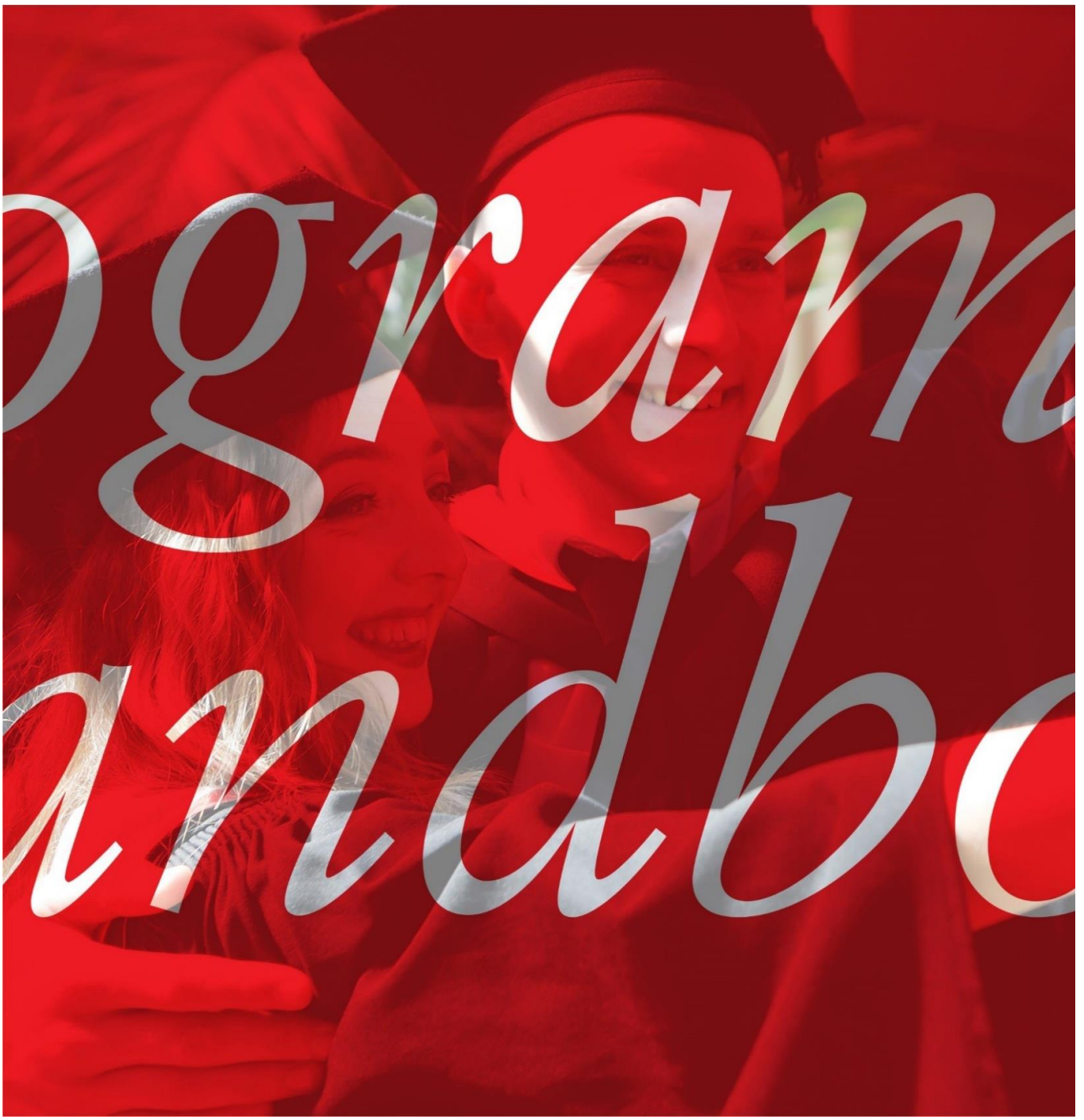
Programme Handbook 2020-21

Business Management (Financial Management)

BSM-FM-2018



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WELCOME

Welcome to Blackpool and The Fylde College and to the Business Management (Financial Management) (BSM-FM-2018) programme.

This **Programme Handbook** aims to provide you with the key information you will need to settle into and get the most out of your programme of study here at the College leading to successful completion of your programme. It will provide you with an overview of the programme content, how individual modules are organised and delivered, how and when you will be assessed and how overall grades final results are determined. In addition there is information on the help and general support available to you as well as making it clear what you need to do if you should encounter any specific difficulties in progressing as planned on the programme.

There is also further information available on the B&FC **Student SharePoint** site which includes an overview of the College partners and how they will support you on your journey, alongside key information on College facilities, student representation and events you can get involved in. Guidance on term times, Travel to College, Attendance Expectations can be accessed through the College website and Canvas, your virtual learning environment (VLE).

It is strongly recommended that you refer to your **Programme Handbook** and **Student SharePoint** to ensure that you get the most out of the time you will have invested in participating in your valuable and hopefully enjoyable learning experience.

We appreciate that as students in order for materials to be fully accessible you may have a preference for a specific font size or colour of text/paper. To ensure that your needs are considered this handbook is available electronically.

Studying with B&FC from September 2020

B&FC has implemented a series of wide-ranging measures ensuring you will enjoy the best possible learning experiences in the safest, healthiest way.

From September 2020, students will continue to be provided with a vibrant learning environment using a mixture of campus-based and online teaching in line with the latest Government advice.
While many lectures and assessments will mostly take place online, there will be some socially-distanced small-group teaching sessions and limited risk assessed access to laboratories, arts studios, performance spaces and specialist teaching facilities.

More information can be found on the B&FC website through the following links:

- Studying with B&FC from September 2020
- HE Student FAQs

GENERAL INFORMATION ABOUT YOUR PROGRAMME

Programme Code	BSM-FM-2018

Programme Title	Business Management (Financial Management)
Teaching Institution	Blackpool and The Fylde College
Professional, Statutory and Regulatory Body (PSRB) Accreditation	None
UCAS Code	
Language of Study	English
Version	1

Programme Awards			
Award	**Award Type**	**Level**	**Awarding Body**
LU Foundation Degree in Arts	Foundation Degree (240 credits)	Level 5	Lancaster University
LU Bachelor of Arts with Honours (Top-up)	Honours Top-up Degree (120 credits)	Level 6	Lancaster University

THE FRAMEWORK FOR HIGHER EDUCATION QUALIFICATIONS (FHEQ)

The Framework for Higher Education Qualifications (FHEQ) ensures the comparability of Higher Education qualifications in England, Wales and Northern Ireland. The framework describes the achievement represented by qualifications and the various awards which may be granted by a Higher Education provider with degree awarding powers. All students pursuing Higher Education programmes at Blackpool and The Fylde College are awarded qualifications aligned to the FHEQ upon successful completion of their programme.

Level	4	5	6	7	8
FHEQ Level	Certificate (C)	Intermediate (I)	Honours (H)	Masters (M)	Doctoral (D)
About this level of qualification	Level 4 These qualifications are work-related (vocational) higher education qualifications. While bachelors degrees tend to focus on gaining knowledge, HNCs are designed to give you the skills to put that knowledge to effective use in a particular job.	Level 5 These qualifications are designed to equip you for a particular area of work – as well as giving you the general skills that are useful in any type of job. They're university-level qualifications, but are designed with work in mind, with the help of employers from that sector.	Level 6 These qualifications are designed to give you a thorough understanding of a subject. They help you develop your analytical, intellectual and essay or dissertation writing skills. You'll also have much more of a say about the direction your learning takes than you've had previously.	Level 7 These qualifications are of academic study. They can be research based, a taught course, or a mixture of both, and will take at least 12 months of full-time study to complete. You may also have to submit a dissertation at the end of your course.	Level 8 This level gives you the opportunity to undertake an original piece of research. It will usually take at least three years of full-time study to complete. Many doctorate courses lead to a qualification such as a Doctor of Philosophy – a PhD or Dphil.
Qualifications that are available at this level	Higher National Certificates (HNC) Foundation Studies (FS) Diploma	Higher National Diplomas (HND) Foundation Degrees (FD) Diploma of Higher Education (DipHE)	Bachelor Degrees (BA, BSc) Bachelor Degrees with Honours (BA Hons.) Professional Graduate Certificates in Education (PGCE)	Masters Degrees (MA, MSc) Postgraduate Certificates and Diplomas Post Graduate Certificates in Education (PGCE)	Doctoral Degrees

PROGRAMME OVERVIEW

The Fd and BA Hons Management Degree Financial Management programme provides you with an excellent range of financial management and leadership skills to start your financial management career. You will also be accredited by the Chartered Management Institute and achieve the L5 Diploma in Leadership and Management as part of your degree programme. Through gaining dual accreditation with CMI, you will stand out from other candidates and be highly sought after by employers. You will also have the opportunity to become a Chartered Manager. The key to your success is the application of theory to the workplace in every module that you study.

