

## Programme Specification

### York Business School Foundation Year

<i>School:</i>	York Business School
<i>Subject area:</i>	Business
<i>Entry from academic year:</i>	2023-24
<i>in the month(s) of</i>	September
<i>Awarding institution:</i>	York St John University
<i>Teaching institution:</i>	York St John University
<i>Delivery location:</i>	York St John University
<i>Programme/s accredited by:</i>	
<i>Exit awards:</i>	Foundation Certificate in Business
<i>UCAS code / GTTR / other:</i>	
<i>Joint Honours combinations:</i>	
<i>QAA subject benchmark statement(s):</i>	
<i>Mode/s of study:</i>	<a href="#">Undergraduate periods of study</a> <sup>1</sup> for full time
<i>Language of study:</i>	English
<i>Paired with Foundation Year</i>	No
<i>Study abroad opportunities:</i>	No
<i>Opt-in YSJU Placement Year opportunity:</i>	No

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### Introduction and special features

This Foundation Year seeks to provide you with an understanding of the role of business in contemporary society and a route onto degree level study for a range of undergraduate programmes within the York Business School.

Successful completion of the Foundation Year guarantees automatic progression onto Level 4 of a Ba (Hons) degree within York Business School.

Studying at York Business School is a great opportunity to gain a degree that is clearly focused on your long-term career prospects in a wide variety of contexts. Whether you are thinking of setting up your own business, working in a large corporation, the public sector or the ever-growing service based (e.g. tourism, sports and events) industries you will need to possess an understanding of how businesses operate.

Special features of the YBS Foundation Year:

- A broad focus on business related concepts allowing an understanding of the inter-connectedness of the business disciplines and the environments they operate in
- A combination of broad based and specialist targeted modules to prepare you for further study in your chosen discipline
- Focus on skills development for both academic progression and work readiness providing a firm foundation for the future

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<sup>1</sup> The standard period of study will apply unless otherwise stated

- Opportunities to engage with businesses and professionals
- Opportunity to qualify as a Microsoft Office Specialist (extra-curricula offering by the University's Digital Training Team)
- Access to a range of specialist resources
- Dedicated personal and academic support to aid transition into Higher Education. You will be allocated an academic tutor to support you throughout the programme. They will make use of diagnostic assessments to ensure your personal development needs are identified and met to enable you to produce a personal development plan and succeed both on the course and in your future career.

## Admissions criteria

You must meet the minimum entry requirements which are published on the programme specific webpage.

Specific GCSE requirements: GCSE grade D or grade 3 in English Language and Mathematics. Level 2 Functional Skills English and Mathematics also accepted. Mature entrants and students with work experience

If your first language is not English, you need to take an IELTS test or an equivalent qualification accepted by the University (see <https://www.yorks.ac.uk/international/how-to-apply/english-language-requirements/>).

If you do not have traditional qualifications, you may be eligible for entry on the basis of [Recognition of prior learning \(RPL\)](#). We also consider applications for entry with advanced standing.

## Programme aim(s)

The aims of the programmes are to:

1. Prepare you for study on a degree level programme
2. Provide a challenging, integrated programme of study that equips you with a sound general knowledge of organisations and the global environments in which they operate, within the context of the guiding principles of the Principles of Responsible Management Education (PRME).
3. Facilitate the development and demonstration of your intellectual skills of information processing, analysis, synthesis, critical appraisal, creativity and innovation and the ability to manage and make decisions in situations of ambiguity and uncertainty.

## Programme learning outcomes

Upon successful completion of the programme students will be able to:

### Level 3

- 3.1 Describe and explain a range of relevant concepts, theories and models relevant to the study of business and your specialist area.
- 3.2 Demonstrate knowledge of how changes to the environment have impacted on a business-related area
- 3.3 Apply a range of academic and intellectual skills relevant to the level of study including information gathering, analysis and problem identification.
- 3.4 Exhibit skills in relation to communication, organisation and working with others
- 3.5 Present information in a variety of formats

## Programme structure

Code	Title	Module status
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					Compulsory (C) or optional (O)	non-compensatable (NC) or compensatable (X)
BMB3001M	3	1	Academic and Professional Skills	20	C	X
BMB3002M	3	1	Developments in Business and Society	20	C	X
BMB3003M	3	1	Business Enterprise	20	C	X
BMB3004M	3	2	Developing a Social and Community Ethos	20	C	X
BMB3005M	3	2	The Changing World	20	C	X
BMF3001M	3	2	Foundations of Economic and Financial Analysis	20	C	X

## Learning, teaching and assessment

The course consists of six academic modules, an Armed Forces Transition support module and a Careers and Personal Reflection support module. Standalone MOS sessions will also be delivered. In person activity will be spread over four week-long residentials (4.5 days contact time per week) and supported with independent study and remote support. The structure is:

### Residential One (September)

- Programme orientation and introduction (0.5 days)
- Academic and professional skills\* (2 days)
- Microsoft Office Specialist (0.5 days)
- Armed forces transition 1 - Adjustment to civilian life (1 day)
- Careers and Personal Reflection 1 – values and motivations (0.5 days)

### Residential Two (January)

- Developments in business and society\* (2 days)
- Business enterprise\* (2 days)
- Microsoft Office Specialist (0.5 days)

### Residential Three (April)

- Developing a social and community ethos\* (2 days)
- The changing world\* (2 days)
- Armed forces transition 2 – Identifying transferable skills (0.5 day)

### Residential Four (June)

- Foundations in economic and financial analysis\* (2.5 days)
- Careers and Personal Reflection 2 – finding opportunities and succeeding, including employer taster session (1 day)
- Microsoft Office Specialist Exams\* (0.5 days)
- Programme close and reflections (0.5 days)

All modules are delivered utilising a range of teaching, learning and assessment strategies including lectures, seminars, guest speakers, tutorials, workshops and a range of events and learning activities. You are supported in the use of guided learning strategies which will help you prepare for your degree level studies.

Throughout the programme you will be introduced to a range of different teaching and learning strategies, such as group work, case studies and individual activities. You will undertake a variety of assessments which include the use of written assignments (often in the form of reports), individual and group presentations, tests, and practical activities and portfolios of evidence. An essential part of the assessment is to encourage both learning and the development of skills as well as preparing you for the requirements of the workplace and further study. You will have opportunities for formative assessment and feedback to inform your work prior to submission and you will receive detailed feedback on assessments to help you develop and continuously improve your performance whilst on the programme.

Throughout the Foundation Year you will be provided with ongoing academic and pastoral support to assist in your learning and progress. Support will be provided through the School and you will have a dedicated academic tutor (who will also be one of your semester 1 module tutors). They will advise and guide you, and support your development. Alongside this you will also have access to the central University support services who can provide specialist support to further your development. The School and the central University team work closely to ensure that the support you need is available to you, to support your development and progression. The range of support can be found at <https://www.yorksj.ac.uk/student-services/>

## **Progression and graduation requirements**

The University's [general regulations](#) for undergraduate awards apply to this programme.

Any modules that must be passed for progression or award are indicated in the Programme Structure section as non-compensatable.

## **Internal and external reference points**

This programme specification was formulated with reference to:

- [University mission and values](#)
- [University 2026 Strategy](#)
- [QAA subject benchmark statements](#)
- [Frameworks for Higher Education Qualifications](#)

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*Date written / revised: PASP June 2022*

*Programme originally approved:*