

CertHE Business and Management (BSUL)

Programme specification document



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Overview

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	n/a

Other Schools involved in delivery	n/a
Name of award(s)	Business and Management
Qualification (final award)	CertHE
Intermediate awards available	N/A
Routes available	Single
Professional Placement Year	N/A
Duration of award	1 year full-time
Modes of delivery offered	Blended learning, campus and online
Regulatory Scheme[1]	Undergraduate Academic Framework
Exemptions from regulations/framework[2]	No
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)	TBC
Relevant QAA Subject Benchmark Statements (including date of publication)	Business and Management Benchmark Statement (2023)
Date of most recent approval	September 2025
Date specification last updated	September 2025

[1] This should also be read in conjunction with the BSU Qualifications Credit Framework

[2] See section on ‘Exemptions’

Exemptions

The following exemptions are in place:

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

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

Programme Overview

The Business and Management Certificate of Higher Education programme provides a stimulating and supportive learning environment that fosters creativity. Students are able to develop critical thinking and research skills, as well as an understanding of organisations and the business environment. The course is ideal for students who wish to obtain a CertHE in Business and Management at Level 4. This is a standalone qualification. Alternatively, students may wish to utilise it as an entry route to a HE Diploma (Level 5) or to complete two additional years for a degree qualification.

You will learn about management elements and global external influences on organisations. You will have the opportunity to apply creative thinking to contemporary issues in business and management. You will also learn to reflect on your professional development and to set goals and objectives as a lifelong learner. You will develop skills and behaviours which will benefit you in the professional world, such as numeracy, team work and communication skills.

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

Programme Aims

The aims of this programme are to:

- Engage learners in a distinctive programme of business education that unleashes creativity and innovation and prepares graduates to succeed in the global environment.
- Equip students with a foundation of business and management knowledge, as well as research and numeracy skills.
- Develop critical and creative thinking, and reflective skills to foster continuous professional development.
- Empower learners to use a range of tools to communicate and collaborate; understanding and applying digital technologies.
- Develop understanding of the nature of the global forces which shape contemporary organisations - economic, social, ethical, political, ecological, technological and regulatory.

Programme Intended Learning Outcomes (ILOs)

A Subject-Specific Skills and Knowledge

	On Achieving Level 4 you will be able to
A1	<i>The Business Environment:</i> identify the global forces (economic, social, ethical, political, ecological, technological and regulatory) which shape contemporary organisations.
A2	<i>Organisations:</i> explain how organisations work and to consider how design and development affects change, culture and values.
A3	<i>Strategy:</i> define business policy and strategy including an understanding of appropriate change management and stakeholder interest.
A4	<i>Innovation and Enterprise:</i> describe business innovation and enterprise development.
A5	<i>Finance:</i> identify the sources, uses and management of finance and the use of accounting and other information systems for planning and control.

B Cognitive and Intellectual Skills

	On Achieving Level 4 you will be able to
B1	Apply critical and creative thinking skills that uses sound arguments and suggests solutions and ideas and reviews organisations and their practices.
B2	Employ numeracy skills that develop quantitative techniques to manipulate numerical data.
B3	Research and use digital sources to search for and find relevant business information.
B4	Recognise the need for individuals and managers to manage and behave in a socially responsible way.

C Skills for Life and Work

	On Achieving Level 4 you will be able to
C1	Work Independently Manage your own learning and time.
C2	Work with Others Work collaboratively with others.
C3	Communicate with Impact Communicate accurately and reliably with others.
C4	Demonstrate Digital Fluency Use digital skills productively.

[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				Status	
Level	Code	Title	Credits	Single	Joint
4	BMA4000-20	The Business Environment	20	C	
4	BMA4001-20	Organisational Behaviour and Management	20	C	
4	BMA4002-20	Economics and Globalisation	20	C	
4	BMA4003-20	Managing Data	20	C	
4	BMA4004-20	Design Thinking for Enterprise	20	C	
4	BMA4005-20	Professional Practice	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.

Assessments are designed to be authentic in nature, meaning they are based on real organisations and/or simulate tasks that will be undertaken in the business world.

Please note: if you choose an optional module from outside this programme, you may be required to undertake a summative assessment task that does not appear in the assessment grid here in order to pass that module.