PROGRAMME AIMS

Foundation Degree:
- To develop graduates with knowledge and critical understanding of business and mgmt. principles, practices, theories and applications
- To provide students with the opportunity to acquire knowledge and understanding of research and

enquiry methods appropriate for today's manager in order to develop criticality in the work context
- To enable graduates to understand the limits of their knowledge, the nature of contestability and to develop a flexible approach to problem identification and problem solving
- To provide students with a sustained programme of development which will enable them to reflect critically on work contexts and to develop approaches to deal with novel and unexpected managerial situations
- To develop graduates with effective communication skills, who are able to apply these in a variety of forms and for a range of audiences

BA (Hons) top up:
- To develop graduates who are able to respond to change in a dynamic business environment: nationally, internationally and globally and who are able to apply environmental, legal, regulatory, political, social and ethical management principles in context.
- To provide a programme which enables graduates to recognise the internal aspects, functions and processes of organisations and corporate behaviours and cultures and the interrelationships these have with the external business environment
- To develop awareness of a wide range of management theories, perspectives and principles informed by contemporary theories, models and practices which incorporate markets, sales, customers, people, finance, policies, strategies and organisational structures

PROGRAMME LEARNING OUTCOMES

Level 5

Upon successful completion of this level, students will be able to:

1. Analyse the nature, purpose, structure, functions and processes of organisations and their management
2. Discuss business policies and strategies and how their development meets stakeholder interests in a changing business environment
3. Analyse and apply management theories, models, frameworks and practices to business organisations
4. Explain leadership and management of people and how this contributes to the development of businesses and organisations
5. Use accounting and other information systems to plan, control decision making and manage financial risk
6. Apply digital and academic literacy skills to research sources of information; locating, interpreting, evaluating and manipulating information to support academic study
7. Communicate information in a variety of forms to a range of audiences.
8. Analyse and explain business marketing theories, planning models and processes and their relevance and application to the wider business environment nationally and internationally.
9. Identify workplace skills and behaviours to support continuous professional development plans.
10. Research, analyse and evaluate a range of business data, utilising established research methodologies to support business outcomes
11. Analyse theories, models and perspectives on the management of teams and the development of people.
12. Analyse and interrogate financial data to inform business decisions.
13. Analyse and evaluate financial management techniques to support investment decisions.
14. Apply quantitative financial models to solve business problems.

Level 6

Upon successful completion of this level, students will be able to:

15. Research, critically analyse and evaluate sources of information and data utilising research methodologies to facilitate evidence based conclusions and recommendations
16. Critically evaluate the impact of socio- economic and cultural diversity on international business success.
17. Critically apply people management strategies to develop communication, team building and leadership skills to motivate others and enhance business operations.
18. Use and critically evaluate a broad range of new media and traditional platforms to communicate, deliver marketing solutions and innovations.
19. Critically evaluate strategic financial management policies and practices and outcomes and their impact on the business environment.

PROGRAMME STRUCTURE & ASSESSMENT OVERVIEW

Pathway	Module	Level	Credits	Coursework	Practical	Written Exam
Stage 1: Year 1						
All	B4HUBSM-FM: Introduction to Academic Study (Mandatory)	4	20	60%	40%	
	BSM401: Operational Leadership (Mandatory)	4	20	60%		40%
	BSM402: Managing People (Mandatory)	4	20	100%		
	BSM403: Marketing (Mandatory)	4	20	50%		50%
	BSM404: Managing Finance (Mandatory)	4	20	60%		40%
	BSM405: Dynamic Business Environment (Mandatory)	4	20	50%		50%
Stage 2: Year 2						
All	BFC502-T: Work Based Research Project (Mandatory)	5	20	80%	20%	
	BSM501: Leadership Practice (Mandatory)	5	20	70%	30%	
	BSM502: Professional Skills Development (Mandatory)	5	20	80%	20%	
	BSM511: Managing Teams (Mandatory)	5	20	100%		
	BSM512: Financial Decision Making (Quantitative Methods) (Mandatory)	5	20	40%		60%
	BSM513: Financial Portfolio Management (Mandatory)	5	20	40%		60%
Stage 3: Year 3						
All	BSM601: International Business Perspectives (Mandatory)	6	20	70%	30%	
	BSM602: Developing Performance (Mandatory)	6	20	70%	30%	
	BSM603: Dissertation (Mandatory)	6	40	80%	20%	
	BSM604: Digital Business and New Technologies (Mandatory)	6	20	100%		

	BSM611: Strategic Financial Management Decision Making (Mandatory)	6	20	50%		50%

WHERE WILL I STUDY?

This programme may be studied at the following location:

B&FC University Centre

The majority of higher education courses are delivered at our University Centre in central Blackpool, within easy reach of student accommodation, shops, restaurants, bars and the promenade. This multi-million pound complex provides higher education students with a dedicated campus, with the major teaching and support facilities conveniently converging in an attractive central courtyard. The open-plan Central Hub houses a refectory, chill-out zones and the central learning resource centre. A unique and important addition to the Centre is our Gallery, housing works by both our own students and independent artists.

GETTING STARTED

At the start of your course, your tutors will guide you through an initial induction which is designed to ease you into university life and higher level studies. Activities generally focus on helping you to find your feet, make friends and plan your studies. It can also traditionally be the time when students get to let their hair down and familiarise themselves with both the College and the local area before getting down to the more serious business of studying.

Our annual Freshers' Fair is a fun, vibrant event and a great chance to find out more about what's on offer locally, with representatives from the B&FC Student Union, Higher Education Learning Mentors (HELMs), The Loop LRC, Careers Team and our Disability team who can provide information on Disabled Students' Allowances, access arrangements and reasonable adjustments. Representatives from local attractions, restaurants, health and fitness centres, clubs, bars and more will also be there. Support organisations and charities are represented too, along with B&FC's own clubs and societies and sports teams.

COURSE OPTIONS

Our career focussed Business Management Degree enables you to have the option to choose your own specific business management career pathways in: Leadership; Marketing; Finance; Human Resource Management. On entry to Level Four, you will study a core set of modules, which ensures that you attain a standard level of academic competence and the skills and knowledge needed to pursue further specialised study in management.

Within the Financial Management specialist pathway you will study four compulsory modules: Leadership Practice, Managing Teams, Professional Skills Development and Work Placement and two modules from the selected pathway. At Level 5 you will study specific Financial Management modules: Financial Decision Making and Financial Portfolio Management. These provide you with the essential knowledge, skills and attributes to work effectively in a Financial Management role.

In the final year of the programme, you will study four compulsory modules designed to advance skills and knowledge appropriate to graduate level and building upon knowledge gained in the second year: Developing Performance, International Business Perspectives, Integrated Project and Digital Business and new Technologies and one specialist module Strategic Financial Management Decision Making. A particular strength of the new design of the programme is the opportunity provided to you to select and focus on your particular interests and enthusiasms. The Financial Management specialist pathway brings the additional focus of specialist knowledge and experience.

LEARNING AND TEACHING

The teaching and learning methods are designed to deliver the programme outcomes of the foundation degree and to support you in becoming independent researcher, self-starter and lifelong learner with a high degree of employability.

A range of delivery techniques, including problem based learning, lectures, seminars, webinars, work based learning and other interactive activities are deployed on the programme. At both levels 4 and 5, you will be encouraged to conduct wider reading around your subject area to facilitate independent learning and study skills, guided and supported by staff members' expertise and specialisms.

At level 4, you study academic reading and writing in the cross College Academic and Digital Literacies module. You are introduced to the discipline of management through dedicated modules that impart key theories and contemporary issues. Guest speakers, industry visits and case studies maintain a real work link to which theoretical frameworks can be applied and enhance employability as you begin to prepare for a work based placement the following year. At level 5, you are encouraged to find work based management related placements during semester 2, and the work based learning module will supplement the curriculum content, establishing the link for you between theory and practice.

The management subjects delivered at level 5 prepare you for those skills expected by employers – how to read and understand financial statements, how to create and present a business plan and how to manage a company's presence and engagement on social media. The building of portfolios enables you to reflect, recognize and record progress, providing an opportunity for personal development, reflection and achievement. The ability to work in groups and effectively communicate with others is informally assessed through group work both on longer term assessments as well as in-class activities, where you are asked to collaborate and negotiate your decisions and present conclusions as a team.

Moodle, the VLE, will act as a database for assessment work and the assessment process is designed to support learning and place emphasis on the formative approach to coursework and achievement by providing feedback and feed forward at every opportunity. Formative assessment is delivered through class discussions, question and answer and group work (that allows students to give feedback to each other), in class self-assessment tests including Kahoot! and online multiple choice questionnaires.

Module tutors will provide constructive feedback to students of all abilities, allowing you to improve and develop your academic work while ensuring you both recognize and reach your individual potential. Progression reviews will take place regularly throughout the academic year to monitor and support your progress.

Individualised learning techniques such as one to one meetings and subject focused activities on the virtual learning environment will promote independent thinking and learning, allowing you to study at your own pace, stretching and challenging your development.

The support structure and Partners for Success framework will be delivered in structured tutorials and through workshops to aid personal development and consider the holistic journey of the student. The framework supports you in preparing yourself for your careers through a range of activities such as CV building and interview techniques such as STAR used widely by employers. Reflection is considered to be an important part of professional development and several modules contain a reflective element – in particular Academic and Digital Literacies.

Employability skills are embedded throughout and specifically addressed in terms of practice, application and/or assessment. Each module seeks to provide you with the academic and occupational skills required by employees working at an operational and managerial level.

Independent Learning

All higher education programmes are designed so that you are able to progressively develop independent learning skills and aptitudes. Learning independently is a key skill of all graduates when they enter the work place and one which we aim to develop further during your time with us.

As you begin your programme you will be more intensively supported to develop the skills of learning and learning how to learn. As you progress you will be given the opportunity to apply these skills and to manage your own study time and activities with the goal of becoming a truly independent learner ready to get the most out of graduate employment opportunities.

Your Personal Development planning activities are a key component in developing these independent learning skills and your tutors, support mentors and peers can help you to organise and structure this aspect of your learning and development.

