

# PROGRAMME SPECIFICATION

---

## Bachelor of Arts with Honours in Business and Human Resource Management

<b>Awarding institution</b>	Liverpool John Moores University
<b>Teaching institution</b>	LJMU
<b>JACS Code</b>	N600
<b>Programme Duration</b>	Part-Time: 4 Years
<b>Language of Programme</b>	All LJMU programmes are delivered and assessed in English
<b>Subject benchmark statement</b>	Business and Management 2015
<b>Programme accredited by</b>	Chartered Institute of Personnel and Development ( CIPD) Intermediate Standards leading to Associate Membership CIPD
<b>Description of accreditation</b>	BA (Hons) Business and Human Resource Management is a professionally approved programme leading to Associate Membership of CIPD. <a href="http://www.cipd.co.uk/qualifications/where-qualified/atoz.htm">http://www.cipd.co.uk/qualifications/where-qualified/atoz.htm</a> The programme is offered as a four year part time programme. The BA Business and HR programme has a number of distinct modules at levels five and six to develop contemporary business knowledge and understanding while retaining a focus on the management of people.
<b>Validated target and alternative exit awards</b>	Bachelor of Arts with Honours in Business and Human Resource Management  Diploma of Higher Education in Business and Human Resource Management  Certificate of Higher Education in Business and Human Resource Management
<b>Programme Leader</b>	David Soehren

## Educational aims of the programme

The programme aims to equip students with the knowledge and progress skills to meet the Intermediate standards of CIPD. Completion of the programme, will meet the requirements for Associate Membership of CIPD. The curriculum is designed to comply with the QAA Business and Management Subject Benchmark, published as part of the national academic infrastructure as amended by mapping requirements against the CIPD Intermediate standards. The BA (Hons) Business and Human Resource Management Programme aims to produce graduates who have: undertaken a rigorous study of core and strategic business and human resource management knowledge, specialising in the analysis of the contribution of people to the strategic objectives of organisations obtained the necessary knowledge and skills to pursue management careers or corporate careers that involve developing performance in people, developed the personal and key skills to enable them to work effectively on their own and within teams, and to be able to meet the challenges of working in a changing environment, developed and evidenced and mapped against CIPD requirements, the key behaviours of a HR professional practitioner at Intermediate level acquired the intellectual skills to enhance personal development and inculcate a positive attitude to lifelong learning and development used their work experience and knowledge to contextualise the academic learning in the programme and assess development opportunities for themselves in the future.

### Alternative Exit/ Interim Award Learning Outcomes - Certificate of Higher Education

*A student who is eligible for this award will be able to:*

Describe and evaluate the role of human resource management in diverse organisations and contribute to the management of these organisations.

Use a range of data; organisational, financial and external to formulate opinions and guidance in HR related

issues

Develop and regularly use team working and interpersonal skills to support effective working in a rapidly changing and diverse environment

### **Alternative Exit/ Interim Award Learning Outcomes - Diploma of Higher Education**

*A student who is eligible for this award will be able to:*

Describe and evaluate the role of human resource management in diverse organisations and contribute to the management of these organisations.

Conduct detailed evaluation of the tools of recruitment and selection, performance, development, reward for a range of organisational contexts.

Use a range of data; organisational, financial and external to formulate opinions and guidance in HR related issues

Recognise and demonstrate professional behaviours which can be mapped to corresponding Intermediate Standards of CIPD

Develop and regularly use team working and interpersonal skills to support effective working in a rapidly changing and diverse environment

Interpret a range of data to make informed decisions in problem solving

### **Target award Learning Outcomes - Bachelor of Arts with Honours**

*A student successfully completing the programme of study will have acquired the following subject knowledge and understanding as well as skills and other attributes.*

