

**PROGRAMME SPECIFICATION**

**School of Education  
One & Two Semester Pre-Masters in Education**

**FHEQ 6**

Version	Current Version	1.2	March 2021
	Prior Version/s	1.1	January 2020

**PATHWAY/s**

Pathway Type	Postgraduate		
Pathway Areas	Education		
Pathways/s	Education	-	-
Pathway Provision	College: FHEQ Level/s	6	
	University: FHEQ Level/s	7	
Awarding University	University of Hertfordshire		
Awards by Pathway Education	Degree awards	FHEQ Award Level	
	MA Education	7	
	MA Early Childhood Education	7	
Subject Benchmark Statements	QAA: Education Studies 1087 02/15		
College Status	Associate College		
College Location	College Lane Campus, Hatfield		
University Location	De Havilland Campus, Hatfield		
University Faculty	School of Education		
University School/s	Education		
Rationale	<p>The existing partnership between the College and the University of Hertfordshire facilitates the acquisition of a postgraduate degree by international students who, because of their previous educational experience, are not normally able to gain direct access to the University's degree courses.</p> <p>The Pre-Masters in Education pathway has therefore been developed to ensure that international students have a dedicated period of time, in a safe setting, to adjust to and acquire the skills to prepare for further studies within a western learning environment. This pathway aims to facilitate access to a Masters programme for international students who want to further develop understanding of a wide range of educational contexts and perspectives.</p> <p>This pathway enables students to prepare for the University of Hertfordshire's MA Education programme by providing them with a range of inter-disciplinary modules designed to develop the necessary skills and values that will support them in their studies at the University of Hertfordshire. Alongside the inter-disciplinary modules covering Academic English and Business fundamentals students will also study on two Education specific modules ('Education and Society' and 'Approaches to Learning') to further aid their development.</p>		
Educational Aims	<p>The programme, Pre-Masters in Education, has been devised in accordance with Navitas UK general educational aims along with those formulated for the College, and the nominated outcomes desired by the School of Education, to impart a high quality of education in the disciplines required.</p> <p>The educational aims of the programme are to:</p> <ol style="list-style-type: none"> <li>1. Prepare students, who would not normally be considered qualified, to an appropriate standard for entry into the School of Education at FHEQ Level 7 of the prescribed postgraduate degree schemes.</li> <li>2. To endow each individual with an educational pathway that augments opportunities for professional employment and development in the commercial sector at both a national and international level.</li> <li>3. Ensure that students have attained the prescribed level of inter-disciplinary language competence described as Level B2 'Independent User' by the Council of Europe, see Common European Framework of Reference for languages: Learning, teaching assessment 2001, Council of Europe, CUP, Cambridge, p. 24, Table 1. Common Reference Levels.</li> </ol>		

