

# Business and Management Foundation Year

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Awarding institution	Bath Spa University
Teaching institution	Bath Spa University London Fairfield School of Business Elizabeth School of London
School	Bath Business School
Main campus	Bath Spa University London
Other sites of delivery	Fairfield School of Business, Croydon Fairfield School of Business, Birmingham Elizabeth School of London, Leeds
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
Duration of award	1 year full-time
Modes of delivery offered	Campus-based
Regulatory Scheme[1]	Foundation Academic Framework

Exemptions from regulations/framework[2]	No
Progression route for	BA (Hons) Business and Management  BA (Hons) Business and Management (Tourism 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
Relevant QAA Subject Benchmark Statements (including date of publication)	Business and Management Benchmark Statement (2015)  Foundation Year Academic Framework (2018)
Date of most recent approval	August 2018
Date specification last updated	January 2023

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

[2] See section on 'Exemptions'

## Exemptions

There are no exemptions.

## **Programme Overview**

The Business and Management Foundation Year provides a supportive learning environment that prepares students for their progression onto the BA (Hons) Business and Management programme. The modules you study will develop a broad range of skills and knowledge that will prepare you for degree level study. The programme develops students to be innovative, responsible and well connected within local, national and international contexts. This programme is ideal for students who wish to progress onto a degree that will provide them with a firm foundation to build a successful career in leadership and management across a range of business sectors.

You will join a collegiate academic community that champions lifelong learning, supported by research and practice informed teaching.

## Programme Aims

1. Engage learners in a distinctive programme of business education that prepares students to progress to degree level study and succeed in the sector within the local and national business environment.
2. Equip students with the necessary general theory and understanding of the changing business environment and introduce students to approaches to problem solving relevant to Business and Management.
3. Develop enterprising behaviour through professional and personal development – preparing learners to be adaptable and opportunity-ready.
4. Equip learners with the knowledge of a range of tools to enable communication and collaboration including an understanding of how digital technologies are used to develop professional networks.
5. Develop understanding of the nature of the global forces which shape contemporary organisations - economic, social, ethical, political, ecological, technological and regulatory.
6. Introduce learners to the concept of ethical awareness and to think about the positive and negative effects of differing business and management practices, before making judgements about their value and implications.

## Programme Intended Learning Outcomes (ILOs)

### A Subject-Specific Skills and Knowledge

	<b>Programme Intended Learning Outcomes (ILOs)</b> <b>On Achieving Year F</b>
A1	<i>The Business Environment:</i> understand global forces (economic, social, ethical, political, ecological, technological and regulatory) within the business environment.
A2	<i>Organisations:</i> understand how organisations work and how design and development affects change, culture and values within the context of Business and Management.
A3	<i>Strategy:</i> knowledge of business policy and strategy.
A4	<i>Innovation and Enterprise:</i> understand business innovation and enterprise development.
A5	<i>Finance:</i> understand the different sources of finance and the use of these systems for planning and control.

### B Cognitive and Intellectual Skills

	<b>Programme Intended Learning Outcomes (ILOs)</b> <b>On Achieving Year F</b>
B1	Apply thinking skills that use sound judgement.
B2	Employment of numeracy skills that manipulate numerical data.
B3	Find and use digital sources to identify relevant business information.
B4	Recognise the need for individuals to manage and behave in a socially responsible way.

### C Skills for Life and Work

	<b>Programme Intended Learning Outcomes (ILOs)</b> <b>On Achieving Year F</b>
C1	Autonomous learning <a href="#">[1]</a> (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 that provide a platform from which further study can be undertaken to enable development of new skills within a structured and managed environment.

[3] i.e. the ability to review, direct and manage one's own workload

## 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	BMAF004-20	Introduction to Business and Management	20	C	
F	BMAF008-20	Planning Your Career in Business	20	C	
F	BMAF001-20	Communication for Professionals	20	C	
F	BMAF007-20	Introduction to Digital Marketing and Social Media	20	C	
F	BMAF000-20	Academic Study Skills	20	C	
F	BMAF006-20	Basic Statistics and ICT	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 'Personal and Professional Development' 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 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, especially at Level 5 (Year 2).

