability to select, use and understand appropriate management and business techniques and skills in an effective and creative manner, in accordance with good professional practice and applied to a variety of situations and contexts</li> <li>▪ the ability to use data handling and manipulation skills to investigate, formulate decisions and present information</li> <li>▪ the ability to systematically plan, organise, monitor and present work to an audience/client in a coherent and professional manner</li> <li>▪ The ability to use oral, visual and written communicative skills appropriate to a range of situations and contexts.</li> </ul>	<p>1 3</p>	<p>1 3 4</p>	<p><b>TRUR1151</b> <b>TRUR1152</b></p>
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### 3. Module Records

**SECTION A: DEFINITIVE MODULE RECORD.** *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.*

<b>MODULE CODE:</b> TRUR 1147	<b>MODULE TITLE:</b> The Business Environment
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<b>CREDITS:</b> 20	<b>FHEQ LEVEL:</b> 4	<b>JACS CODE:</b> N100
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<b>PRE-REQUISITES:</b> NONE	<b>CO-REQUISITES:</b> NONE	<b>COMPENSATABLE:</b> Yes
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**SHORT MODULE DESCRIPTOR:** *(max 425 characters)*  
 This module provides the foundation knowledge and underpinning skills relating to the Internal and External Environment of business operations, and the factors that impact upon them.

<b>ELEMENTS OF ASSESSMENT (Use HESA KIS definitions)</b>					
WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
<b>E1</b> (Formally scheduled)		<b>C1</b>	100%	<b>P1</b>	
<b>E2</b> (OSCE)		<b>C2</b>		<b>P3</b>	
<b>T1</b> (in-class test)		<b>A1</b>			

**SUBJECT ASSESSMENT PANEL Group to which module should be linked:**  
 Business

**Professional body minimum pass mark requirement:**

**MODULE AIMS:**  
 To develop an awareness and understanding of the importance of economic, social, political and legal forces to the activities to business organisations

**ASSESSED LEARNING OUTCOMES:** (additional guidance below)  
 At the end of the module the learner will be expected to be able to:

1. Demonstrate an understanding of the relationship between product markets, business decisions and business performance, and managing uncertainty.
2. Demonstrate an understanding of the implications of demographic and labour market trends.
3. Demonstrate an understanding of government intervention in markets.
4. Demonstrate an understanding of the relationship between the macroeconomic environment, and business organisations.

<b>DATE OF APPROVAL:</b> April 2013	<b>FACULTY/OFFICE:</b> Academic Partnerships
<b>DATE OF IMPLEMENTATION:</b> Sept 2013	<b>SCHOOL/PARTNER:</b> Truro & Penwith College
<b>DATE(S) OF APPROVED CHANGE:</b>	<b>TERM:</b> Autumn



# UNIVERSITY OF PLYMOUTH MODULE RECORD

## **SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT**

*Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.*

<b>ACADEMIC YEAR:</b> 2020/21	<b>NATIONAL COST CENTRE:</b> 133
<b>MODULE LEADER:</b> L Kellow	<b>OTHER MODULE STAFF:</b>
<b>Summary of Module Content</b> Market Structure and Competition Competitive Strategy: Managing Risk and Uncertainty The Business Cycle and its link to Economic Growth and Contraction The Macroeconomic Environment: Sources of Finance and Investment Appraisal Techniques (ARR, Payback, DCF/NPV) Growth of firms (Organic and through Mergers and Acquisitions) Demographic and labour market trends. Government intervention in markets. Overview of Legislation affecting Business. Globalisation and Emerging Markets	

<b>SUMMARY OF TEACHING AND LEARNING (Use HESA KIS definitions)</b> <i>(This summary is indicative of what may be taught)</i>		
<b>Scheduled Activities</b>	<b>Hours</b>	<b>Comments/Additional Information</b>
Lecture	15	
Seminar	25	
Tutorial	5	
Project Supervision	10	
External Visits	10	
Work Based Learning	10	
Guided Independent Study	125	
<b>Total</b>	<b>200</b>	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

