

## Programme specification

### BA (Hons) Management and Leadership

<i>School:</i>	York Business School
<i>Entry in:</i>	October 2018 January 2019 March 2019 June 2019
<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>	Chartered Management Institute
<i>Exit awards:</i>	BA (Ord) Management and Leadership Diploma of Higher Education Management and Leadership Certificate of Higher Education Management and Leadership
<i>UCAS code / GTTR / other:</i>	
<i>Joint Honours combinations:</i>	Not applicable
<i>QAA benchmark group(s):</i>	Business and Management (2015)
<i>Mode/s of study:</i>	Part-time for 3 years
<i>Language of study:</i>	English
<i>Study abroad opportunities:</i>	No

## Introduction and special features

As the global business environment continues to become increasingly competitive and challenging, businesses need to be more innovative, take more risks and develop sustainable business models that serve their customers and have a positive impact on society's well-being. The BA (Hons) Management and Leadership award aims to provide you with a critical understanding of the management of organisations and the role of business in contemporary society.

Studying the BA (Hons) Management and Leadership provides the opportunity to study for a degree that aides your long-term career prospects, whether you are working in a large corporation or a small business, or the public or private sectors you will need to possess an understanding of how organisations operate and how skilled managers can contribute to their success.

Management is also about people, and we will enable you to develop your skills as a leader and / or a manager of other people. Our degree provides you with an insight in how managers work to meet organisational objectives. Alongside this knowledge you will also develop the skills you will need to be effective in a managerial role.

### Special features

- A focus on management which will provide the knowledge and skills you will need as a manager
- Accreditation by the Chartered Management Institute (CMI) giving you a professionally recognised qualification alongside your degree. You will also be eligible for the post-nominal letters of ACMI (Associate Member of the Chartered Management Institute) following completion of the course. Graduates with the appropriate level of management experience can apply for MCMI (Member of the Chartered Management Institute)

- Blended approach to teaching and learning which will provide you with a range of online materials and on-campus workshop support
- Focus on work based learning
- Range of assessment methods used to mirror organisational based activities
- Use of 'real life' (live) projects in assessments linked to your organisation
- Excellent personal and academic support. You will be allocated an academic tutor to support you throughout the programme

## Admissions criteria

You must meet the University's general entry criteria for [undergraduate](#) study.

You must be in employment (paid or voluntary).

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

If you do not have traditional qualifications, you may be eligible for entry on the basis of [Accredited Prior \(Experiential\) Learning \(APL/APEL\)](#).

## Programme aims

The BA (Hons) Management and Leadership is based on the philosophy that management development should be incremental.

The course encourages you to develop the skills and competences of a manager. To do this, you should be capable of making management decisions at both a strategic and a tactical level, emphasising the complexity and dynamics of organisations and management and taking cognisance of the integrative nature of the various factors which impinge upon management decisions. The programme incorporates frameworks for reviewing, reflecting, analysing and critiquing existing individual and organisational practices.

The outcome of this process will be a critical appreciation, in order to: make justified decisions; apply those decisions in a variety of contexts; communicating the decisions and make integrative links between disciplines and across organisations in a context of change.

### The aims of the programme are to:

1. Provide a challenging, integrated programme of study that equips you with a sound general knowledge of organisations, their management and the global environments in which they operate.
2. Provide you with the opportunity to focus on particular aspects of management relevant to their backgrounds, interests and career aspirations through a choice of work based project activities.
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.
4. Enable you to develop management competences and research skills to enhance employability and support career advancement.
5. Enable you to be a graduate who is able to improve the quality of management decision-making, leadership and business practice across a range of organisations and in a variety of contexts.

## **Programme learning outcomes**

### **Level 4 Learning Outcomes**

On successful completion of Level Four you will be able to:

#### **Knowledge and Understanding**

1. Describe and explain a range of relevant concepts, theories and models to the solution of organisation and management problems.
2. Describe and identify business based decisions in a variety of organisational contexts.

#### **Cognitive and Thinking Skills**

3. Demonstrate the ability to apply a range of academic and intellectual skills relevant to level four study including, information-gathering, analysis and problem identification.

#### **Practical/Professional skills**

4. Exhibit the development of skills in relation to communication, organisation and working with others from organisational and national cultures and backgrounds.
5. Demonstrate the use of research skills to gather information.

#### **Key Transferable Skills**

6. Develop your own learning with guided support to explore a wide variety of learning sources and opportunities.

### **Level 5 Learning Outcomes**

On successful completion of Level Five you will be able to:

#### **Knowledge and Understanding**

1. Compare and contrast a range of relevant concepts, theories and models to the solution of organisation and management problems.
2. Analyse and discuss tactical business based decisions in a variety of organisational contexts.

#### **Cognitive and Thinking Skills**

3. Demonstrate the ability to apply a range of academic and intellectual skills relevant to level five study including, information-gathering, problem-solving, analysis, and evaluation.

#### **Practical/Professional skills**

4. Exhibit the development and achievement of skills in relation to communication, organisation and working with others from organisational and national cultures and backgrounds.
5. Demonstrate the use of research and enquiry to further their understanding.

#### **Key Transferable Skills**

6. Develop independence and own learning to explore a wide variety of learning sources and opportunities.

## Level 6 Learning Outcomes

On successful completion of Level Six you will be able to:

### Knowledge and Understanding

1. Apply a range of relevant concepts, theories and models to the solution of organisation and management problems.
2. Synthesise and evaluate strategic and tactical decisions in a variety of organisational contexts.
3. Critically evaluate management thinking through an extended piece of research.