**PROGRAMME**

Title	Pre-Masters in Education		
FHEQ	6		
Credit Points	One (1) Semester: 75 OR Two (2) Semesters: 120		
Duration of Study	Two (2) Semesters		
Weeks of Study	Twelve (12) or Twenty Four (24) weeks		
Mode of Study	Full-time		
Mode of Delivery	Face to Face		
Notional Hours	One (1) Semester: 750 OR Two (2) Semesters: 1200		
Contact Hours	One (1) Semester: 200 OR Two (2) Semesters: 320		
Directed Study Hours	-		
Self-directed Study Hours	One (1) Semester: 550 OR Two (2) Semesters: 880		
Delivery Model	Standard Delivery Model (SDM)		
Language of Delivery	Delivery	English	
	Assessment	English	
	Council of Europe	Common language reference level B2 Independent User	
	ACL Accreditation	Interactive Learning Skills and Communication	
Intended Learning Outcomes	<p><b>Generic:</b> All modules have a set of Generic Learning Outcomes (LOs) attached to them, see relevant Definitive Module Documents (DMDs). These provide a basic set of core transferable skills that can be employed as a basis for further study and life-long learning. They are delivered using an interdisciplinary and progressive approach underpinned by English language support in all modules and a focus on Academic Writing, to build these core skills within the context of subject-specific learning. Incorporated in these core skills are the key themes of relationship-management, time-management, professional communication, technological and numerical understanding and competency.</p> <p>The Generic LOs for the programme are tabled below:</p>		
	Key knowledge will be demonstrated by demonstrated understanding of:	Key skills will be demonstrated by the ability to:	
	Personal organisation and time-management skills to achieve research goals and maintain solid performance levels.	Meet converging assessment deadlines – based on punctuality and organisation with reference to class, group and individual sessions within a dynamic and flexible learning environment with variable contact hours and forms of delivery.	
	Understanding of the importance of attaining in-depth knowledge of terminology as used in a given topic area, as a basis to further study.	Communicate clearly using appropriate nomenclature to enhance meaning in all oral and written assessments with no recourse to collusion or plagiarism.	
	Understanding, knowledge and application of appropriate and effective methods of communication to meet formal assessment measures.	Present clearly, coherently and logically in a variety of oral and written formats using a variety of appropriate qualitative and quantitative tools and evidence bases.	
	Understanding and knowledge as to the development of the industry and/or scholarship in relation to a given topic under study.	Demonstrate an understanding of the current themes of a given topic, the academic and practical foundation on which they are based – demonstrated by a lack of plagiarism and need for collusion in both individual and group work.	
	Understanding of the rules applying to plagiarism and collusion.	Collate, summarise, reason and debate/argue effectively on a given topic with appropriate reference to another's work or ideas/concepts.	
	Ability to work as an individual, in a small team and in a larger group to effect data collation, discussion and presentation of evidence.	Meet and succeed in each of the varied assessments presented.	
	<p><b>Specific:</b> Module-based LOs are described as Specific LOs and combine to make up the Intended LOs of the programme/stage of study. Specific LOs for a module are fully expressed in the relevant DMD and Module Guide (MG). Specific LOs for the majority of modules are blended from the relevant and current University Module Outlines at FHEQ Level 6 / 7 to ensure parity, see Appendix 3 in this document.</p> <p><b>Intended:</b> Each programme/stage of study incorporates a set of Intended LOs to define the wider academic-based knowledge and skills acquisition. These key areas are described and tabled below:</p>		
	A	Knowledge and Understanding	
	To obtain a knowledge and understanding:	Teaching/learning methods and strategies:	Assessment methods and strategies are tested via...
1	Evaluate how policy impacts on relevant areas (education, business) in an informed and systematic way.	Acquisition of A1-A6 is through a combination of lectures, tutorials, coursework and project work.	Testing of the knowledge base is through a combination of online, in-class tests and assessed coursework. Formative assessment can take many forms, e.g. essay assignments, staged projects, case studies, reports,
2	Analyse educational issues systematically.	Throughout, the learner is encouraged to undertake	
3	The nature and complexities of		

		organisations and the way in which they are managed;	independent reading both to supplement and consolidate what is being taught/learnt and to broaden their individual knowledge and understanding of the subject.	discussions and presentations
4		The external environment in which organisations operate;		
5		The research process and methods of acquiring, interpreting and analysing information;		
6		How to communicate in English in academic and business contexts to a level equivalent to IELTS 6.5.		
B	<b>Cognitive/Intellectual Skills</b>			
		To obtain intellectual/cognitive skills with the ability to:	Teaching/learning methods and strategies	Assessment methods and strategies via...
1		Utilise cognitive skills of critical thinking, analysis and synthesis	Intellectual skills are developed throughout the programme by the methods and strategies outlined in section A, above.  Cognitive skills are a feature of all modules at FHEQ level 6. Throughout, the learner is encouraged to develop intellectual skills further by independent study	Intellectual skills are assessed via in-class tests, coursework and assessed project work.
2		Conduct research into business and management issues		
3		Achieve effective problem-solving and decision-making using appropriate quantitative and qualitative techniques.		
C	<b>Practical Skills</b>			
		To obtain practical skills with the ability to:	Teaching/learning methods and strategies	Assessment methods and strategies via...
1		Be an effective learner in terms of time, planning and behaviour, motivation, individual initiative and enterprise;	Practical skills are developed throughout the programme by the methods and strategies outlined in sections A and B, above.  Skill C1 is encouraged throughout, and developed in coursework assignments, group and project work. Skill C2 is developed through group work and the use of case studies. Skill C3 is developed through tutorials and group based coursework assessment, and further developed through feedback on coursework reports, oral presentations and project reports.	Skill C1 is assessed by group-based coursework assessment.  Skill C2 is assessed through group and project work.  Skill C3 is assessed through coursework, oral presentations, project reports and examinations.
2		Be self-aware, open and sensitive to diversity in terms of people, cultures, business and management issues;		
3		Develop interpersonal skills of effective listening, negotiating, persuasion, and presentation.		
D	<b>Transferable Skills</b>			
		To obtain transferable skills with the ability to:	Teaching/learning methods and strategies	Assessment methods and strategies via...
1		Communicate effectively, both orally and in writing;	Transferable skills are developed throughout the programme by the methods and strategies outlined in sections A, B and C, above. Skill D1 is developed through the same TL strategies as in section A as well as feedback on all coursework. Skill D2 is applied through use of the web for researching materials, and is developed in preparing in-course assessments. Skill D3 is developed through tutorials and group-based coursework assessment. Skill D4 is acquired through tutorials and coursework. Skill D5 is developed in specific tutorials and promoted throughout the programme.  Throughout, the learner is encouraged to develop transferable skills by maintaining a record of evidence and completing a personal development plan.	Transferable skills are assessed through:-  Skills D1 and D2 are assessed through all types of coursework.  Skill D3 is assessed by group-based coursework assessment.  Skill D4 is assessed via coursework and project work.  Skill D5 is not directly assessed.
2		Make effective use of relevant IT tools;		
3		Work effectively within a team;		
4		Manipulate, sort and present data;		
5		Learn to learn effectively.		
Assessment	<b>Summary:</b>			