<b>Category</b> <i>(mode of assessment)</i>	<b>Element</b>	<b>Component Name</b>	<b>Component weighting</b>	<b>Comments</b> <i>Include links to learning objectives</i>
Written exam	E1			
	T1			
Coursework	C1	Report	100 % %	LO 1,2,3,4
Practice	P1			

<b>Updated by:</b> L Kellow <b>Date:</b> September 2020	<b>Approved by:</b> S Irwin <b>Date:</b> September 2020
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# UNIVERSITY OF PLYMOUTH MODULE RECORD

**SECTION A: DEFINITIVE MODULE RECORD.** *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.*

<b>MODULE CODE:</b> TRUR 1148	<b>MODULE TITLE:</b> Human Resource Management
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<b>CREDITS:</b> 20	<b>FHEQ LEVEL:</b> 4	<b>JACS CODE:</b> N100
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<b>PRE-REQUISITES:</b> NONE	<b>CO-REQUISITES:</b> NONE	<b>COMPENSATABLE:</b> Yes
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<p><b>SHORT MODULE DESCRIPTOR:</b> <i>(max 425 characters)</i>          This module provides students with an opportunity to explore and develop their knowledge and skills in relation to processes and practices involved in managing human resources within business.</p>
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<b>ELEMENTS OF ASSESSMENT (Use HESA KIS definitions)</b>					
WRITTEN EXAMINATION	COURSEWORK			PRACTICE	
<b>E1</b> (Formally scheduled)	<b>C1</b>	100%	<b>P1</b>		
<b>E2</b> (OSCE)	<b>C2</b>		<b>P3</b>		
<b>T1</b> (in-class test)	<b>A1</b>				

<p><b>SUBJECT ASSESSMENT PANEL Group to which module should be linked:</b>          Business</p>
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<p><b>Professional body minimum pass mark requirement:</b></p>
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| <p><b>MODULE AIMS:</b></p> <ul style="list-style-type: none"> <li>To provide students with the necessary underpinning knowledge regarding Human Resource Management processes.</li> <li>To give students an understanding of the importance of employee talent planning and reward to the organisation.</li> </ul> |
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| <p><b>ASSESSED LEARNING OUTCOMES:</b> (additional guidance below)<br/>         At the end of the module the learner will be expected to be able to:</p> <ol style="list-style-type: none"> <li>1. Demonstrate and apply an understanding of the human resource planning process</li> <li>2. Demonstrate an understanding and apply the key concepts of talent resourcing, development and learning to HR situations</li> <li>3. Examine employee engagement and reward systems as operated in the UK.</li> </ol> |
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<b>DATE OF APPROVAL:</b> May 2013	<b>FACULTY/OFFICE:</b> Academic Partnerships
<b>DATE OF IMPLEMENTATION:</b> Sept 2013	<b>SCHOOL/PARTNER:</b> Truro & Penwith College
<b>DATE(S) OF APPROVED CHANGE:</b>	<b>TERM:</b> Spring

# UNIVERSITY OF PLYMOUTH MODULE RECORD

## **SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT**

*Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process.*

<b>ACADEMIC YEAR:</b> 2020/21	<b>NATIONAL COST CENTRE:</b> 133
<b>MODULE LEADER:</b> L Kellow	<b>OTHER MODULE STAFF:</b>
<b>Summary of Module Content</b> Human Resource Planning : activities, forecasting, supply and demand, costs Recruitment : practices, job description, equal opportunities, recruitment advertising, application forms, internal appointments, use of specialists Selection : screening applications, short listing, interviewing, Induction : effective induction training Employment relations systems – perspectives and ideology, concepts and values, trade unions, works councils, government and employers Managing employee relations; styles and strategies Training : identification of training needs, job analysis, training needs analysis, preparing a training programme Reward : systems and processes	

<b>SUMMARY OF TEACHING AND LEARNING (Use HESA KIS definitions)</b> <i>(This summary is indicative of what may be taught)</i>		
Scheduled Activities	Hours	Comments/Additional Information
Lecture	20	
Seminar	30	
Tutorial	5	
External Visits	10	
Work Based Learning	10	
Guided Independent Study	125	
<b>Total</b>	<b>200</b>	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