WORK BASED AND PLACEMENT LEARNING

Work based and placement learning provides you with the opportunity to undertake a period of work based learning under the direction of an employer and an academic supervisor enabling you to learn and develop in a working environment. The module will provide you with opportunities to develop an understanding of the key factors associated with working in industry and provide a framework for you to evidence key transferable skills gained in the work setting. During your work based learning experience you will be expected to undertake a task or project negotiated between you, your tutor and the employer and set in the context of work and industry. Throughout your work based learning experience you will be expected to actively and critically reflect on the range of different processes engaged in for both productive work tasks and the completion of your project/task. It is also vitally important for you to work on integrating your knowledge from a theoretical perspective into a pragmatic work based context, this will support your critical analysis and reflections and help you to review, evaluate and make decisions based on the integration of theory and practice. Critical reflection is essential for the achievement of the outcomes in this module and a substantial part of the assessment requires you to critically reflect, evaluate and make recommendations for action, a key skill in graduate employment. To conclude this module you will be expected to design and deliver a presentation which reflects the processes and outcomes of your work based project and will be delivered to a selected audience. This presentation activity will help you develop and evidence your research, communication and organization skills and provides an interactive and fitting conclusion to your work in this module. This module aims to draw together both your academic and practical development and prepares you for the nature and scope of the demands future graduate employment will make of you. It is an opportunity to combine practical experience with theory and has the potential to support your learning in all other modules on your programme.

GRADUATE SKILL DEVELOPMENT

The Foundation Degree in Management provides a flexible route for those aspiring to work in management and enables you to develop the skills, expertise, knowledge and understanding needed to enhance your management potential. Throughout each level of the programme there is an emphasis on self-development as well as understanding the motivations of other people which are both critical aspects of a career in management. The use of a personal development profile enables reflection upon skill development and establishes clear objectives when determining professional targets. The programme focuses on the enhancement of lifelong learning, developing flexible, self-aware managers with the vital communication and team working ability to transform organisations.

The BA (Hons) in Management has been designed to provide an intellectually challenging and vocationally relevant learning experience. The innovative curriculum has provided opportunities for you to focus on particular aspects of management and leadership relevant to your backgrounds, interests and career aspirations.

Aspiring managers have been encouraged to develop management and leadership competences along with research skills which enhance employability and support their professional development. The programme aims to produce future managers and leaders who are able to improve the quality of

management decision-making and leadership and business practices across a range of organisational structures and a variety of contexts.

ASSESSMENT

Each individual module has a detailed assessment strategy that reflects that module's aims and objectives. The range of assessment techniques comprises of written reports, essays, case studies, oral presentations, professional discussions, projects, simulations and examinations.

Assessment Methods

Some assessments may already be very familiar, such as essays, exams, and reports. However, in higher education there are a great many varieties of assessment depending on the subject, the level and the type of course. Our higher education courses often integrate academic and work-based learning so assessment may include aspects of personal reflection, portfolio building and case studies. Here's a bit more detail about some of the more common types of assessment:

Essay
An essay is an answer to a question in the form of continuous, connected prose, usually with a word limit. Often these are set by the tutors but you may also be asked to formulate your own question with the tutor's help. Essays test your ability to organise your thinking, discuss, evaluate, analyse, summarise and criticise. They also test your skills at making essay plans and reaching a robust conclusion or decision.

Assignment or brief
An assignment or brief is a learning task that allows you to cover a fixed section of the curriculum predominantly through independent study. Different methods of presenting the results can be used dependent on the nature of the task - a report (oral or written), a design solution, a newspaper or magazine article, a video, a poster, a research bid, a book review, a contribution to a debate, etc.

Group project or assignment
This is where either an assignment or project is undertaken by groups of students working collaboratively, helping to develop team working skills and other graduate attributes. In some cases, particularly where the same thing happens in industry, there are particular assignments that can by definition only be achieved in a group. Such assessments will incorporate mechanisms which allow the tutor to assess the contribution of individual members of the group or team in order to allocate individuals with a personalised assessment grade.

Exams
Exams can take a variety of different forms, with the most common sort being done under timed and observed conditions to ensure it is the student's own work. Exams test your ability to think critically, to respond in a structured way to a question and to plan on the spot as well as your knowledge and understanding of the subject. Some of the most common types of exams are:

- 'Seen' where the questions to be answered are given at a pre-specified date beforehand. The intention is to reduce the need for 'question-spotting', to reduce the anxiety and to increase the emphasis on learning
- 'Open-book', where you will have access to specified texts and/or your notes. the intention is to reduce the emphasis on memorising facts, to reduce anxiety and allow more demanding questions to be set
- 'Unseen' where you don't know what the questions are until you sit the exam. Arguably these make you focus on the whole syllabus because anything may appear on the paper
- Multiple choice exams where you simply select from a bank of potential answers. These also assess your decision making skills

Logs and Portfolios
These are an increasingly popular kind of assessment, and involve a collection of all sorts of evidence of your work (often including others' testimony about your work, and feedback you've collected). Portfolios are intended to be a measure of the work of the 'whole candidate', rather than just particular

aspects of the candidate's work. They also measure your ability to organise a collection of evidence, in a readable, navigable way. Not least, they test your ability to stick to deadlines with a big, multifaceted job.

Reports
There are many kinds of reports – laboratory ones, field-trip ones, business ones, and so on – each has its own conventions and preferred formats – your tutors will tell you more. Assessed reports measure your skills at finding out about, and adhering to, the expected report formats and conventions in your subject discipline. They also measure your ability to put forward an organised piece of writing, coming to conclusions, making suggestions for further work, and so on. They often test your skills at interpreting data, making sense of your findings, and so on.

Calculations and problem solving
Usually given in sets – with a deadline for tutor marking, or to bring along completed to a tutorial. These, unsurprisingly, tend to measure your ability to solve problems and do calculations.

Presentations
Lots of students worry about presentations – you normally build up to these as your course progresses and you'll be given lots of support and time to prepare. You may be involved in group or solo presentations, perhaps to some or all of your class, usually with the tutor present. Sometimes peer assessment is used. Presentations measure your ability to talk fluently about a topic, and to answer questions from the group. They also measure your skills at preparing visual aids (overheads, handouts, PowerPoint presentations) to support your presentation. On some courses there are very few presentations. However, in the workplace, more and more people have to be involved in them, so practising on your course is a very good way of developing your skills.

Self and peer assessment
There is strong evidence that involving students in the assessment process can have very definite educational benefits. Not so much a type of assessment like those already listed, this is something which can be done in conjunction with any type of assessment. The important aspect is that it involves the student in trying to apply the assessment criteria for themselves. This might include: a marking exercise on 'fictitious' or previous years' student work; the completion of a self-assessment sheet to be handed in with your work; 'marking' a peer's work and giving them feedback (which they can then possibly redraft before submission to the tutor); or really marking other students' work (i.e. allocating marks which actually count in some way) - a seminar presentation, for example, or a written product using a model answer. The evidence is that through trying to apply criteria, or mark using a model answer, you will gain much greater insight in to what is actually being required and subsequently your own work improves in the light of this.

When will I be assessed?

In the majority of courses you will be assessed throughout your course and you will receive on-going feedback to help you develop academically. This is sometimes called formative assessment and is designed to help you learn as you go through your course. Some formative assessment is quite informal; it may be your tutor asking specific questions in class, for example. Other types of formative assessment can include written reports, essays, tasks for seminars etc., some of which are handed in so that written feedback can be provided. You will also be assessed summatively. This just means that in each module or unit, often at the end, you will complete work that is then graded, where the mark counts towards your final qualification.

At the start of your course you will be given an **assessment schedule** which details the deadlines for the assessments in all the modules you will be studying. This will help you to plan your work effectively. Your tutors understand that you have lots of commitments so will always try to spread the assessments out as much as they can, although inevitably many will come towards the end of each semester.

How will my work be marked and graded?

The majority of your assessments will be awarded a letter grade as outlined in the table below. Some of your assessments may however be assessed by percentages, which are converted into an aggregation score. Some assessments may also be identified as pass/fail assessments. Such assessments must be successfully passed in order to pass the module, however the aggregate score for the module will be derived from other assessments which are graded. Overall, you must achieve an aggregation score of 9 or above to pass a module.

Further information is available at: http://www.blackpool.ac.uk/he-regulations

Category	Grade	Aggregation Score	Grade Description
Excellent Pass	A+	24	Exemplary range and depth of attainment of intended learning outcomes, secured by discriminating command of a comprehensive range of relevant materials and analyses, and by deployment of considered judgement relating to key issues, concepts and procedures
	A	21	
	A-	18	
Good Pass	B+	17	Conclusive attainment of virtually all intended learning outcomes, clearly grounded on a close familiarity with a wide range of supporting evidence, constructively utilised to reveal appreciable depth of understanding
	B	16	
	B-	15	
Satisfactory Pass	C+	14	Clear attainment of most of the intended learning outcomes, some more securely grasped than others, resting on a circumscribed range of evidence and displaying a variable depth of understanding
	C	13	
	C-	12	
Weak Pass	D+	11	Acceptable attainment of intended learning outcomes, displaying a qualified familiarity with a minimally sufficient range of relevant materials, and a grasp of the analytical issues and concepts which is generally reasonable, albeit insecure
	D	10	
	D-	9	
Marginal Fail	F1	7	Attainment deficient in respect of specific intended learning outcomes, with mixed evidence as to the depth of knowledge and weak deployment of arguments or deficient manipulation
Fail	F2	4	Attainment of intended learning outcomes appreciably deficient in critical respects, lacking secure basis in relevant factual and analytical dimensions
Poor Fail	F3	2	Attainment of intended learning outcomes appreciably deficient in respect of nearly all intended learning outcomes, with irrelevant use of materials and incomplete and flawed explanation
Very poor Fail	F4	0	No convincing evidence of attainment of any intended learning outcomes, such treatment of the subject as is in evidence being directionless and fragmentary

What if I experience circumstances which mean I will not be able to complete an assessment?