## Additional Costs Table

Module Code & Title	Type of Cost	Cost



## Graduate Attributes

Bath Spa University has the following Graduate Attributes and you will start your progress towards these on the foundation year by:

	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, a number of 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 the their programme, or studying alongside students from overseas	By enabling you to participate in collaborative activities, with a diverse range of students from across the world, thus developing your intercultural awareness. We will promote and encourage you to engage in opportunities for 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.

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 in order to adjust and improve your awareness of ethical issues.
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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
BMAF0 04-20	Introduction to Business and Management	Change to assessments  Change of semester	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 05-20	Personal and Professional Development	Module deleted	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 08-20	Planning Your Career in Business	New module	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 01-20	Communication for Professionals	Change to assessments  Change to module ILO  Change of semester	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 02-20	Digital Business	Module deleted	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 07-20	Introduction to Digital Marketing and Social Media	New module	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 00-20	Academic Study Skills	Change to assessments	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 03-20	Foundation Project	Module deleted	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 06-20	Basic Statistics and ICT	New module	Business & Design Joint SQMC - 02 March 2021	2020/21
BMAF0 06-20	Basic Statistics and ICT	Change to outline syllabus  Change to module ILO  Change to assessments	Business & Design Joint SQMC - 23 November 2022	March and June 22-23 intakes

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

Single Honours	
Full-Time	
Level F	
Semester 1	Semester 2
Core Modules	
BMAF000-20 Academic Study Skills	BMAF001-20 Communication for Professionals
<i>BMAF006-20 Basic Statistics and ICT</i>	BMAF004-20 Introduction to Business and Management
<i>BMAF008-20 Planning Your Career in Business</i>	BMAF007-20 Introduction to Digital Marketing and Social Media
<b>Rule Notes:</b> The overall outcome for a Foundation Year is pass/fail only. All modules must be passed to pass the Year.	

## Appendix 2: Map of Intended Learning Outcomes

Level	Module Code	Module Title	Status  (C,R,R*,O)[4]	Intended Learning Outcomes												
				Subject-specific Skills and Knowledge					Cognitive and Intellectual Skills				Skills for Life and Work			
				A1	A2	A3	A4	A5	B1	B2	B3	B4	C1	C2	C3	C4
F	BMAF004-20	Introduction to Business and Management	C	X	X	X	X	X		X	X			X		X
F	BMAF008-20	Planning Your Career in Business	C		X				X			X	X		X	
F	BMAF001-20	Communication for Professionals	C			X			X		X	X	X		X	X
F	BMAF007-20	Introduction to Digital Marketing and Social Media	C	X	X		X		X		X	X		X	X	X
F	BMAF000-20	Academic Study Skills	C	X	X				X		X	X	X	X	X	
F	BMAF006-20	Basic Statistics and ICT	C		X				X		X	X	X		X	

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[4] C = Core; R = Required; R\* = Required\*; O = Optional

### Appendix 3: Map of Summative Assessment Tasks by Module

Level	Module Code	Module Title	Status (C,R,R*,O)[5]	Assessment method							
				Coursework					Practical		Written Examination
				Reflection	Report	Portfolio	Timed assessment	Project Plan	Practical Project	Presentation	Written Evaluation
F	BMAF004-20	Introduction to Business and Management	C							X	
F	BMAF008-20	Planning Your Career in Business	C			X			X		
F	BMAF001-20	Communication for Professionals	C				X			X	
F	BMAF007-20	Introduction to Digital Marketing and Social Media	C							X	
F	BMAF000-20	Academic Study Skills	C		X						
F	BMAF006-20	Basic Statistics and ICT	C		X				X		

[5] C = Core; R = Required; R\* = Required\*; O = Optional