Category <i>(mode of assessment)</i>	Element	Component Name	Component weighting	Comments <i>Include links to learning objectives</i>
Written exam	E1			
	T1			
Coursework	C1	Case study analysis	50 %	LO 1,2
		Research report	50 %	LO 3
			Total 100%	
Practice	P1			

<b>Updated by:</b> L Kellow <b>Date:</b> September 2020	<b>Approved by:</b> S Irwin <b>Date:</b> September 2020
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# UNIVERSITY OF PLYMOUTH MODULE RECORD

**SECTION A: DEFINITIVE MODULE RECORD.** *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.*

<b>MODULE CODE:</b> TRUR 1149		<b>MODULE TITLE:</b> Economics and Business Decision Making	
<b>CREDITS:</b> 20	<b>FHEQ LEVEL:</b> 4	<b>JACS CODE:</b> N100	
<b>PRE-REQUISITES:</b> NONE	<b>CO-REQUISITES:</b> NONE	<b>COMPENSATABLE:</b> Yes	

**SHORT MODULE DESCRIPTOR:** *(max 425 characters)*  
 This module provides an introduction to economics in a business context. It explores basic concepts and techniques involved in economic analysis at an introductory level, and considers the relevance of economics, and of the economic environment, to business decision-making.

<b>ELEMENTS OF ASSESSMENT (Use HESA KIS definitions)</b>					
WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
<b>E1</b> (Formally scheduled)	50 %	<b>C1</b>	50 %	<b>P1</b>	
<b>E2</b> (OSCE)		<b>C2</b>		<b>P3</b>	
<b>T1</b> (in-class test)		<b>A1</b>			

**SUBJECT ASSESSMENT PANEL Group to which module should be linked:**  
 Business

**Professional body minimum pass mark requirement:**

**MODULE AIMS:**

1. To provide a foundation for the understanding of the nature of economic principles and the practice of decision processes within the broad context of business.
2. To introduce students to the economic concepts and disciplines which underlie explanation, prediction and control in business and management
3. To develop reflective, analytical and collaborative skills

**ASSESSED LEARNING OUTCOMES:** (additional guidance below)  
 At the end of the module the learner will be expected to be able to:

1. Understand the economic context within which business decisions are made
2. Understand and use basic approaches of economics
3. Understand and apply economic concepts, models, basic research methods to investigate decision processes
4. Apply analysis of data relevant to decision making under conditions of risk

<b>DATE OF APPROVAL:</b> May 2013	<b>FACULTY/OFFICE:</b> Academic Partnerships
<b>DATE OF IMPLEMENTATION:</b> Sept 2013	<b>SCHOOL/PARTNER:</b> Truro & Penwith College
<b>DATE(S) OF APPROVED CHANGE:</b>	<b>TERM:</b> AY

# UNIVERSITY OF PLYMOUTH MODULE RECORD

## SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

*Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.*

<b>ACADEMIC YEAR:</b> 2020/21	<b>NATIONAL COST CENTRE:</b> 133	
<b>MODULE LEADER:</b> L Kellow	<b>OTHER MODULE STAFF:</b>	
<b>Summary of Module Content</b> Economic principles, methodology and model building Supply and demand, revealed preference markets and pricing /Cost curves. Break-even analysis Elementary probability, presentation and analysis of data Descriptive and elementary inferential statistics, Introductory game theory Managerial decision making – risk and uncertainty Practical approaches to problem solving and decision-making eg mind-mapping, decision trees, computer-based aids to decision-making		
<b>SUMMARY OF TEACHING AND LEARNING (Use HESA KIS definitions)</b> (This summary is indicative of what may be taught)		
<b>Scheduled Activities</b>	<b>Hours</b>	<b>Comments/Additional Information</b>
Lecture	20	
Seminar	20	
Tutorial	5	
Project Supervision	10	
External Visits	15	
Work Based Learning	10	
Guided Independent Study	120	
Other		
<b>Total</b>	<b>200</b>	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