The Personal Mitigating Circumstance (PMC) procedure gives you the opportunity to inform the College of serious medical or personal circumstances, which you believe, have affected your academic performance in an adverse way before the meeting of the Board of Examiners.

You may have had genuine and unavoidable circumstances that have affected your performance in coursework. These circumstances may have prevented you from being assessed or from submitting coursework on time. In all cases, it is important that you contact the HELM team at HELMinfo@blackpool.ac.uk to say that you are having difficulty completing work and are planning to apply for PMC.

A Personal Mitigating Circumstance Application Form must be completed by you and is available via the College website / Student Administration / Reception. It is your responsibility to complete and submit the form to the HE Student Administration Manager within 10 days of the assessment deadline.

You cannot request an extension to the assignment deadline date. Assignments must be handed in as soon as possible even if they are incomplete. If your PMC application is approved, you will be given an amended deadline and the opportunity to improve your work further.

For full details of this procedure please refer to: http://www.blackpool.ac.uk/he-regulations

What if I miss a deadline?

Managing your time effectively is a key graduate skill and you are therefore encouraged to plan your programme workload alongside your other commitments. If you fail to meet an assessment deadline, it will be penalised. Work submitted up to three days late will receive a penalty of one full grade and zero (non-submission) thereafter.

Deadlines are normally set on Mondays and Fridays to avoid the third day occurring at a weekend. Where the third day does fall on a weekend, students will have until 10 am on Monday to hand in without receiving further penalty. The penalties associated with the late submission of percentage coursework are outlined in the academic regulations for your programme.

For more information, please refer to: http://www.blackpool.ac.uk/he-regulations

What happens if I fail a module?

Most students pass their work, but if your mark for an individual module is less than the minimum pass grade you will be referred on that module. This means that you will have to be reassessed in the relevant work, however a second attempt will be subject to a penalty as specified within the academic regulations for your programme.

Where Personal Mitigating Circumstances are approved, this will typically prevent any penalties being applied and usually allow the work submitted to be marked as a first attempt.

Moderation

All work that you submit for assessment is marked by your module tutor. A suitable sample is then selected to be moderated by another tutor. This is to ensure that the mark awarded is reliable and not just the judgement of one marker. All of the work you submit is retained by the College to assist our external examiners in the quality assurance of your programme. This may mean that the results you receive during the year may change and should therefore be considered provisional.

External Examiners

Every higher education programme has its own External Examiner whose role is to support the academic staff team in ensuring that the standard of your programme of study is comparable to other programmes in that subject discipline. The External Examiner will confirm that the work that you have produced is of a standard that is expected and identifies any issues that the academic staff team needs to take into account to continually improve the programme. The External Examiner also feeds back on the key strengths that make your programme a really effective and valuable learning experience.

External Examiner reports for your programme can be requested by emailing highereducation@blackpool.ac.uk

Board of Examiners

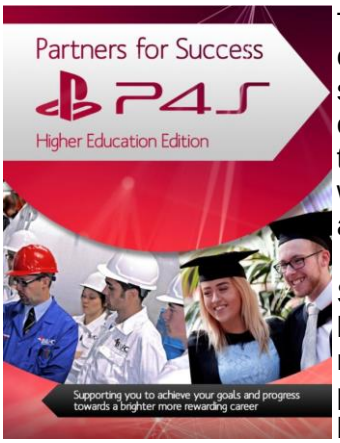
Once a module is complete, the marks for all assessments are compiled together to create an overall module mark.

The module board of examiners sits at the end of each semester to consider modules in scope. Your overall marks for the year are considered by a programme board of examiners that will make recommendations regarding your progression between levels, reassessment and eventually the award of your qualification. The majority of programmes within the college run an academic year between September and June. Reassessment work will therefore normally be completed during the summer months and submitted by the end of July (the precise date is set by the board).

The board of examiners sits again prior to the start of the next academic year in September where the results of any summer reassessment work will be considered.

Where programmes fall outside of the standard academic year, the timing of the board identified above may vary, however the general process remains the same.

PARTNERS FOR SUCCESS



The Partners for Success framework has been developed from our considerable achievements and successful review outcomes in supporting students and ensuring that they are provided with the best possible opportunities to engage fully with their learning experience and the full life of the college. It outlines how staff, students and the wider college community work to provide a seamless network of support to enable all students to achieve their potential.

Studying at University level can mean quite a life change, particularly if you have to move away from home, juggle study with work or have caring responsibilities while studying. You may also be returning to study after a period away and feel unsure exactly what to expect. Most students new to higher level study also comment on the fact that it can be quite different to their previous studies.

Our central aim is to enable all students to become confident and competent independent learners and achieve to the maximum of their potential through the development of their academic skills, personal well-being, literacies and professional employability attributes.

- We will work in partnership with all stakeholders, students, staff and others to ensure and assure personal change and development through mutual expectations, mutual agency and clear communications.
- We will provide students with a network of support to enable their development and achievement of their personal, academic and professional goals

Key partners in your success are:

- Your Progress Tutor and the programme delivery team
- Careers team

- Student Support and Wellbeing including HE Learning Mentors (HELMS)
- Learning Resource Centre teams
- Student Union
- You!

Your Progress Tutor and the programme delivery team

Here at Blackpool and the Fylde College every student is entitled to receive tutorial support on their programme of study. Tutorials are an important learning activity; they give you the opportunity to engage in dialogue with your tutor on matters of academic progress as well as personal and pastoral issues which may impact on your learning experience.

The benefits of tutorials are that they help you to individualise your learning on programme and to receive constructive feedback on your work specifically and progress generally. Tutorials are an essential component of the B&FC Partners for Success framework which aims to enable your personal and academic development, and maximize your opportunities for success, through coordinating the range of support services available to you through your progress tutor. Tutorials can help you to critically engage with your subject in a way that you may not be able to do in lectures and other forms of learning. Your tutors will encourage creativity and originality of thought that will help you to gain a better understanding of the subject discipline helping you to achieve your potential and experience high levels of success.

You can ensure that you get the most out of tutorials by:

- Proactively seeking out information before the tutorial to prepare yourself for the discussion and dialogue
- Actively engaging in discussion with your tutor.
- Using the tutorial opportunity to ask questions of your tutor and engage in critical discussion.
- Receiving feedback and using this to plan your next piece of work or setting personal and academic targets for future learning activities

The Careers Team

University Centre
Located in the Foyer, ground floor, South Building
Tel. 01253 504474

Bispham Campus
Located opposite the main Reception area in the Hub
Tel. 01253 504298

Student Advisors

Student Advisers provide you with confidential and impartial information on a range of areas, and work to matrix quality standard to ensure excellence of support, advice and guidance to all our Students and prospective Students. Quick-query interviews usually last approximately ten minutes. For example, you might want to ask about job vacancies, for help with preparing for an interview, or advice on financial assistance etc. If you have a more complex query the Student Adviser will make a mutually convenient appointment with you for a longer interview. Careers Information Advice and Guidance and financial Help Group sessions also take place throughout the academic year.

Student Advisers also provide a drop-in service at all Blackpool and The Fylde College Campuses, so you don’t need to book an appointment to see an Adviser.

Financial Help and Support

Student Administration can provide you with information and advice on access to help with transport, childcare and HE bursaries.

The Careers Team can help you if you find yourself in financial difficulties and will also help with advice and guidance regarding student loans.

Accommodation

Our Student Advisers can help you find student accommodation and provide advice on costs, and other expenditure i.e. rent bond, gas, electric, TV, phone, travel etc.

Careers Information, Advice and Guidance

The Careers Team are all highly qualified in careers information, advice and guidance and can help you with UCAS applications for entry to Higher Education, with making decisions about progression to other courses, job application, CV preparation and interview techniques alongside career and further training pathways and opportunities. Our team of professional Student Advisers are available to help you with all aspects of your career planning and decision-making, such as:

- Making decisions about your future career
- Planning your job search strategy
- Curriculum Vitae (CV) writing
- Getting relevant work experience - including volunteering
- Making applications and preparing for interviews
- Researching postgraduate study options

At Blackpool and The Fylde, our careers service extends far beyond helping you to pinpoint your ideal career. The emphasis is on tailoring a 'careers package' to your particular aims and aspirations that gives you the skills and experience needed to make you highly employable from the moment you graduate.

That's why all our degrees have a strong employment focus, with opportunities to try out your chosen career area, learn skills that employers are specifically looking for and practice interview and assessment techniques with representatives from industry. We also run an online job shop, backed up by a highly trained team of staff dedicated to making your career goals a reality.

You may be starting your course already clear about what you want to do when you graduate or you may not be sure at this stage. Our experienced and professional team of careers student advisers offer careers and progression advice to guide you towards making the right decisions about your future. Choose from e-guidance, telephone and face-to-face interviews within a small and supportive environment. We also offer pre-course advice and guidance. Underpinning all of this is a vast range of careers library resources together with access to internet-based resources, video resources and computer-aided guidance packages.

Enhancing your Employability

The opportunity for you to develop your graduate skills and attributes is built into all our courses to ensure you graduate not just with subject knowledge but with the ability to embark on your chosen career and hit the ground running. Our programmes also provide an opportunity to discover more about your chosen career area through visits from external speakers and trips to local employers and industry. Some programmes even contain a workplace learning module, where you'll get to spend time with an employer, putting your knowledge into practice and gaining valuable employability skills at the same time.

Getting Ready to Graduate

About a year before you're due to graduate we will invite you to take part in our graduate employability workshops, covering topics such as making the right career move, effective applications and successful interviews. In addition, local employers run mock interviews and facilitate role-play scenarios for students, which replicate the assessment centre experience for newly qualified graduates. These experiences are vital for developing an awareness of your strengths (and playing to them) and gaining an understanding of what graduate recruiters are looking for. Some of our students have even been offered a permanent position on the strength of them.