## Regulations

The programme is compliant with both the generic assessment regulations of Navitas UK and those of the College.

Each module within the programme/stage of study has an associated Module Outline that may be broadened into a Definitive Module Document (DMD) either of which will be provided to students at the beginning of their studies. These documents offer generic information on the Aims and Specific LOs of the subject/s under study, basic references and the attendance and notional contact requirements. They also include topics/subject areas of study and outlines of the assessment events. Each module has an associated textbook, as prescribed by the University's Module Outlines, and a specifically developed Module Guide (MG) which includes the types of assessment activities employed, teaching methods, resources, assessment criteria and expectations, contact details of the tutor/s, referencing (if applicable) and submission/completion requirements. Contained is also a detailed lecture-by-lecture schedule of subjects students can be expected to cover over the teaching period. This acts as a useful reference for study and revision purposes. All assessment is designed to reflect and measure both an individual's and a cohort's achievement against the Specific LOs of the module and Intended LOs of the programme.

In-course written, reading, listening and oral assessment is built into all modules through general interaction between tutors and students, student peer review and small group tutorials or individual tutorials/appraisals. Modes of assessment include essay/report writing, oral presentation (group or individual, and poster), portfolio, and e-based, in-class or take home exercises/tests.

All written assessments must follow certain criteria in style and submission as noted in the relevant Module Guides or Module Introductory Document and Student Guide. This form of assessment is considered fundamental to a student's ability to communicate ideas and evidence with clarity, relevance and logic in a planned and organised manner. Plain writing style, syntax and grammar are core skills that can be enhanced to support the maturing of individual students' composition and thus academic and transferable proficiency.

Oral presentations, whether part of formal or informal assessment practice, are encouraged within all modules as they promote, among others, transferable skills and can identify those students who may be plagiarising material. It is advised, however, that they should not make up more than 60% of the final module mark unless as part of the learning rationale. Oral group presentations should ideally contain no more than five (5) students, unless specific reasoning is applied. Each member, irrespective of their role, should be awarded the same mark unless where obvious differentiation arises. This form of expression should not be allocated more than fifty (50) minutes per group, with less than a 30% weighting. Time limits must be upheld by tutors so as to ensure all students have the same opportunity to perform. Furthermore, tutors ought to notify students as to the materials available to them before preparation takes place.

Final summative examination normally adheres to closed-book, invigilated, timed conditions and takes place during allocated exam periods of a programme. It represents a measure of a student's achievement as a consequence of the Specific LOs associated with a module. It is utilised as a key measure of quality in teaching standards and provides a basis to aspects of delivery and environment which takes place at the conclusion of a semester by College academic services. Marks indicated in the relevant DMDs cannot be referred. Only in extenuating circumstances, sickness, personal tragedy or in the possibility of a clerical error, will deferral take place.

