



Definitive Programme Document:

Business and Management

Foundation Year (Year F)

Awarding institution	Bath Spa University
Teaching institution	Bath Spa University London
School	Bath Business School
Main campus	Bath Spa University London
Other sites of delivery	Fairfield School of Business Elizabeth School London
Other Schools involved in delivery	N/A
Name of award(s)	Business and Management Foundation Year
Qualification (final award)	N/A
Intermediate awards available	N/A
Routes available	Single
Sandwich year	N/A
Duration of award	1 year full-time
Modes of delivery offered	Campus-based
Regulatory Scheme ¹	Foundation Year Academic Framework
Exemptions from regulations/framework	N/A
Progression route for	BA (Hons) Business and Management
Professional, Statutory and Regulatory Body accreditation	N/A
Date of most recent PSRB approval (month and year)	N/A
Renewal of PSRB approval due (month and year)	N/A
UCAS code	N/A
Route code (SITS)	N/A

¹ This should also be read in conjunction with the University's Qualifications Framework

Relevant QAA Subject Benchmark Statements (including date of publication)	QAA Subject Benchmark Statement - Business and Management (Undergraduate)
Date of most recent approval	March 2024
Date specification last updated	March 2024

Exemptions

There are no exemptions

Programme/Pathway	Regulations/Framework	Brief description of variance	Approving body and date

Programme Overview

The Integrated Foundation Year in Business Management serves as a fundamental gateway for your journey into the dynamic world of business. Designed as a comprehensive primer, this program lays the groundwork, ensuring you gain a foundational understanding of the multifaceted landscape of business disciplines and practices.

Through comprehensive coursework, you'll gain foundational knowledge across various disciplines, enabling you to identify your interests and areas for future specialisation. More than just an academic journey, this program is tailored to hone vital life and work skills, preparing you for real-world challenges.

The programme aims to introduce you to the fundamental principles of business management. This foundational knowledge is crucial for understanding the complexities of the business world and forms the bedrock upon which advanced concepts and practices are built. The programme recognises the importance of communication skills in both academic and professional settings. As such, it is dedicated to fostering your ability to articulate ideas clearly and effectively, both in writing and verbally. You will be familiarised with essential digital tools and academic practices, ensuring that you are well-equipped for the demands of contemporary academic and professional environments. This includes understanding how to use various essential software and online platforms, and study techniques.

Lastly, the programme emphasises the cultivation of your analytical abilities, particularly in the context of business analytics. This involves not only the acquisition of quantitative analytical skills but also the ability to interpret data and apply insights to real-world business scenarios. Overall, this programme offers a holistic approach to your development, ensuring you are well-prepared to advance your studies and career with a solid foundation in business management, analytics, communication, and digital literacy.

Programme Aims

- To support you in your transition to the next stage of your studies.
- To introduce you to the fundamental principles of business management.
- To cultivate your foundational knowledge of business analytics.
- To foster the development of your academic and professional communication skills.
- To familiarise you with essential digital tools and academic practices.

Programme Intended Learning Outcomes (ILOs)

A Subject-Specific Skills and Knowledge

	Programme Intended Learning Outcomes (ILOs) On achieving Year F you will be able to:
A1	Fundamental business concepts: Comprehend and articulate the core principles and theories underlying business management.
A2	Marketing Principles: Identify and describe fundamental marketing concepts, including the significance of target market segmentation and promotional tactics.
A3	Human Resource Management Apply key human resource practices, including recruitment, training and employee relations.
A4	Financial Acumen: Use essential concepts of finance, economics and statistics, enabling you to interpret financial statements and explain the concepts of revenue, cost, and profit.
A5	Business Environment:

	Understand the influence of external factors such as economic conditions, competition and regulatory issues on business operations and decision-making.
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B Cognitive and Intellectual Skills

	Programme Intended Learning Outcomes (ILOs) On Achieving Year F, you will be able to:
B1	Critical Thinking and Analysis: Evaluate example business scenarios, recognising underlying challenges and opportunities through introductory analytical techniques.
B2	Problem Solving and Decision Making: Identify and approach common business problems, considering potential solutions with guidance.
B3	Synthesis and Integration: Combine information sources, gaining an integrated perspective on introductory business concepts.
B4	Reflective Thinking: Self-assess, reflect on your knowledge and understanding, and identify areas for improvement with support.
B5	Reasoning and Argumentation: Construct foundational arguments related to business topics, providing straightforward justifications for your viewpoints.

C Skills for Life and Work

Programme Intended Learning Outcomes (ILOs) On Achieving Year F	
C1	Autonomous learning [1] (including time management) within defined guidelines with personal responsibility for initiating and completing tasks and procedures.
C2	Teamwork as would be necessary for employment requiring adaptation to enable effective work with others.
C3	Communication skills that demonstrate an ability to clarify tasks and communicate outcomes in defined contexts.
C4	IT skills and digital literacy provide a platform from which further study can be undertaken to enable development of new skills within a structured and managed environment.

Programme content

This programme comprises the following modules

Key:

Core = C

Required = R

Required* = R*

Optional = O

Not available for this status = N/A

If a particular status is greyed out, it is not offered for this programme.

Subject offered as single and/or combined award

Business and Management Foundation Year				Status	
Level	Code	Title	Credits	Single	Joint
F	BMAF010-40	Academic and Career Foundation	40	C	
F	BMAF011-20	Digital Essentials	20	C	
F	BMAF012-40	Introduction to Analytics	40	C	
F	BMAF013-20	Introduction to Business and Management	20	C	

Assessment methods

A range of summative assessment tasks will be used to test the Intended Learning Outcomes in each module. These are indicated in the attached assessment map which shows which tasks are used in which modules.