Grad Intelligence

B&FC in partnership with **Grad Intelligence** provide you with a Higher Education Achievement Report (HEAR) which will be published when you finish your degree.

An account will be created for you as part of your enrolment and you will receive an email to your student email account from accountregistration@gradintel.com, which will give you instructions on how to activate your account.

There is a range of psychometric tests and other tools available that can help you develop your employability skills. You can also create your own e-CV on the platform and access opportunities to search and apply for graduate jobs and/or further study.

HEAR (Higher Education Achievement Report)

The HEAR provides verified information about your academic and college verified non-degree related achievements.

You will be issued with an updated 'interim HEAR' annually in the summer, and a 'Final HEAR' will be issued when you graduate.

Engage with **'DegreePlus'** to evidence your employability skills and attributes to enhance your future employment opportunities.

Degree*Plus* awards will give you a head start as you enter the highly competitive graduate job market. Each award captures the additional activities you have undertaken which improve and develop your employability.

Gaining additional qualifications can help you stand out as someone who is passionate about professional development.

Student Support and Wellbeing

The Student Support and Wellbeing team offer a range of support tailored to you to promote independence and maximise your potential through a range of enhanced study, mental health and wellbeing strategies.

- Higher Education Learning Mentors (HELMs) email: helminfo@blackpool.ac.uk telephone 01253504494
- Disability Support: email dsainfo@blackpool.ac.uk telephone 01253504494
- Wellbeing self-referral form online at http://www.blackpool.ac.uk/getwellbeingsupport
- Wellbeing Support: email general enquiries wellbeingsupport@blackpool.ac.uk
- Support for care leavers, carers and students who do not have contact with their family: succeed@blackpool.ac.uk
- Safeguarding College Hotline 01253 504444 (9am to 4.30pm)

HE Learning Mentors (HELM)

The HELM team can support with aspects of student academic life, from settling into higher education, helping you gain and enhance study and digital skills and creating wellbeing strategies to work as independent learners. Examples of some of the study skills development and enhancement that we offer include:

- Improving your academic writing style.
- Grammar, sentence structure and developing expression.
- Critical and reflective writing.
- Information skills development, such as research, applying theory to your practice / study and referencing.
- Effective study techniques, planning, structuring and polishing assignments, time management and organisation.
- Revision and examination techniques.
- Digital literacy
- Support with Personal Mitigating Circumstances and Interruption of Study to help you get back on track and complete
- Keeping in touch support for Care Leavers, Carers and students with no family support contact.
- Signposting to other Partner for Success services

In addition to individual support, HELMs deliver a range of study and wellbeing skills through workshops including the 'Flying Start' and 'Flying Further' programmes. These are designed to complement the knowledge and information gained from your course. If you wish for the HE Learning Mentors to deliver a workshop for you liaise with your tutor or direct with the HE Learning Mentors team.

For help, advice and information:

- Phone: 01253 504494
- Email: HELMinfo@blackpool.ac.uk
- Drop in: to the University Centre South Building Entrance

SUCCEED is Blackpool and The Fylde College's package for Higher Education care leavers, carers and students who do not have any contact with your family, we can support you.

We offer you help with:

- Finance including application for B&FC Access Scholarship. For further information of all B&FC financial support visit the following link https://www.blackpool.ac.uk/support/funding/degrees
- Assignments and exams
- Wellbeing
- Signposting to other services

In addition we offer regular contact, one-to-one support with a named HELM to help you stay on track. For more information on support and eligibility.

For help, advice and information:

- Phone: 01253 504494
- Email: Succeed@blackpool.ac.uk
- Drop in: to the University Centre South Building Entrance

Disability Support

We understand everyone has different needs and some students with disabilities, sensory loss, learning differences, medical and/or health conditions (including mental health) or Autistic Spectrum conditions may need additional support to get the most out of College life. Student Support and Wellbeing offer a range of support tailored to you to promote independence. We work closely with your curriculum teams, supporting accessibility and inclusion.

There is specialist support available to help you succeed at studying with your declared condition. If you are able to provide evidence from a suitably qualified professional (please see below for examples), Exam Access Arrangements and support via the Disabled Students' Allowances (DSA) can help reduce many potential barriers.

Conditions and evidence required

Disabilities or long-term health condition
A photocopy of a report or letter from your doctor or consultant - you can also fill in the disability evidence form from your Funding Body (PDF, 65KB)

Mental-health condition
A photocopy of a report or letter from your doctor or consultant - you can also fill in the disability evidence form from your Funding Body (PDF, 65KB)

Specific learning difficulty like dyslexia
A photocopy of a 'diagnostic assessment' from a practitioner psychologist or suitably qualified specialist teacher

Support with gaining diagnostic evidence

If you do not have medical evidence of your condition, or a report available, we can offer advice on how to obtain this and in most cases provide funding.

If you are moving locally to Blackpool for the purpose of your study, you may want to consider temporarily transferring your health support to ensure cover for medication/prescriptions and referrals to local support groups. To find a local GP you can use the national NHS link https://www.nhs.uk/Service-Search/GP/LocationSearch/4

Disabled Students' Allowance

DSAs are Student Finance grants that pay directly for extra Assistive Technology and Specialist Support (out of class) that may benefit you as a direct result of your medical/health condition. Visit the DSA pages on the UK Government website to learn more about the application process.

B&FC offer (subject to eligibility) the Advantage Bursary or hardship funding to cover the £200 contribution cost of a computer as part of the DSA.

Examination Arrangements

Exam Access Arrangements are pre-examination adjustments put in place for you based on your individual need, for example, readers, scribes, rest breaks. You will need to refer yourself to Student Support and Wellbeing for exam access arrangements for approval prior to your exams.

General Support

Campus Access:

Visit AccessAble website for access information for our campus sites. This includes details of B&FC facilities.

Wellbeing Support

The Wellbeing Service at Blackpool and The Fylde College offers a wide range of support, including wellbeing and short term counselling appointments, interactive workshops and support to access self-help resources.

To access support from the wellbeing team, please complete the wellbeing referral form.

Responses to this form are monitored twice a day (9-4pm) from Monday to Friday during term time.

Please note that this is not an emergency service. If you are concerned about your safety or the safety of someone else call your **GP**, **NHS 111** or attend **Accident and Emergency** at Blackpool Victoria Hospital**.**

Visit the Wellbeing area on SharePoint for more information and guided self-help.

Visit the Contemplation rooms for quiet meditation, prayer or just 'time out'.

The Contemplation rooms can be found at:

- Bispham Campus - C307 - Third Floor Room - Cleveleys Building
- University Centre - SB130 - Second floor Room - South Building
- Fleetwood Campus- Room A33 Ground Floor- Halls of Residence

To use the contemplation rooms, visit the main campus reception and sign for the room key.

For help, advice and information:

- Phone: 01253 504494
- For general enquiries please email wellbeingsupport@blackpool.ac.uk
- Drop in: to the University Centre South Building Room 26c)

Need help now?

B&FC Safeguarding - If you feel unsafe or at risk at College contact your tutor or the Student Direct Safeguarding College Hotline: 01253 504444 (9am-4.30pm). If you require advice or assistance about disclosing a safeguarding concern you should discuss this with your Progress Tutor or any member of staff.

If you feel you are at risk of harm to yourself or others and need immediate help, contact the National Health Services (NHS) such as your GP or alternatively ring 111 as soon as possible, if you are in an emergency situation ring 999 or go to Accident and Emergency (24 hour) Victoria Hospital Whinney Heys Rd, Blackpool, FY3 8NR and request a mental health assessment.

Alternatively go to your nearest Walk in Medical Centre:

- Whitegate Health Centre,Blackpool,FY3 9ES
- Fleetwood Health & Wellbeing Centre, FY7 6HP

Need to Talk?

Support is also available externally from the following organisations:
Mental Health Helpline Freephone 0800 915 4640. http://www.lancs-mentalhealthhelpline.nhs.uk
Samaritans (24 hour) Freephone 116 123 http://www.samaritans.org
HOPELINE - Call: 0800 068 4141, Text: 07786209697 or Email: pat@papyrus-uk.org (10am – 10pm weekdays, 2pm – 10pm weekends and bank holidays)

LEARNING RESOURCE CENTRE TEAMS

Whichever campus you study on, the Learning Resource Centres (The Loops) will play an important part in your studies. Our flexible learning spaces can provide you with a mixture of computer, group work and quiet study areas. You should make maximum use of this facility to log-on to a PC, access printing and copying facilities or ask the Resource Advisers for help and advice.

You will have access to a wealth of information through a wide range of physical and online resources such as e-books and full text journal databases giving 24/7 support for your academic work. Our online search tool Discovery is available for you to search for high quality, relevant journal articles to support your studies. Our online catalogue - https://libcat.blackpool.ac.uk - is also available 24/7 allowing you to check reading lists, reserve titles, renew borrowed items and provide direct links to the titles in our extensive eBook library. We can also provide material from other libraries through our inter library lending scheme.

Our teams are always happy to offer help and advice. They have in-depth knowledge of your subject area and can support you in finding good quality research material, as well as developing your IT and research skills through one-to-one sessions. Interactive support materials are available through the Learning Resources area on the virtual learning environment, Canvas. More information about The Loops, including the opening hours for each centre, can also be found on the college website

Term time opening hours

The Loop at UC
Monday – Thursday 8.30 – 21.00
Friday 8.30 – 17.00
Saturday 10.00 – 15.45
Email: CentralLoopLRC@blackpool.ac.uk
Telephone: 01253 504414

The Loop at Fleetwood
Monday - Thursday 8.15 – 19.45
Friday 8.15 – 17.00
Saturday 10:00 – 15.50
Email: lrcfle@blackpool.ac.uk
Telephone: 01253 504714

The Loop at Bispham
Monday – Tuesday 8.30 – 17.00
Wednesday 8.30 – 20.00
Thursday - Friday 8.30 – 17.00
Email: lrcbis@blackpool.ac.uk
Telephone: 01253 504290

Self-issue / return facilities are available in the Bispham, Fleetwood and University Centre Loops. There are drop-in IT-based facilities with networked computers (including Macs in the Loop at UC) and wireless laptops, colour printing and scanning facilities. In addition, the Loop teams can help you get connected to the Wi-Fi and other college systems. Help with IT issues is available through an online HelpDesk.