Formal assessment modalities (coursework and examination, respectively), combine to produce the following weightings applied to any given module:

Coursework	Examination
100%	0%
70%	30%
60%	40%
50%	50%
40%	60%
30%	70%
0%	100%

Successful completion of a module is based on attaining the required overall pass grade prescribed. All students must achieve a grade B\* in the Interactive Learning Skills and Communication (see DMD ILS005). The assessment mode for a given module is based on the desired Specific LOs, their expressions can be found in the relevant DMD. Students must be briefed at the beginning of each module as to which weightings are in use. They should also be clearly advised as to the marking criteria and, hence, the achievement requirements for each grade cluster.

Where a student has a special need or disability, appropriate steps must be taken by the College,

	<p>academic staff and/or internal/external invigilators to ensure that the need is recognised and a justified outcome identified.</p> <p><u>Demonstration of achievement:</u> Students must pass all modules at the prescribed grade in order to progress to the next stage of their educational continuum, see Progression Criteria, below.</p> <p><u>Categories of performance and grading levels:</u> A and A*(High Distinction) – Distinctive level of knowledge, skill and understanding which demonstrates an authoritative grasp of the concepts and principles and ability to communicate them in relation to the assessment event without plagiarism or collusion. Indications of originality in application of ideas, graphical representations, personal insights reflecting depth and confidence of understanding of issues raised in the assessment event. B and B* (Distinction) – Level of competence demonstrating a coherent grasp of knowledge, skill and understanding of the assessment and ability to communicate them effectively without plagiarism or collusion. Displays originality in interpreting concepts and principles. The work uses graphs and tables to illustrate answers where relevant. Ideas and conclusions are expressed clearly. Many aspects of the student’s application and result can be commended. C (Credit) – Level of competence shows an acceptable knowledge, skill and understanding sufficient to indicate that the student is able to make further progress. The outcome shows satisfactorily understanding and performance of the requirements of the assessment tasks without plagiarism or collusion. Demonstrates clear expression of ideas, draws recognisable and relevant conclusions. D (Pass) – Evidence of basic competence to meet requirements of the assessment task and event without plagiarism or collusion. Evidence of basic acquaintance with relevant source material. Limited attempt to organise and communicate the response. Some attempt to draw relevant conclusions. F (Fail) – The student’s application and result shows that the level of competence being sought has not yet been achieved. The assessed work shows a less than acceptable grasp of knowledge, skill and understanding of the requirements and communication of the assessment event and associated tasks.</p> <p><u>Generic marking criteria:</u> Response – the response must address all parts of the question, that is not just a part or parts of the question. A response that is not specifically tailored to the needs of the question will not be accepted. Structure – the student has identified the main issues of the question and attached the appropriate emphasis to them; has stated their agreement accurately and in some detail; and has utilised the supporting data. Context – the student has displayed knowledge of the basic subject matter under assessment; has included only relevant material where required; has provided a written agreement or mathematical/numerical/diagrammatic/modelled statement and, in doing so, has addressed all aspects of it in reaching a conclusion; and has provided a clear understanding of a question in reaching a conclusion. Presentation – due credit, specified as a percentage of the marking criteria, will be given for a succinct and fluent writing style. Illegible material will not be given due credit, specified as a percentage of the marking criteria. Penalty – a student will be penalised if they have not tackled each issue of a question separately, stating their agreement and or rationalised progression, and then applying this to the facts; and will be penalised for not providing evidence of academically based reasoning in an answer. Sources – the student should provide accurate referencing; it is essential that a student does not plagiarise from any source.</p>
Moderation	<p>Summary: 10% sample of all assessment components by a subject specialist. External Examiner where necessary.</p>
Progression Criteria	<p>Summary: minimum pass mark of 50% achieved for all modules listed.</p>
Failure to Progress	<p>Summary: a student may not fail a module on more than two (2) occasions, failure of the module requires that a student re-take the entire module at full cost; failure of a student to complete a module on the re-take of that module will result in referral to the College Learning and Teaching Board for a student management decision. (The University will not be incumbent to progress students who fail).</p>
Associated	<p>With the exception of ILSC, all University prescribed modules form the basis of the curriculum, see</p>