*A student who is eligible for this award will be able to:*

1. Describe and evaluate the role of business and human resource management in diverse organisations and contribution of management to organisations
2. Evaluate the impact of the changing local and global environment on human resource management practice
3. Utilise and evaluate case study material from the private, public and not for profit sectors
4. Conduct detailed evaluation of the tools of recruitment and selection, performance, development, reward and identification of appropriate tools for a range of organisational contexts
5. Identify, measure and evaluate the contribution of business and human resource management initiatives. Design and justification of human resource management strategies
6. Conduct detailed evaluation of the business tools from HR but also the wider business community
7. Ability to use a range of data; organisational, financial and external to formulate opinions and guidance in business and HR related issues
8. Use organisational and academic research to inform design and evaluation of business and HR related issues
9. Apply reflective skills in respect of personal competence and development
10. Use critical analytical and evaluative skills to question and offer alternatives in a rapidly changing environment
11. Use a range of data, organisational financial and external to formulate opinions and guidance in HR and general business related issues
12. Plan, conduct and produce an investigative research project report
13. Apply professional behavioural mapping corresponding to the Intermediate Standards of CIPD ( BA HRM)
14. Demonstrate effective and professional communication and problem solving skills
15. Undertake role play, case study and practitioner involvement activities to promote practical skills across the range of business HRM and HRD interventions and strategies
16. Apply concepts knowledge and skills to work based practice
17. Communicate and interpret complex materials
18. Critically appraise and evaluate organisational strategy policy and practice
19. Interpret data for leadership and problem solving
20. Use digital resources for research and evaluation
21. Work effectively in teams and use interpersonal skills to support effective working in a rapidly changing and diverse environment

22. Manage time effectively and learn independently in the spirit of critical enquiry.

## Teaching, Learning and Assessment

*The methods used to enable outcomes to be achieved and demonstrated are as follows:*

Workshops

On line discussion boards

On line case study development

Live on line Tutor led tutorials

On line student led tutorials

Lectures - part of CPD - CIPD events

Skills development workshops ( level four)

Role play

Case study

Action learning sessions

Self directed learning

Intern work opportunities

Short placement and project opportunities

E- facilitated assesment support surgeries

E- facilitated tutor support and guidance

Business and Informal Reports

Mini Case studies

Seen Case study timed assessments

Case study based coursework

Presentations ( individual or group)

Portfolio ( skills or knowledge development)

Research Investigation Project

Critical reflection accounts

Skills assessment ( individual or group)

Lectures

Tutor led tutorials

Student led tutorials

Workshops

Self directed learning

Work placement year

Essays

Reports

Class Tests

Unseen Examinations

Seen Case study Examinations

Presentations

Project

Workshops

Presentations

Tutorials

Role play

Case study  
 Work placement year  
 Portfolio  
 Presentations  
 Formative assessment on role plays and case study  
 Lectures  
 Tutor led tutorials  
 Student led tutorials  
 Workshops  
 Work placement year  
 Self directed learning using workbooks and Blackboard  
 Reports  
 Mini Case studies  
 Unseen Examinations  
 Case study examinations  
 Presentations  
 Portfolio  
 Project  
 Work placement year

## Programme structure - programme rules and modules

The programme is studied over four years part time primarily via evening and blended study supported by a block day for each module. The year is extended to complete each academic year in July and report to September boards. The programme is delivered through workshop activity which means that each class has an interactive as well as academic delivery element.

Block days provide the opportunity to embed skills and learning.

Level 6	Potential Awards on completion	Bachelor of Arts with Honours
Core	Option	Award Requirements
6210BSPTHR Strategic HR (30 credits) 6220BSPTHR Change Management and Organisational Development (30 credits) 6230BSPTHR The Employment and Legal Relationship (30 credits) 6240BSPTHR Dissertation and Impact Report (30 credits)		120 core credits at level 6 0 option credits at level 6
Level 5	Potential Awards on completion	
Core	Option	Award Requirements
5210BSPTHR Work Psychology (30 credits) 5220BSPTHR Leadership and Performance Theory and Practice (30 credits) 5230BSPTHR Labour Market and Talent Management (30 credits) 5240BSPTHR Academic and Practitioner Research Methods (30 credits)		120 core credits at level 5 0 option credits at level 5
Level 4	Potential Awards on completion	

Core	Option	Award Requirements
4210BSPTHR Academic and Business Skills and Behaviours (30 credits) 4220BSPTHR Social and Legal Framework for Business and HR (30 credits) 4230BSPTHR HR Practitioner Skills and Behaviours (30 credits) 4240BSPTHR Business and Finance Skills Development (30 credits)		120 core credits at level 4 0 option credits at level 4

## Information about assessment regulations

All programmes leading to LJMU awards operate within the University's Academic Framework.  
<https://www.ljmu.ac.uk/about-us/public-information/academic-quality-and-regulations/academic-framework>

3, 30 credit modules delivered across 4 'long' academic years, using 3 'semesters' per year (sem 1, sem 2, and summer semester)

## Opportunities for work-related learning ( location and nature of activities)

Students on this programme already have work related experience and learning and the challenge for them is to understand how to use this effectively in an academic environment and for their own personal development.