<b>Category</b> (mode of assessment)	<b>Element</b>	<b>Component Name</b>	<b>Component weighting</b>	<b>Comments</b> Include links to learning objectives
Written exam	E1	Case study based exam	100%	LO 3, 4
	T1			
Coursework	C1	Business report 2000 words	80%	LO 1,2
		Essay 1000 words	20%	
Practice	P1			

<b>Updated by:</b> L Kellow <b>Date:</b> September 2020	<b>Approved by:</b> S.Irwin <b>Date:</b> September 2020
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# UNIVERSITY OF PLYMOUTH MODULE RECORD

**SECTION A: DEFINITIVE MODULE RECORD.** *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.*

<b>MODULE CODE:</b> TRUR 1150	<b>MODULE TITLE:</b> Business Law		
<b>CREDITS:</b> 20	<b>FHEQ LEVEL:</b> 4	<b>JACS CODE:</b> N100	
<b>PRE-REQUISITES:</b> NONE	<b>CO-REQUISITES:</b> NONE	<b>COMPENSATABLE:</b> Yes	

**SHORT MODULE DESCRIPTOR:** *(max 425 characters)*  
 This module concentrates on the fundamental areas of civil law in a business context. It enables students to develop an understanding of the 'legal system' in general as well as examining the nature and sources of law, and then introduces employment and business law.

<b>ELEMENTS OF ASSESSMENT (Use HESA KIS definitions)</b>					
WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
<b>E1</b> (Formally scheduled)		<b>C1</b>	70 %	<b>P1</b>	30%
<b>E2</b> (OSCE)		<b>C2</b>		<b>P3</b>	
<b>T1</b> (in-class test)		<b>A1</b>			

**SUBJECT ASSESSMENT PANEL** Group to which module should be linked:  
 Business

**Professional body minimum pass mark requirement:**

**MODULE AIMS:**

1. To develop understanding of the rules of law governing employment from its inception to its termination and to consider the impact of recent developments
2. To examine the nature of Business Law and corporate structures
3. To develop an understanding of formation and termination of contracts

**ASSESSED LEARNING OUTCOMES:** (additional guidance below)  
 At the end of the module the learner will be expected to be able to:

1. Demonstrate an understanding of and apply employment law principles to factual scenarios and construct clear reasoned arguments supported with relevant authorities.
2. Demonstrate an understanding of and apply knowledge of contract and law
3. Demonstrate an understanding of knowledge of business law

<b>DATE OF APPROVAL:</b> May 2013	<b>FACULTY/OFFICE:</b> Academic Partnerships
<b>DATE OF IMPLEMENTATION:</b> Sept 2013	<b>SCHOOL/PARTNER:</b> Truro & Penwith College
<b>DATE(S) OF APPROVED CHANGE:</b>	<b>TERM:</b> AY

# UNIVERSITY OF PLYMOUTH MODULE RECORD

## SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

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<b>ACADEMIC YEAR:</b> 2020/21	<b>NATIONAL COST CENTRE:</b> 133
<b>MODULE LEADER:</b> Cathy Rhodes	<b>OTHER MODULE STAFF:</b>
<b>Summary of Module Content</b> Employment status; Contracts of employment; Discrimination law and Individual employment rights; Termination of employment; Employer and employee liability Formation and termination of contracts; contract terms; remedies for breach Formation of different business organisations; constitution of different business organisations	

<b>SUMMARY OF TEACHING AND LEARNING (Use HESA KIS definitions)</b> <i>(This summary is indicative of what may be taught)</i>		
<b>Scheduled Activities</b>	<b>Hours</b>	<b>Comments/Additional Information</b>
Lecture	45	
Guided Independent Study	155	
<b>Total</b>	<b>200</b>	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

<b>Category</b> <i>(mode of assessment)</i>	<b>Element</b>	<b>Component Name</b>	<b>Component weighting</b>	<b>Comments</b> <i>Include links to learning objectives</i>
Written exam	E1			
	T1			
Coursework	C1	Report on contract scenario	50%	LO 3
		Report on employment simulation	50%	LO 1
Practice	P1	Presentation – Business Law	100%	LO 2