Documentation	Appendix 3 for the conversion of nomenclature – for the purpose of clarity, the University modules will be referred to under College module coding guidelines.						
	Definitive Module Documents (DMDs) as follows: DMD/PMAE; DMD/PG1000; DMD/PG1002; DMD/PG1003; DMD/PG1005; DMD/EDP101; DMD/EDP102; DMD/ILS005						
	Module Guides (MGs) or Module Introductory Documents as follows: DMD/PMAE; DMD/PG1000; DMD/PG1002; DMD/PG1003; DMD/PG1005; DMD/EDP101; DMD/EDP102; DMD/ILS005						
	Associated teaching aids for a module as required						
	Associated Student Handbook						
Human Resource	Sessional academics (tutors) – with appropriate qualifications, experience and abilities.						
	Guest speakers – relevant industries as requested by the College.						
Built Environment	All lectures/classes/small group tutorials are held in the designated HIC class rooms, seminar rooms and dedicated IT laboratories, as well as in UH facilities booked by HIC; students are encouraged to use the University of Hertfordshire’s LRC for self-directed study; students are encouraged to use their private IT facilities where possible; field-trips will be taken as required.						
E-learning	College Portal; University Moodle; Library						
Library	LRC De Havilland						
Programme Framework	<b>One (1) Semester:-</b>						
	<b>Pre-Masters in Education</b>						
	<b>Core Modules</b>						
	<b>Contact Hrs/Wk</b>	<b>College Module Code</b>	<b>Module Name</b>	<b>Credit Points</b>	<b>Pass Mark %</b>	<b>Exam %</b>	<b>Coursework %</b>
	<b>Semester 1</b>						
	4	ILS005	Interactive Learning Skills and Communication with mini-dissertation	15	65	-	100
	4	PMAE	Academic Writing	15	50	-	100
	4	PG1000	Research Methods & Skills	15	50	-	100
	4	EDP101	Education in Society	15	50	-	100
	4	EDP102	Approaches to Learning	15	50	-	100
	<b>Two (2) Semesters:-</b>						
	<b>Pre-Masters in Education</b>						
	<b>Core Modules</b>						
	<b>Contact Hrs/Wk</b>	<b>College Module Code</b>	<b>Module Name</b>	<b>Credit Points</b>	<b>Pass Mark %</b>	<b>Exam %</b>	<b>Coursework %</b>
	<b>Semester 1</b>						
	4	ILS005	Interactive Learning Skills and Communication with mini-dissertation	15	65	-	100
	4	PMAE	Academic Writing	15	50	-	100
	4	PG1000	Research Methods & Skills	15	50	-	100
	4	PG1002	Business Strategy	15	50	-	100
	<b>Semester 2</b>						
	4	PG1003	Managing People	15	50	-	100
	4	PG1005	Service Operations Management	15	50	-	100
	4	EDP101	Education in Society	15	50	-	100
4	EDP102	Approaches to Learning	15	50	-	100	
<b>Postgraduate Stage 1 : University Pre-Masters in Education</b>			<b>120 credit points</b>				
Management	The Pre-Masters in Education programme is delivered by HIC on the College Lane Campus of the University of Hertfordshire. This scenario seeks to provide the necessary resources to ensure that all students enrolled with HIC are afforded an educational experience that not only provides assimilation into campus and student life but is aligned with the standards and protocols of the University experience.						
	The programme operates under and according to the general compliance structures determined by the Quality and Standards Office Navitas UK. This Office has oversight of all Navitas programmes operating in the UK. Any changes to a programme must be submitted via the normal Navitas UK processes through the Quality and Standards Office.						
	The general operational management of the programme lies with HIC’s academic services which assume overall responsibility for the administrative and implementation functions.						
	The HIC Manager of Academic Services and the HIC College Director/Principal or nominee, is responsible for the day-to-day management of the programme inclusive of attendance monitoring.						
	HIC provides additional tutorial support to any student who may require it, to the amount of two (2)						