Additional Course Costs

Module Code & Title	Type of Cost	Cost

Graduate Attributes

Graduate Attribute	While at Bath Spa, I will develop my ability to:	This programme will help me to do this through:
Confidently Self-Aware	Reflect on and recognise my unique skills, strengths, and values and be able to apply and articulate them in a range of different contexts.	Self-reflection on my skills, strengths and professional values through the Professional Practice module. Activities such as CV development, LinkedIn profiling, and reflective portfolios enable me to articulate my capabilities in business and workplace contexts.
Emotionally Attuned	Be mindful of how my actions and emotions impact those around me so I can better navigate difficult situations and build effective interpersonal relationships.	Through group work in Organisational Behaviour and Management and collaborative projects across modules, students learn how their actions and behaviours impact others. Case studies and reflective tasks help them navigate interpersonal challenges and develop effective workplace relationships.

Graduate Attribute	While at Bath Spa, I will develop my ability to:	This programme will help me to do this through:
Inclusive Collaborator	Contribute independently to collaborative projects while working effectively with others, valuing diversity and respecting individual differences.	Team projects in modules such as The Business Environment and Design Thinking for Enterprise require students to work inclusively with peers from diverse backgrounds. This develops respect for cultural and individual differences while preparing them for global workplaces.
Adaptable Innovator	Embrace challenges, taking risks where needed and applying individual and collective problem solving.	The Design Thinking for Enterprise module explicitly develops creativity and problem-solving through experimentation, digital tools, and AI. Students learn to embrace challenges, take calculated risks, and apply innovative thinking to business problems.
Critical Thinker	Keep an open mind, ask curious questions and think creatively to gain a deeper and broader understanding of global perspectives and the world around me.	Core modules like Economics and Globalisation and Managing Data foster critical and analytical thinking. Students are encouraged to ask questions, evaluate sources, and develop deeper understanding of global issues that influence organisations.
Forward Thinker	Set goals, plan ahead and utilise resources to support my personal ambitions and achieve my own version of success.	Professional development planning, embedded in Professional Practice, equips students to set goals, plan ahead, and align their learning with career ambitions. Emphasis on lifelong learning builds resilience for future study or employment.
Ethical Leader	Act with empathy, making decisions grounded in ethical principles while advocating for sustainability and positive social change.	Through The Business Environment and Organisational Behaviour and Management, students explore ethics, sustainability, and corporate responsibility. They learn to make decisions based on fairness, empathy, and social awareness.

Graduate Attribute	While at Bath Spa, I will develop my ability to:	This programme will help me to do this through:
Responsible Self-Starter	Be accountable for my actions and decisions while demonstrating creativity, proactivity, and a focus on solutions.	Autonomous learning is embedded throughout the programme. Independent research projects, reflective portfolios, and problem-based assessments encourage students to take responsibility, show initiative, and propose solutions in academic and professional contexts.
Compassionately Resilient	Respond to setbacks with a reflective and positive attitude, flexibility and a self-caring approach.	The block-teaching model and varied assessments challenge students to adapt, manage setbacks, and maintain a positive outlook. Reflection tasks across modules promote self-care, adaptability, and perseverance.
Digitally Resourceful	Utilise and responsibly leverage existing and emerging technologies to solve problems and communicate.	Modules such as Managing Data and Design Thinking for Enterprise require the use of spreadsheets, digital tools, AI, and multimedia platforms. Students build digital fluency and learn to responsibly use technologies to analyse, communicate, and present business insights.

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

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Attached as appendices:

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

Appendix 1: Programme Structure Diagram – Cert HE Business and Management

Level	SEMESTER 1	SEMESTER 2
4	BMA4005-20 Professional Practice	BMA4004-20 Design Thinking for Enterprise
4	BMA4003-20 Managing Data	BMA4002-20 Economics and Globalisation
4	BMA4000-20 The Business Environment	BMA4001-20 Organisational Behaviour and Management



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
4	BMA4000-20	The Business Environment	C	X		X			X		X		X	X	X	X

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
4	BMA400 1-20	Organisational Behaviour and Management	C		X		X	X		X		X	X	X	X	X
4	BMA400 2-20	Economics and Globalisation	C	X	X			X	X	X	X	X	X	X	X	X
4	BMA400 3-20	Managing Data	C			X		X	X	X	X		X	X	X	X
4	BMA400 4-20	Design Thinking for Enterprise	C			X	X		X	X	X		X	X	X	X
4	BMA400 5-20	Professional Practice	C		X	X			X			X	X		X	X

[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	Essay	Portfolio	Presentation	Set exercises	Time Constrained Assessment
4	BMA4000-20	The Business Environment	C	1x				1x		
4	BMA4001-20	Organisational Behaviour and Management	C		1x		1x			
4	BMA4002-20	Economics and Globalisation	C			1x				1x
4	BMA4003-20	Managing Data	C							1x
4	BMA4004-20	Design Thinking for Enterprise	C			1x				
4	BMA4005-20	Professional Practice	C				1x	1x		

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