You can access computing and copying facilities at any campus, if this is more convenient for you when engaged in independent study, but the majority of course specific materials will be located in the Loop on the campus where your course is based.

You will find the essential texts for your course available in the library stock and these are regularly updated. Relevant journals and online resources are purchased on an annual basis. For all Higher Education courses you will have access to online reading lists via the Keylinks software. These online reading lists directly link you to the core eBooks and print resources in the library catalogue, thus enhancing their accessibility.

Following an initial Welcome Tour of your local Loop, your tutor will arrange for us to work with you in follow-up in-depth sessions on key skills such as effective searching of online resources and referencing. Induction sessions are also provided at the start of your programme to help you find your way around technology in the college. Additional one-to-one tutorials are available to all students. LRC support is supplemented by a range of interactive resources on Canvas.

The services provided by the Learning Resources Centre will be an integral part of the Induction Programme for this course.

Information Technology Resources

Being able to access resources and materials to help you on your course when you need them is very important. Canvas is our virtual learning environment, and contains lots of key information about your course and is accessible 24:7. As part of your induction we will make sure you are able to make the most of this resource.

As a student at Blackpool & the Fylde College you will be provided with a web-based Microsoft Office 365 account. This account provides anytime, anywhere access to a suite of Microsoft programmes including Outlook email and web-based versions of Word, Excel and PowerPoint. You also get access to your own online storage area so you can download, edit and save your college work wherever you are.

Included in your Microsoft Office 365 account is access to our MyDay portal. The portal provides you with access to your calendar (including timetables), email and links to the VLE and eTrackr. Timetable data is updated every hour so you can see all room changes. It is accessible from a web browser and as a mobile device app on Apple and Android devices. MyDay will be launched automatically whenever you login into a College desktop computer.

To find your course materials, log-on to the VLE, the College's virtual learning environment. The VLE contains lesson notes, multimedia materials, quizzes, forums and lots of different tools to help you achieve your academic goals. You may submit your assignments through the VLE and receive online feedback from your tutors. The VLE also provides easy ways for you to communicate with your tutors and fellow students using messaging, chat rooms and forums. You can access your Office 365 and VLE accounts by logging into one simple webpage MyDay which also contains useful college information, news and links:

https://blackpool.mydaycloud.com/dashboard/home

Induction sessions are provided to all students at the start of their course to help you find your way around technology in the college. 'The Loop' LRC's are located on each campus. You can pop into The Loop and log-on to a PC, access printing and copying facilities or ask the Resource Advisers for help and advice.

STUDENT UNION

The Students' Union (SU) at B&FC is *your* union. It's made up of students that *you* elect each year, who listen to the student voice and respond to *your* wants and needs. The SU represents students on a range of issues, including equality and diversity, education and social activities, with the aim of ensuring your time here is as interesting and enjoyable as possible.

As a student at Blackpool and The Fylde College, you are automatically free members of the Students' Union and you are encouraged to play an active role. Our Students' Union is actively engaged in student affairs at local and regional levels so there are opportunities for you to become involved in various campaigns and fund-raising activities. Our aim is to work for the good of the student community and to take an active interest in the development of all students. As such the Union represents the

students on a number of academic and College committees where student involvement and comment is welcomed.

The Union provides the framework and financial backing for students to organise trips and events, which can be a great way to broaden your interests and meet new people. With a wealth of information, our Students' Union can also advise you on places to go and things to see and do.

If you need to get in touch, you can contact your Student Union Sabbatical Officer by phone or email.

B&FC Student Union Sabbatical Officer
Tel: 01253 504 517
Email: studentsunion@blackpool.ac.uk

BEING A PARTNER IN YOUR OWN SUCCESS

Higher education is as much about personal change and development as it is about subject knowledge and skills development. By facilitating your development we enable you to take responsibility for your own learning. Students who are fully informed about the opportunities available to them, but who are also aware of their responsibility to engage with those opportunities, are more likely to make effective use of services and resources. It is important that you take advantage of every opportunity to facilitate your success, and to creatively engage with the knowledge you encounter, constructing and reconstructing your own understanding. We will support you to set clear goals, reflect on your progress and develop key graduate skills.

ABSENCE REPORTING

If for whatever reason, including ill health, you are going to be absent from College then you will need to ensure that you make contact with us to discuss how we can support you. This is particularly important if your absence could have a significant effect on your assessment requirements. Should this be the case then you will need to consider the College Personal Mitigating Circumstances procedure the full version of which is available at the link below.

https://www.blackpool.ac.uk/he-regulations

Any personal mitigating circumstances, such as ill health, which may have affected your studies or performance in assessments and examinations, would need to be submitted to the HE Student Administration Manager mitigating.circumstances@blackpool.ac.uk formally by you with supporting evidence, e.g. a medical certificate, following the procedures and in accordance with the deadlines laid down in the College's Personal Mitigating Circumstances Policy.

In the event that you are unable to attend an examination because of illness or other unforeseen circumstances, you must immediately inform your programme leader before the start of the examination. If you are absent from the whole or part of an examination because of illness, a Personal Mitigating Circumstances application form together with a valid medical certificate or other appropriate independent documentary evidence must be forwarded to the HE Student Administration Manager normally within ten working days of the examination.

STUDENT IDENTITY CARD

You must wear your ID badge at all times whilst on College premises. Access to College facilities is dependent on Students having their ID badge. You will also be asked to show your ID badge when sitting exams. You will be challenged if you are not wearing your badge when on College premises. This is to help students and staff feel safe in College.

FOOD ON CAMPUS

When you want to take a break for refreshments on campus, you're well catered for. At the University Centre's Central Hub refectory, **Café Grads,** you can sit down and tuck into a proper meal or just grab a bite and relax in one of the chill-out areas. A **Starbucks** outlet has also just opened in South Building.

A similar-style refectory, **Retreat**, is available at our Bispham Campus or if you fancy a little treat there is also a range of freshly made sandwiches and smoothies in the **Grab and Go** and a **Starbucks.** At the Fleetwood campus the **Refectory** offers traditional breakfast, a wide range of hot food, sandwiches, snacks and beverages. Visit http://www.blackpool.ac.uk/facilities/shops for more information. At all our campuses, there are also plenty of vending points providing snacks on the go.

Get off to a great start every morning! All Blackpool and The Fylde College students are entitled to a free healthy breakfast.

SPORTS FACILITIES AND COLLEGE TEAMS

Sports facilities are mainly based at the Bispham Campus where there is a sports hall, an all-weather floodlit sports pitch and a well-equipped gym. Our Fleetwood campus has sports facilities. We have numerous College teams, both men's and women's, with other available sports ranging from volleyball and five-a-side football to table tennis and canoeing. To find out more ask your progress tutor.

ENRICHMENT

Enrichment is about providing you with opportunities to bring your learning to life, developing your range of interests, meeting new friends and growing as a person. Some activities will be related to your area of study whilst others may not be directly linked. More information is available in your Partners for Success Guide; via the Students' Union and through your progress tutor.

Curriculum-based activities

Whilst studying your chosen subject at College, you will have the chance to see how your subject works in real life and apply that insight to your studies. We also aim, during your programme of study, to develop your employability skills and interview techniques. To provide this valuable enrichment, your programme may feature such activities as guest speakers, trips into industry and overseas visits, 'real life' assignments, competitions, work experience and work placements (some of which can lead to permanent positions).

Extra-curricular activities

College is also as much about the social side as it is about learning. At Blackpool and The Fylde College we offer a vast range of activities, from discounted theatre trips to lunchtime sports activities and book club. Activities are free to everyone enrolled on a course and in most cases, there's no need to book. For more information about what's on check your Partners for Success Guide; visit the Students' Union website or speak to your progress tutor.

Fee-based activities

For those of you who wish to engage in a further range of activities there are fee-based sports activities.

The Enrichment Team can also organise one-off fitness activities, such as trips to Manchester's Chill Factor for skiing or outings to Grizedale Forest for mountain biking. For more information please visit the Students' Union website or contact the Enrichment Team on 01253 504134.

GETTING INVOLVED IN THE QUALITY OF YOUR PROGRAMME

At Blackpool and the Fylde College we believe that you are a member of our higher education and College community and as such your views and experiences are extremely important to us. We want to work in partnership with you to ensure that your experience is the best that it can be both for you and others who study with you. To this end we work hard to engage all students in dialogue about the quality of their learning experiences. You can engage by providing useful feedback on your experiences of modules through Module Evaluation Questionnaires, through being an elected course representative attending student forums and college meetings and through surveys such as the Post-induction survey and the National Student Survey (NSS).

The MEQ (Module Evaluation Questionnaire) surveys give students a chance to put their views across relating to modules and progress meetings during the academic year. You will be asked to rate questions around various themes such as Teaching and Learning, Assessment and Feedback, Organisation, Resources and Facilities, Student Voice and Overall Satisfaction, as well as to make individual comments if you wish. We can use what the results tell us that you like, or don't like, to make changes and improvements to our HE programmes, as well as look at how we compare with other similar colleges.