	<p>extra contact hours per week per enrolled student.</p> <p>The various sessional academic module leaders/lecturers/tutors are responsible for the delivery and initial assessment of modules whilst appraisal of delivery and programme content is advised by the HIC Director of Academic &amp; Student Services and the HIC College Director/Principal or nominee in consultation with the Quality and Standards Office Navitas UK, the Head of the School of Education and associated appropriate Programme Directors/Leaders and/or Collaborative Partnership Leader.</p> <p>The Learning and Teaching Board of the College, is identified as responsible for candidate selection to the HIC Pre-Masters in Education.</p>
Monitoring and Review	<p>Formal review of the Pre-Masters in Education programme takes place as an annual review in March/April between HIC, the Quality and Standards Office Navitas UK and representation from the School of Education. Strategic, logistical and operational issues are developed within the remit of the Academic and Operational Advisory Committee (AOAC) held on a trimester basis and chaired by the Key Account Manager at the University of Hertfordshire. Progression is determined via the HIC Board of Examiners.</p> <p>Informal Review takes place on a regular basis via interface between students, academic services and the teaching staff using both student surveys (inclusive of i-graduate) and teaching observation and ARQUE.</p>
Entry Requirements	<p>The normal entry requirements for the programme are:</p> <ul style="list-style-type: none"> <li>• Academic: Successful completion of a Bachelor’s degree or other UH approved qualifications for Pre-Masters entry (see CPR QS3).</li> <li>• English Language: IELTS score of 5.5 overall (minimum of 5.5 in each band) or equivalent.</li> <li>• The decision on whether an applicant requires a one semester or two semester programme is based on the Admission Tutor’s professional judgement.</li> </ul>
Appendix 1	Intended Learning Outcomes in the constituent modules – table inserted indicating direct mapping of LOs per module.
Appendix 2	Delivery schedule incorporating notional, contact and self-directed hours of study applied to each module and therein the programme.
Appendix 3	Module conversion codes and descriptors and module mapping by pathway.
Appendix 4	College DMDs.

## Appendix 1

### Development of Programme Learning Outcomes (LOs) in the Constituent Modules:

The tables below map where the intended LOs of the programme are assessed in the core/constituent modules. It provides an aid to (i) academic staff in understanding how individual modules contribute to the programme aims, (ii) a checklist for quality control purposes, and (iii) a means to help students monitor their own learning, personal and professional development as the programme progresses. **Key:** LOs which are assessed as part of a given module ✓✓.

FHEQ 6 HIC Core Modules		Intended LOs																
Module Code	Module Title	Knowledge and Understanding						Intellectual Skills			Practical Skills			Transferable Skills				
		A.1	A.2	A.3	A.4	A.5	A.6	B.1	B.2	B.3	C.1	C.2	C.3	D.1	D.2	D.3	D.4	D.5
PMAE	Academic Writing		✓✓			✓✓		✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
PG1000	Research Methods & Skills		✓✓			✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
ILS005	Interactive Learning Skills & Communication with Mini Dissertation		✓✓			✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
PG1002	Business Strategy	✓✓		✓✓	✓✓			✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
PG1003	Managing People	✓✓		✓✓	✓✓			✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
PG1005	Service Operations Management	✓✓		✓✓	✓✓			✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
EDP101	Education in Society	✓✓	✓✓	✓✓	✓✓			✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓
EDP102	Approaches to Learning	✓✓	✓✓	✓✓	✓✓			✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓

#### Knowledge and Understanding

A.1	Evaluate how policy impacts on relevant areas (education, business) in an informed and systematic way.
A.2	Analyse educational issues systematically.
A.3	The nature and complexities of organisations and the way in which they are managed;
A.4	The external environment in which organisations operate;
A.5	The research process and methods of acquiring, interpreting and analysing information;
A.6	How to communicate in English in academic and business contexts to a level equivalent to IELTS 6.5.

#### Intellectual/Cognitive Skills

B.1	Utilise cognitive skills of critical thinking, analysis and synthesis
B.2	Conduct research into business and management issues
B.3	Achieve effective problem-solving and decision-making using appropriate quantitative and qualitative techniques.

#### Practical skills

C.1	Be an effective learner in terms of time, planning and behaviour, motivation, individual initiative and enterprise;
C.2	Be self aware, open and sensitive to diversity in terms of people, cultures, business and management issues;
C.3	Develop interpersonal skills of effective listening, negotiating, persuasion, and presentation.