<b>Updated by:</b> L Kellow <b>Date:</b> September 2020	<b>Approved by:</b> S Irwin <b>Date:</b> September 2020
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# UNIVERSITY OF PLYMOUTH MODULE RECORD

**SECTION A: DEFINITIVE MODULE RECORD.** *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.*

<b>MODULE CODE:</b> TRUR 1151	<b>MODULE TITLE:</b> Statistics for Business
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<b>CREDITS:</b> 20	<b>FHEQ LEVEL:</b> 4	<b>JACS CODE:</b> N100
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<b>PRE-REQUISITES:</b> NONE	<b>CO-REQUISITES:</b> NONE	<b>COMPENSATABLE:</b> Yes
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**SHORT MODULE DESCRIPTOR:** *(max 425 characters)*  
 This module combines the development of effective data analysis skills with those of effective data presentation. The module aims to provide students with the basic techniques needed in relation to data analysis and presentation within the business context.

<b>ELEMENTS OF ASSESSMENT (Use HESA KIS definitions)</b>					
WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
<b>E1</b> (Formally scheduled)	30%	<b>C1</b>	70%	<b>P1</b>	
<b>E2</b> (OSCE)		<b>C2</b>		<b>P3</b>	
<b>T1</b> (in-class test)		<b>A1</b>			

**SUBJECT ASSESSMENT PANEL Group to which module should be linked:**  
 Business

**Professional body minimum pass mark requirement:**

**MODULE AIMS:**

1. To provide a foundation in the basic skills required to deal with financial and quantitative information in a business environment
2. To develop an understanding of the use of modern business information systems.

**ASSESSED LEARNING OUTCOMES:** (additional guidance below)  
 At the end of the module the learner will be expected to be able to:

1. Understand the collection, manipulation and use of with numbers, formulae and equations.
2. Understand and compare sets of data and draw inferences about population values.
3. Examine simple relationships and analyse a time series.
4. Use modern business IT systems to aid decision making, make effective presentations and produce quality reports.

<b>DATE OF APPROVAL:</b> May 2013	<b>FACULTY/OFFICE:</b> Academic Partnerships
<b>DATE OF IMPLEMENTATION:</b> Sept 2013	<b>SCHOOL/PARTNER:</b> Truro & Penwith College
<b>DATE(S) OF APPROVED CHANGE:</b>	<b>TERM:</b> Spring



# UNIVERSITY OF PLYMOUTH MODULE RECORD

## SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

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<b>ACADEMIC YEAR:</b> 2020/21	<b>NATIONAL COST CENTRE:</b> 133
<b>MODULE LEADER:</b> S Burnett-Biscombe	<b>OTHER MODULE STAFF:</b>
<b>Summary of Module Content</b> Exploration of essential statistical techniques for business to include; Interpreting, summarising, graphical representation of data; measures of location and dispersion; probability, distributions and expected values; sampling and its uses; IT and its role in business - business information policies and procedures, IT security, types of information systems. Computer confluence and new developments in the use of IT.	

<b>SUMMARY OF TEACHING AND LEARNING (Use HESA KIS definitions)</b> <i>(This summary is indicative of what may be taught)</i>		
<b>Scheduled Activities</b>	<b>Hours</b>	<b>Comments/Additional Information</b>
Lecture	50	
Seminar	25	
Guided Independent Study	125	
Other		
<b>Total</b>	<b>200</b>	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

<b>Category</b> <i>(mode of assessment)</i>	<b>Element</b>	<b>Component Name</b>	<b>Component weighting</b>	<b>Comments</b> <i>Include links to learning objectives</i>
Written exam	E1	Case study based exam	100%	L O 1
	T1			
Coursework	C1	Written responses to scenarios	100%	L O 2,3,4
Practice	P1			

<b>Updated by:</b> S Burnett-Biscombe <b>Date:</b> September 2020	<b>Approved by:</b> L Kellow <b>Date:</b> September 2020
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# UNIVERSITY OF PLYMOUTH MODULE RECORD

**SECTION A: DEFINITIVE MODULE RECORD. *Proposed changes must be submitted via Faculty Quality Procedures for approval and issue of new module code.***