ACADEMIC APPEALS

An academic appeal is a procedure which allows you in certain circumstances to ask for a review of a decision relating to your academic progress or award. You can ask for a review of a decision by one of the following:

- A Board of Examiners, both Module and Programme Boards.
- A Personal Mitigating Circumstances Panel
- An application to the College
- An Academic Malpractice Panel

It should be noted that students may only appeal against a decision if they can show that they satisfy one or more of the grounds detailed in the academic regulations. The appeal process cannot be used to challenge academic judgement or appeal simply because you disagree with the marks you have been given.

An academic appeal is different from a complaint so appeals and complaints are looked at under different procedures. A complaint is dissatisfaction about the provision of a programme or academic service or facility or any other service provided by the College.

Students studying either a:

- **Blackpool & The Fylde College Programme**
- **Lancaster University Validated Programme**
- **Liverpool John Moores Validated Programme**
- **Scottish Qualifications Authority Programme (SQA Higher National)**
- **BTECHigher National Programme**

To lodge an academic appeal, you must do so by submitting your appeal within 10 working days of the publication of your results or decision of a panel either by writing to the HE Academic Registrar, Bennett Avenue, Blackpool, Lancashire, United Kingdom, FY1 4ES or by email to: appeals@blackpool.ac.uk

The Academic Appeals regulations and application pro-forma can be found on The Blackpool & The Fylde College website https://www.blackpool.ac.uk/he-regulations

COMPLIMENTS, COMPLAINTS AND FEEDBACK

Blackpool and the Fylde College welcomes feedback from all its students and is committed to improving the quality of the services it provides; we are committed to openness and transparency by providing well publicised and accessible information on how to give feedback or make a complaint.

Compliments, complaints and feedback will be dealt with courteously, fairly and objectively.

We hope that you will never have cause to do so but if you wish to raise a complaint (or you wish to compliment us or provide feedback) please take a look at our Compliments, Complaints and Feedback Procedure which is located on our website here: https://www.blackpool.ac.uk/college-policies

GRADUATION

Our annual higher education awards event is a spectacular occasion, representing the culmination of masses of dedication and hard work, and the gateway to an exciting and rewarding future.
The graduation ceremonies will take place at the Winter Gardens and Opera House, 97 Church Street, Blackpool, Lancashire, England FY1 1HL.

Your graduation day may seem a long way off now, but you will be there quicker than you think! Blackpool and the Fylde College's Awards Ceremonies are a part of the celebration of your achievement and we hope you will be able to attend. You will need to budget for the cost of guest tickets, academic dress and photography. Awards Ceremonies are held each year at the Winter Gardens. If you attend the Awards Ceremonies we publish the names and awards of all graduates in the Awards Ceremony booklet and in a graduation supplement in the local press. If you do not wish your name to appear, you must contact Student Administration to inform us. We will print the name we have recorded for you on your degree certificate, so it's important that you tell us in advance of any spelling or other changes. After we have printed the certificate we will not be able to change it for you.

This is a very special day for all our graduates and their friends and families and is a marvellous opportunity to share and celebrate your academic achievement and accomplishments.

MODULE OUTLINES

The following module outlines provide you with a brief overview of the modules and their contents, together with the intended learning outcomes.

B4HUBSM-FM: Introduction to Academic Study
Level 4 - Mandatory

Module Abstract

This module aims to give you specific knowledge, skills and understanding required for successful higher education study and engagement with industry. It will draw explicit attention to the introduction and / or development of such skills; encourage you to consider your approaches to learning and enable opportunities for discussing multiple perspectives of your subject and wider related issues.

You will become familiar with identifying your own values and experiences and applying these to case studies and examples of practice. You will develop the strategies and understanding needed to find, interpret and evaluate academic sources, theories and models in order to compare approaches to your subject and form new ideas.

The module will provide opportunities to communicate your developing knowledge and awareness of

own values in terms of academic research both formally and informally, requiring you to express your ideas verbally, in writing and digitally. Reflection on such communications will involve identifying personal attitudes and skills levels and establishing potential ways to enhance skills needed for the remainder of the course and beyond.

A key focus of the module is the importance of academic practice when communicating your interpretations of subject specific material. Formative and summative activities will provide you with a sound basis for expressing ideas, solving problems and analysing perspectives related to industry in a style and format appropriate for higher education. This will include structuring a written piece of coursework, adhering to standards such as word count, evaluating secondary sources and referencing accurately.

Learning Outcomes

1 Find, interpret and evaluate a range of digital and traditional sources to produce written communication that meets academic expectations of higher education.

2 Reflect on personal attitudes and skill levels and identify further learning needs to support future studies and enhance transferable skills for employment.

3 Analyse data sets to produce graphical representations of data OR analyse a case study to identify and discuss theoretical perspectives, models and research.

4 Produce verbal presentations appropriate to audience and level of complexity.

Indicative Content

Academic Writing
- Conventions
- Terminology
- Paraphrasing
- Summarising
- Reports / Essays
- Referencing
- Academic integrity

Ethical Research and Practice
- Confidentiality, anonymity, secure storage, vulnerable participants, netiquette

Secondary Research
- Use of digital and traditional tools for discovery; open access journals
- Referencing and in text citation, plagiarism, reliability and validity of sources
- Comparison, contrast and critical evaluation
- Critical reading and note making

Data Collection
- Interviews
- Focus groups
- Observation
- Questionnaires / Surveys

Data Analysis
- Statistical analysis Mean, median, mode, standard deviation, correlation
- Accuracy, precision, error and uncertainty
- Reporting data (graphical methods, tabular grouped vs ungrouped etc.)
- Interpreting data (confidence intervals and p values

Reflective Practice and Writing
- Models of reflection

Critical Reflections
- Academic formality voice / academic, personal and professional

Presentations
- Selection of relevant points
- Communication of ideas verbally / visually

BSM401: Operational Leadership
Level 4 - Mandatory

Module Abstract

This module will give you the knowledge and understanding of contemporary key theoretical concepts of management within a variety of organisations. You will develop an understanding of talent management - the most effective ways to recruit, train, develop and retain staff within organisations. This includes an appreciation of relevant UK employment legislation. You will also develop an awareness of individual and group behaviour within enterprises and how these factors can be managed for the benefit of the organisation. In particular, the importance of teams within business organisations sector will be studied and the ways in which effective teams are built and managed will be examined. Models and qualities of leadership will be appraised together with the effects different styles of leadership have on organisational culture and how both of these concepts can affect employee performance, engagement and retention.

Learning Outcomes

1 Analyse managerial practices in the sector making recommendations for improved operational efficiency.
2 Explain individual and group behaviours and organisational structures and their impact of effective management practices.
3 Assess and evaluate the significance of recruitment, training and development and retention practices to business success.
4 Evaluate the importance of teams and teamwork for business efficiency and dicuss the ways in which teams are formed, maintained and sustained.

Indicative Content

Change, communication, diversity and conflict within organisations.
Concepts of leadership, team building and group dynamics.
Organisational culture.
Job design and legal aspects of advertising and recruitment.
Recruitment, selection and appointment processes.
Induction, training, development and retention of staff.
Managing employee performance and talent management.
Dealing with grievance, disciplinary procedures and termination of the employment contract.

BSM402: Managing People
Level 4 - Mandatory

Module Abstract

People management is probably one of the most important 'soft' leadership skills required of effective managers in today's business environment.

People management directly influences productivity through its impact on staff morale and motivation throughout the organisation. People management skills impact organisational culture and are critically important particularly during periods of transition. The heart of People Excellence requires the building of a high performance culture. As Siemens state “nothing helps an individual more than to be given responsibility and to know they are trusted” which clearly relates to the organisation’s approach to management, engagement and the organisational culture.

As you progress through this module you will develop awareness of people management skills and initiatives within organisational contexts. You will consider a variety of different approaches to management and analyse the factors which influence them. You will engage in the study of management theories to help analyse issues and individual behaviours. You will examine the internal nature of organisations from both a theoretical and practical point of view to develop your understanding of the behaviour of people within organisations.

Learning Outcomes

1 Examine the history and frameworks of management ideas, their development, and their role in current and future management practice

2 Explain the differences between leadership and management. Analyse appropriate leadership and management strategies that help to deal with the management of change

3 Explore the implications of motivation, the psychological contract, negative work behaviour and empowerment on the organisation achieving its objectives

Indicative Content

Management theory
Historical Developments
Organisation and management
Role of a manager
Function and process of management
Leadership
Performance management
Motivation theories
Psychological contract
Engagement
High performance work practices
Cultures
Organisational structures
Change management

BSM403: Marketing
Level 4 - Mandatory

Module Abstract

This module provides you with a comprehensive introduction to marketing, its key principles, core concepts and strategic tools. The range of concepts that students will be introduced to include consumer behaviour, market research, the 7P’s of marketing, marketing strategy and environments.

You will investigate the principles that underpin the marketing process and how they apply in business. You will develop the practical skills and knowledge to devise and execute marketing activities.

You will also provided with a practical insight into the principles and application of marketing at a tactical level. You will explore the changing issues and practices within marketing and reflect employers' views of marketing in today's business environment.

You will be given contemporary business examples throughout the module, such as how the evolution of marketing online has impacted more traditional forms. Concepts such as branding, consumer behaviour and direct and digital marketing will be discussed in more depth in order to explore the role of a marketer in a wider context.