Students will be supported in their development towards summative assessment by appropriate formative exercises.

Work experience and placement opportunities

Relevant work experience is an important aspect of studying and preparing for a career in Business and Management. “The Academic and Career Foundation” module will support you in reviewing your current strengths and planning action towards your personal and professional development, including reviewing applications for volunteering, work experience and jobs. This will lead on to you developing a portfolio comprising a personal statement, completed application for a volunteer/work experience placement with a relevant C.V. and a skills development action plan. You will also study “Digital Essentials”. Studying digital essentials is crucial in today's tech-driven world. It ensures competitiveness in the job market, enhances productivity, and adapts to evolving tools. It's a career imperative for the modern age. You will be able to use these materials to gain work experience alongside your Foundation Year, but they will also provide a great foundation for work experience in your degree course.

Additional Course Costs

Module Code & Title	Type of Cost	Cost
N/A	N/A	N/A

Graduate Attributes

	Bath Spa Graduates...	In Business and Management, we enable this...
1	Will be employable: equipped with the skills necessary to flourish in the global workplace, able to work in and lead teams	By ensuring employability is embedded in all aspects of our programme, providing numerous opportunities for you to engage and facilitate team activities and

		encouraging you to engage in work placement opportunities. There is a strong emphasis on evaluating and improving personal employability through skills development and self-reflection.
2	Will be able to understand and manage complexity, diversity and change	By improving your project management skills enabling you to manage complexity and change. We will develop your ability to plan and organise projects; to monitor, react and to co-ordinate activities and to work to address and overcome problems in diverse teams.
3	Will be creative: able to innovate and to solve problems by working across disciplines as professional or artistic practitioners	By providing opportunities for you to creatively solve problems – suggesting ideas, innovating and seeing new ways of doing things - in different business areas. You will learn about, and be able to use with confidence, several creative thinking techniques.
4	Will be digitally literate: able to work at the interface of creativity and technology	By enabling you to engage with a range of digital resources across the programme. Innovative assessments will develop your ability to collaboratively learn (e.g., a wiki), to contribute to online discussion boards, to participate in business simulations and to use multimedia to present your ideas.
5	Will be internationally networked: either by studying abroad for part of	By enabling you to participate in collaborative activities, with a diverse

	the programme, or studying alongside students from overseas	range of staff and students from across the world, thus developing your intercultural awareness. We will promote and encourage you to engage in opportunities with global reach, such as study abroad and international work placements.
6	Will be creative thinkers, doers and makers	By encouraging you to generate creative and effective solutions to organisational problems ensuring you have the ability to analyse and criticise, using sound arguments; identifying and solving problems; weighing up options, evaluating risk and making and implementing decisions.
7	Will be critical thinkers: able to express their ideas in written and oral form, and possessing information literacy	By supporting you to take responsibility for your own learning and to be curious about the world and your community. Your assessments will require you to communicate appropriately and effectively either orally, in writing or via other media. You will be competent at finding business information, understanding it and making effective use of it to make decisions.
8	Will be ethically aware: prepared for citizenship in a local, national and global context	By developing your skills of reflection and encouraging you to review, question and rethink your own values and assumptions to adjust and improve your awareness of ethical issues. Our wide-ranging curriculum

		will also help you understand the importance of diversity and inclusion in an education and professional setting.
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Modifications

Module-level modifications

Code	Title	Nature of modification	Date(s) of approval and approving bodies	Date modification comes into effect

Programme-level modifications

Nature of modification	Date(s) of approval and approving bodies	Date modification comes into effect

Attached as appendices:

1. Programme structure diagram
2. Map of module outcomes to level/programme outcomes
3. Assessment map
4. Module descriptors

Appendix 1: Business and Management Foundation Year Programme Structure Diagram

**Cohort entry points are in March, June and September. Each Study Block has a teaching period of around 13 weeks*

Full-Time (1-Year)	
Level F	
Semester 1	Semester 2
Core	
BMAF010-40 Academic and Career Foundation	BMAF012-40 Introduction to Analytics
BMAF011-20 Digital Essentials	BMAF013-20 Introduction to Business and Management
Rule Notes: Cohort entry points are in March, June, and September. Each Study Block has a teaching period of around 13 weeks.	

Appendix 2: Map of module outcomes to level/programme outcomes

Please indicate (x) in the relevant boxes the modules in which level/programme Intended Learning Outcomes are being assessed.

Level	Module Code	Module Title	Status (C,R,R*,O) ¹																
				Subject-specific Skills and Knowledge					Cognitive and Intellectual Skills					Skills for Life and Work					
				A1	A2	A3	A4	A5	B1	B2	B3	B4	B5	C1	C2	C3	C4		
F	BMAF010-40	Academic and Career Foundation	C		X			X	X			X	X	X		X	X	X	
F	BMAF011-20	Digital Essentials	C	X				X					X				X	X	
F	BMAF012-40	Introduction to Analytics	C				X	X	X	X	X		X	X			X	X	
F	BMAF013-20	Introduction to Business and Management	C	X	X	X	X	X	X	X	X	X	X	X	X	X			X

Appendix 3 : Assessment map

Level	Module Code	Module Title	Status (C,R,R*, O) ¹	Assessment method		
				Coursework		Practical
				Portfolio	Report	Presentation
F	BMAF010-40	Academic and Career Foundation	C	X	X	
F	BMAF011-20	Digital Essentials	C	X		
F	BMAF012-40	Introduction to analytics	C	X		X
F	BMAF013-20	Introduction to Business and Management	C		X	