<b>MODULE CODE:</b> TRUR 1152		<b>MODULE TITLE:</b> Analysis, Research and Business Skills	
<b>CREDITS:</b> 20	<b>FHEQ LEVEL:</b> 4	<b>JACS CODE:</b> N100	
<b>PRE-REQUISITES:</b> NONE	<b>CO-REQUISITES:</b> NONE	<b>COMPENSATABLE:</b> Yes	

**SHORT MODULE DESCRIPTOR:** *(max 425 characters)*  
 This module provides the foundation knowledge and underpinning skills for the further development of business, analysis and research techniques and constructs a basis for the exercise of critical enquiry at first year level. This module will develop reflection and will introduce students to the concept and practice of personal development planning.

<b>ELEMENTS OF ASSESSMENT (Use HESA KIS definitions)</b>					
WRITTEN EXAMINATION		COURSEWORK		PRACTICE	
<b>E1</b> (Formally scheduled)	xx%	<b>C1</b>	100%	<b>P1</b>	
<b>E2</b> (OSCE)	xx%	<b>C2</b>		<b>P3</b>	
<b>T1</b> (in-class test)	xx%	<b>A1</b>			

**SUBJECT ASSESSMENT PANEL Group to which module should be linked:**  
 Business

**Professional body minimum pass mark requirement:**

**MODULE AIMS:**

1. To introduce students to the use of basic tools and techniques of investigation, analysis and research in the context of business.
2. To develop students' abilities to communicate, to work individually and to work with others to achieve goals.
3. To increase students' reflective awareness of their own knowledge, skills, abilities and preferences in relation to learning and self-management.

**ASSESSED LEARNING OUTCOMES:** (additional guidance below)  
 At the end of the module the learner will be expected to be able to:

1. Demonstrate knowledge of a range of investigation methods and techniques, understanding the importance of ethics in research.
2. Design and conduct initial research and investigation, selecting appropriate methods and conduct initial analyses of data using basic statistical, mathematical and qualitative techniques.
3. Access, analyse and present basic quantitative and qualitative data and information from a range of sources and be able to report on the process, outcomes and implications of a business investigation.
4. Reflect upon personal skills and abilities of communication, investigation and time management.

<b>DATE OF APPROVAL:</b> May 2013	<b>FACULTY/OFFICE:</b> Academic Partnerships
<b>DATE OF IMPLEMENTATION:</b> Sept 2013	<b>SCHOOL/PARTNER:</b> Truro & Penwith College
<b>DATE(S) OF APPROVED CHANGE:</b>	<b>TERM:</b> Autumn

# UNIVERSITY OF PLYMOUTH MODULE RECORD

## **SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT**

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<b>ACADEMIC YEAR:</b> 2020/21	<b>NATIONAL COST CENTRE:</b> 133
<b>MODULE LEADER:</b> S Burnett-Biscombe	<b>OTHER MODULE STAFF:</b>
<b>Summary of Module Content</b> Research methods and ethics Observation methods / Interviews and listening / Focus groups Presentation for effect Accessing organisations and data Framework and analytical methods	

<b>SUMMARY OF TEACHING AND LEARNING (Use HESA KIS definitions)</b> <i>(This summary is indicative of what may be taught)</i>		
<b>Scheduled Activities</b>	<b>Hours</b>	<b>Comments/Additional Information</b>
Lecture	15	
Seminar	25	
Project Supervision	15	
Work Based Learning	20	
Guided Independent Study	125	
<b>Total</b>	<b>200</b>	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc)

<b>Category</b> <i>(mode of assessment)</i>	<b>Element</b>	<b>Component Name</b>	<b>Component weighting</b>	<b>Comments</b> <i>Include links to learning objectives</i>
Written exam	E1			
	T1			
Coursework	C1	Team presentation and 1000 word reflection	50 %	LO 1,2,3
		2000 word Reflective account of individual project	50 %	LO 2,4
			Total 100%	
Practice	P1			

<b>Updated by:</b> S Burnett-Biscombe <b>Date:</b> September 2020	<b>Approved by:</b> L Kellow <b>Date:</b> September 2020
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