**Transferable skills**

D.1	Communicate effectively, both orally and in writing;
D.2	Make effective use of relevant IT tools;
D.3	Work effectively within a team;
D.4	Manipulate, sort and present data;
D.5	Learn to learn effectively.

## Appendix 2

Teaching Rotations:

ONE SEMESTER

Semester 1 – DELIVERY IN JANUARY, MAY & SEPTEMBER

Week	Total Hours											Contact hours/week	Self-directed study hours/week
	PMAE		PG1000		ILS005		EDP101		EDP102				
	Academic Writing	Research Methods & Skills	Interactive Learning Skills & Communication with Mini Dissertation	Education in Society	Approaches to Learning								
	Contact hours	Self-dir Study	Contact hours	Self-dir Study	Contact hours	Self-dir study	Contact hours	Self-dir study	Contact hours	Self-dir study			
1	4	10	4	10	4	10	4	10	4	10	20	50	
2	4	10	4	10	4	10	4	10	4	10	20	50	
3	4	10	4	10	4	10	4	10	4	10	20	50	
4	4	10	4	10	4	10	4	10	4	10	20	50	
5	4	10	4	10	4	10	4	10	4	10	20	50	
6	4	10	4	10	4	10	4	10	4	10	20	50	
7	4	10	4	10	4	10	4	10	4	10	20	50	
8	4	10	4	10	4	10	4	10	4	10	20	50	
9	4	10	4	10	4	10	4	10	4	10	20	50	
10	4	10	4	10	4	10	4	10	4	10	20	50	
11		10		10		10		10		10		50	
12 (Exam)													
Total hours / module	40	110	40	110	40	110	40	110	40	110	200	550	
Notional hours / module	150		150		150		150		150		750		
Credit Points	15		0		15		15		15		60		

**TWO SEMESTERS**

**Semester 1 – DELIVERY IN JANUARY, MAY & SEPTEMBER**

Week	PMAE Academic Writing		PG1000 Research Methods & Skills		ILS005 Interactive Learning Skills & Communication with Mini Dissertation		PG1002 Business Strategy		Contact hours/week	Self-directed study hours/week
	Contact hours	Self-dir Study	Contact hours	Self-dir Study	Contact hours	Self-dir Study	Contact hours	Self-dir Study		
1	4	10	4	10	4	10	4	10	16	40
2	4	10	4	10	4	10	4	10	16	40
3	4	10	4	10	4	10	4	10	16	40
4	4	10	4	10	4	10	4	10	16	40
5	4	10	4	10	4	10	4	10	16	40
6	4	10	4	10	4	10	4	10	16	40
7	4	10	4	10	4	10	4	10	16	40
8	4	10	4	10	4	10	4	10	16	40
9	4	10	4	10	4	10	4	10	16	40
10	4	10	4	10	4	10	4	10	16	40
11		10		10		10		10		
12										
Total hours / module	40	110	40	110	40	110	40	110	160	440
Notional hours / module	150		150		150		150		600	
Credit Points	15		15		15		15		60	

**Semester 2 – DELIVERY IN JANUARY, MAY & SEPTEMBER**

Week	PG1003 Managing People		PG1005 Service Operations Management		EDP101 Education in Society		EDP102 Approaches to Learning		Contact hours/week	Self-directed study hours/week
	Contact hours	Self-dir Study	Contact hours	Self-dir Study	Contact hours	Self-dir Study	Contact hours	Self-dir Study		
1	4	10	4	10	4	10	4	10	16	40
2	4	10	4	10	4	10	4	10	16	40
3	4	10	4	10	4	10	4	10	16	40
4	4	10	4	10	4	10	4	10	16	40
5	4	10	4	10	4	10	4	10	16	40
6	4	10	4	10	4	10	4	10	16	40
7	4	10	4	10	4	10	4	10	16	40
8	4	10	4	10	4	10	4	10	16	40
9	4	10	4	10	4	10	4	10	16	40
10	4	10	4	10	4	10	4	10	16	40
11		10		10		10		10		
12										
<b>Total hours / module</b>	40	110	40	110	40	110	40	110	160	440
<b>Notional hours / module</b>	150		150		150		150		600	
<b>Credit Points</b>	15		15		15		15		60	