Work based learning :

Learning about self and others

Learning and practising key skills in management and HRM specifically

Evidencing work experience and placing in an organisational and academic context

Developing solutions to work based problems in workshops and tutorials

Experience and learning how to manage oneself in a range of situations

As part of skills development, students engage with self assessment techniques which supports individualised learning and accounts for differences in motivational drivers, emotional and practical needs and environmental conditions

## Criteria for admission

### A/AS Level

260 UCAS Tariff points from a minimum of 2 A Levels.

Key skills points are accepted in accordance with the UCAS tariff.

### BTEC National Diploma

260 UCAS Tariff points

### Irish Leaving Certificate

260 UCAS Tariff points including 5 Highers

### Scottish Higher

260 UCAS Tariff points

### International Baccalaureate

28 points from IB Diploma

### Access

Pass Access to HE Diploma in a relevant subject

### Higher national diploma

Exemptions may apply - decisions on an individual basis on discussion with the programme team

Applications are welcomed from students with the following qualifications

A Higher National Diploma (HND) in a relevant Business subject. Applicants are expected to have achieved an average of merit standard

Foundation Degree in a relevant Business subject. Applicants are expected to have achieved an average of

60%

### **Other**

GCSE (or O Level) Mathematics and English Language grade C or above (or equivalent),

### **Mature entry**

Non standard and mature admissions will be based on evidence relating to experience and job role as well as qualification and will be individually assessed by the programme team using interviews and a review of work and skills.

### **Overseas qualifications**

Qualifications will be considered in line with normal entry requirements.

Any applicant whose first language is not English will be required to provide an IELTS certificate at band 6.0 with no less than 5.5 in any component or an acceptable equivalent.

International Students English Language Requirements. All International and EU students must meet the following minimum English Language requirements IELTS 6.0 with a minimum of 5.5 in each component

## **External Quality Benchmarks**

All programmes leading to LJMU awards have been designed and approved in accordance with the UK Quality Code for Higher Education, including the Framework for Higher Education Qualifications in the UK (FHEQ) and subject benchmark statements where applicable.

The University is subject to periodic review of its quality and standards by the Quality Assurance Agency (QAA) Published review reports are available on the QAA website at [www.qaa.ac.uk](http://www.qaa.ac.uk)

Programmes which are professionally accredited are reviewed by professional, statutory and regulatory bodies (PSRBs) and such programmes must meet the competencies/standards of those PSRBs.

## **Support for students and their learning**

The University aims to provide students with access to appropriate and timely information, support and guidance to ensure that they are able to benefit fully from their time at LJMU. All students are assigned a Personal Tutor to provide academic support and when necessary signpost students to the appropriate University support services.

Students are able to access a range of professional services including:

- Advice on practical aspects of study and how to use these opportunities to support and enhance their personal and academic development. This includes support for placements and careers guidance.
- Student Advice and Wellbeing Services provide students with advice, support and information, particularly in the areas of: student funding and financial matters, disability, advice and support to international students, study support, accommodation, health, wellbeing and counselling.
- Students studying for an LJMU award at a partner organisation will have access to local support services

## **Methods for evaluating and improving the quality and standards of teaching and learning**

### **Student Feedback and Evaluation**

The University uses the results of student feedback from internal and external student surveys (such as module evaluations, the NSS and PTES), module evaluation questionnaires and meetings with student representatives to improve the quality of programmes.

### **Staff development**

The quality of teaching is assured through staff review and staff development in learning, teaching and assessment.

### **Internal Review**

All programmes are reviewed annually and periodically, informed by a range of data and feedback, to ensure quality and standards of programmes and to make improvements to programmes.

### **External Examining**

External examiners are appointed to programmes to assess whether:

- the University is maintaining the threshold academic standards set for awards in accordance with the FHEQ and applicable subject benchmark statements

- the assessment process measures student achievement rigorously and fairly against the intended outcomes of the programme(s) and is conducted in line with University policies and regulations
- the academic standards are comparable with those in other UK higher education institutions of which external examiners have experience
- the achievement of students are comparable with those in other UK higher education institutions of which the external examiners have experience

and to provide informative comment and recommendations on:

- good practice and innovation relating to learning, teaching and assessment observed by external examiners
- opportunities to enhance the quality of the learning opportunities provided to students

**Please note:**

*This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content, teaching, learning and assessment methods of each module can be found in module and programme guides.*