### Cognitive and Thinking Skills

4. Demonstrate the ability to apply a range of academic and intellectual skills relevant to undergraduate level study including, information-gathering, problem-solving (incorporating creativity and innovation) and the skill to critically analyse, synthesise, and evaluate information and data to aid management decision-making.

### Practical/Professional skills

5. Exhibit the development and achievement of skills in relation to communication, organisation and working with others from organisational and national cultures and backgrounds in a professional manner.
6. Conduct research and enquiry to further their understanding and to inform management decision-making.
7. Demonstrate the use of management skills (e.g. delegation, negotiation and leadership).

### Key Transferable Skills

8. Manage your own learning to explore a wide variety of learning sources and opportunities.

## Programme Structure

It is intended to use a blended delivery model which consists of the use of online (video and text based) and workshop style seminars, which will reflect on the online learning materials and the context of the organisations each student works in.

The programme is designed to be roll-on, roll-off and as such modules (at the same level) can be studied in any order. There are no pre-requisite modules within the programme. To facilitate this, the taught modules are delivered in a sequential order and as such students may commence the programme in October, January, March and June. The only limitation to the order of modules is that students must progress through each module each level before proceeding to the next level.

Two attendance modes will be available and you may opt for:

- 3 Saturdays per taught module resulting in 12 attendances per year  
or
- 6 evenings per taught module resulting in 24 attendances per year

You will also be allocated an academic advisor who will support your learning and provide supervision for your Work Based Learning projects. The work based learning modules (one per year) run throughout the duration of the year and can be started at any point.

In year three you will also be allocated a supervisor for your Management Project. It is anticipated that where possible this shall be the Academic Advisor.

You will commence the programme with an online induction programme, which is supported by an induction session prior to the first session of the module.

Contact time for each module is 42 hours, which normally comprises:

- 12 hours video lectures via moodle
- 12 hours online learning activities
- 18 hours workshop seminar based (face to face)

#### Level 4

In year 1 of the programme you will study four 20 credit modules during the year alongside undertaking a work based learning module focussed on developing your personal skillset. In total you will complete five modules over the academic year accumulating to 120 credits.

Code	Level	Title	Credits	Status of Module*
1BMB06	4	Business Environment	20	C
1BMB02	4	Responsible Business	20	C
1BMB03	4	Organisation Behaviour	20	C
1BMB07	4	Resources Management	20	C
1BMW01	4	Work Based Learning 1 (Managing Self and Personal Development)	40	C

\*C: Compulsory; O: Option.

#### Level 5

In year 2 you will study 4 modules while completing a further work based learning module designed to develop your management and leadership skills. In total you will complete five modules over the academic year accumulating to 120 credits.

Code	Level	Title	Credits	Status of Module*
2BMB01	5	Management and Leadership	20	C
2BMB02	5	Managing Finance	20	C
2BMM01	5	Strategic Marketing Planning	20	C
2BMB05	5	Managing Human Resources	20	C
2BMW01	5	Work Based Learning 2 (Management and Leadership Skills)	40	C

\*C: Compulsory; O: Option.

## Level 6

In year 3 you will study 4 modules while completing the Management Project which will provide you with the opportunity to make an impact on your organisation through a piece of research. In total you will complete five modules over the academic year accumulating to 120 credits.

Code	Level	Title	Credits	Status of Module*
3BMB01	6	Operations and Project Management	20	C
3BMB02	6	Organisational Strategy & Decision Making	20	C
3BMB04	6	Leadership, Innovation and Change	20	C
3BMI03	6	Contemporary Issues in the Technological Era	20	C
3BMB15	6	Management Project	40	C

\*C: Compulsory

## Continuing Professional Development

You are strongly encouraged to undertake Professional Development, which may be available through the University (e.g. guest speakers), your organisation (e.g. training and development opportunities) and the public domain (e.g. public lectures, on-line activities) alongside your studies to enhance your development.

## Learning, teaching and assessment

All modules are delivered utilising a range of teaching, learning and assessment strategies using blended approaches. These include online lecture material and follow up reading and activities, supported by attendance at interactive workshops and seminars, in which you will discuss the materials you have watched and read and apply to your organisational contexts. You will also have access to the range of guest speakers who deliver talks at the University. You will also be provided with an academic advisor who will support you through your studies and professional development.

You are supported in the use of guided learning strategies developing you towards autonomous, well-judged use of collaborative and independent learning strategies which you will require for your degree level studies. Throughout the programme you will be introduced to a range of different teaching and learning strategies.

You will undertake a variety of assessments which include the use of written assignments (often in the form of reports), presentations and practical activities. An essential part of the assessment is to encourage both learning and the development of skills required as a manager and leader in the workplace.

You will be supported through the work based learning aspect of the programme by your academic advisor and workplace mentor (where available). This will include 1:1 and small group tutorials when activity checks will take place. Online materials will be completed to ensure continuous progress is being made.

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. Advice will be provided in relation to development, further areas for research and guidance on how to enhance your knowledge of business and practice.

You will have the opportunity for study support including academic writing and research skills to enhance employability and career development in the field of Business.

## **Progression and graduation requirements**

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

All students undertaking a placement must have successfully completed each module contained within years 1 (Level 4) and 2 (Level 5) of their programme before undertaking a placement/year in industry

Any modules that must be passed for progression or award are indicated in [the Programme Structure section](#).

## **Internal and external reference points**

This programme specification was formulated with reference to:

- [University Mission Statement](#) [see page two]
- [Strategic Plan 2015-20](#) [see page four]
- [QAA subject benchmark statement](#)
- [Framework for Higher Education Qualifications](#)
- CMI
- Chartered Manager Degree Apprenticeship Framework

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*Date written / revised: 19/05/17,*