Learning Outcomes

1 Discuss the role of branding and strategies to build brand awareness and brand management

2 Analyse the impact of the macro and micro environment and make recommendations on how marketers should respond to changes to the internal and external marketing environment

3 Explore the marketing process and the components of the marketing mix

4 Examine the concept of target marketing, segmentation and apply the marketing mix to different market segments

Indicative Content

- The Marketing process and concept
- Definitions of marketing, satisfying customer’s needs and wants, exchange relationships, illustrating the changing emphasis of marketing
- Market Segments
- Target marketing and segmentation techniques and tools available to marketers
- Macro and Micro Environment
- The competitive environment and forces, buyer behaviour, supplier demands (Porter Five Forces)
- Marketing Mix - Product, price, place, promotion and
- The shift from the 4P’s to the 7P’s – people, physical evidence and process
- Consumer markets, organisational markets, services, customer to customer and customer to business relationships and international markets
- Brand marketing management and corporate reputation of contemporary and established organisations
- The changing marketing landscape and trends

BSM404: Managing Finance
Level 4 - Mandatory

Module Abstract

This module introduces you to finance and the role it plays in management and the overall success of an organisation. The focus of this module is for you to develop your knowledge and understanding of key concepts and the practical application of accounting principles. The module supports your ability to apply the fundamentals of basic accounting and will build awareness of the production of financial statements and budgets for decision makers. In any organisation an understanding of finance and the ability to interpret and analyse financial accounts can have a significant impact on any organisation. This will then allow you to recognise how this analysis can lead to business improvement and development. It will further explore the major problems associated with presenting and interpreting accounting information and adhering to the Financial Reporting Standards (FRS).

Learning Outcomes

1 Specify the components of financial statements and prepare and present non-complex accounts in line with Financial Reporting Standards (FRS)
2 Analyse and interpret financial statements.
3 Evaluate simple short-term and long-term financial decision making.
4 Discuss the importance of effective financial management to an operational manager

Indicative Content

• Key concepts of Accounting and users of financial statements
• Financial statements - statement of financial position, income statements, cash flow statements
• The valuation of assets
• Analysis and interpretation of accounts
• Budgets and control systems
• Payroll
• Short-term decisions and break-even analysis
• Investment and long-term financial decisions
• Performance evaluation

BSM405: Dynamic Business Environment
Level 4 - Mandatory

Module Abstract

The aim of this module is to introduce you to the principles of applied economics both micro and macro. It will provide the foundation for understanding how economies work and how governmental actions attempt to influence these workings against the actions of the domestic market and an increasingly global market.

In this module you will examine the various aspects of economics which affect business operations and has been specifically designed for those who are, or aspire to be managers. The aim of this module is to acquaint students with the various economic factors, including but not exclusive, supply and demand, macro and micro economics and, more particularly, how these apply in a contextual context. The module will provide you with a sufficient knowledge to enable you to classify basic economic concepts which will be invaluable in your roles, or future roles, as managers. You will examine, in depth, some of the main areas of economics in order to give you the knowledge and understanding, there will be a review classical theorists such a s Adam Smith, Jean-Baptiste Say and David Ricardo which will be linked to contemporary economics issues.

Learning Outcomes

1 Explain the principles of applied economics as applied to the business environment
2 Discuss the role of market economics and its potential failures
3 Investigate and assess the key features of a domestic and global economy on a business
4 Assess the role of a government in the workings of an economy

Indicative Content

Market forces: the interaction of supply and demand, the concept of elasticity, cost structures and economies of scale
Market types: market structure and competitive activity, price and non-price competition, government intervention, organisational responsibility
Management decision making and flexibility: the concept of profit maximisation. Strategic and tactical operations.
The impact of government policy: taxation, expenditure, interest rates, inflation. Monetary and fiscal policy. Exchange rate policy. Social policy. Competition policy and the regulatory framework.

BFC502-T: Work Based Research Project
Level 5 - Mandatory

Module Abstract

This module will provide you with the opportunity to explore current methodologies which underpin research activities; research design, data collection instruments and data analysis. You will be able to pursue a research interest which is related to your work context which will support your understanding of professional strategies, operations and activities in context. This is an investigative module which will develop your skills in ethical understanding, research conduct and practices and enable you to generate conclusions which are evidence based. You will be supported to use your academic and digital literacies to research secondary published data relevant to your chosen area of investigation as well as collecting primary data sensitively and ethically in the field. This module will support you in developing the research and enquiry skills required for lifelong learning, employability and further under and post graduate study.

Learning Outcomes

1 Plan, design and implement ethical secondary and primary data collection.
2 Analyse and reflect on secondary and primary data in order to draw conclusions.
3 Evaluate the process and outcomes of research activities.
4 Communicate the outcomes of the research project to selected audiences.

Indicative Content

Using secondary sources of data

Research proposals

Research paradigms – positivist, interpretivist, critical

Quantitative and qualitative data

Research designs

Sampling and generalisability

Ethical practice

Data collection instruments: Design, pilots, construction

Quantitative and Qualitative Data Analysis

Drawing conclusions from research

Communicating the outcomes of research

BSM501: Leadership Practice
Level 5 - Mandatory

Module Abstract

This module aims to provide you an overview of the study of leadership. Drawing upon contemporary debates and research, it will study current theoretical argument that crystallises around a move from traditional scientific approaches with an emphasis on task driven initiatives to softer concepts of emotional and shared leadership theories. It will also focus upon the traits and characteristics of leaders and analyse leadership decision making processes, providing a distinction between leaders and managers.

This will be developed further to look at the changing impact of a globalised work force and how leadership and management practice can be a significant defining element in creating successful business outcomes. It will also give you the opportunity to identify and develop you own leadership skills in line with industry expectations.

Learning Outcomes

1 Evaluate the classical approaches to leadership and their applications in the evolutionary context of business.
2 Analyse the impact of leadership styles in given business situations
3 Evaluate the leadership skills required to ensure team involvement and the achievement of organisational objectives
4 Analyse the impact of a globalised workforce on leadership and management practice.

Indicative Content

Evaluate how empowerment and trust through ethical leadership impacts on organisation practise.
Analysis of how personal qualities can impact on leaderships style.
Distinguish different leadership styles and the practical style of a leadership style to a manager in achieving organisational objectives.

BSM502: Professional Skills Development
Level 5 - Mandatory

Module Abstract

The content and the activities of this module will enable you to develop personal and professional leadership and management skills aligned to the concept of continuous professional development. The focus will be to provide you with the range of essential professional skills and attributes that are required for working and progressing in contemporary business organisations. The intention is to enable you to identify key workplace skills and behaviours which facilitate reflection and develop performance in both an existing or potential new job roles whilst developing personal potential. Alongside the development of Personal Development Planning (PDP) processes you will be introduced to models and approaches which support employee development. You will learn about models of professional development and learn to analyse job roles in relation to meeting the strategic objectives

of an organisation (Mullins,2013). You will produce business plans and identify resources and development opportunities which will enable you to meet objectives. This module helps you to develop your understanding of professional development and its role in supporting organisations meet their intended goals and outcomes.

Learning Outcomes

1 Assess skills and competencies against defined role and organisational objectives
2 Construct, implement and review a personal development plan based on current and future skills and competencies
3 Evaluate personal development planning processes and their impact on organisations
4 Analyse the impact of addressing staff welfare on organisational objectives
5 Discuss communications and record keeping required to manage and promote staff welfare

Indicative Content

• Personal and career development planning theories and models
• Diagnostic and psychometric tests
• Skills audits
• Personal, academic and career planning needs.
• Career development opportunities
• Reflective and reflexive practice.
• Action plans to achieve further development.
• Staff welfare
• Communication and monitoring

BSM511: Managing Teams
Level 5 - Mandatory

Module Abstract

Working effectively in team environments is an essential quality desired by employers. This module is intended to introduce the critical aspects of working in groups and teams within a business context. It enables you to explore key team building and leadership skills and develop practical and theoretical understanding of the leadership capabilities necessary to develop and motivate effective teams. Topics will be explored through practical team-based experiences and the exploration of key theories, techniques and approaches.

This module introduces you to organisations and their structures, cultures and management, considering differing approaches to management and the factors influencing them. The content of the module includes a study of management theories to help analyse issues and individual behaviours. In examining the internal nature of organisations from both a theoretical and practical point of view, the module develops an understanding of the behaviour of people within organisations. The nature of human relationships and the function, roles and factors which influence team performance and effectiveness will be considered. Attention will be given to the analysis of behaviour of individuals in group situations. This module examines teams, people, leaders and managers and how they interact and interplay to support business objectives.

Learning Outcomes

1 Evaluate models, theories and approaches for leading and managing teams
2 Analyse factors that affect group performance

3 Evaluate individual and team performance against objectives

4 Analyse the effectiveness of strategies used to improve employee performance.

Indicative Content

History and development of management
Management Theory
Leadership
Developing Teams
Managing Teams
Motivation Theories
Communication
Analysing Behaviours
Individual and Group behaviour
Management Frameworks

BSM512: Financial Decision Making (Quantitative Methods)
Level 5 - Mandatory

Module Abstract

Quantitative Methods module aids with making effective management business decisions. As well as to help with future decisions enabling to adjust strategies when needed.

Managers often faced problems where time was wasted on solving incorrect problems; and where creativity and imagination was not used. Thus, to alleviate this, analysts use Quantitative Methods to give ideas and model problems offering solid evidence in making management decisions on production, distribution etc. It helps with applying models when appropriate and solve problems.

Learning Outcomes

1 Calculate and interpret the future value (FV) and present value (PV) of a single sum of money, ordinary annuity and a series of unequal cash flows

2 Compare the Net Present Value (NPV) rule to the Internal Rate of return (IRR) for an investment. Discuss the problems with the IRR rule

3 Calculate and interpret the NPV and IRR for an investment

4 Analyse and evaluate a business decision based on appropriate methods

Indicative Content

• Time value of money
• Discounted Cash Flow
• Statistical Concepts and Market Returns
• Probability Distributions
• Significance Testing
• Technical Analysis

BSM513: Financial Portfolio Management
Level 5 - Mandatory

Module Abstract

Quantitative modelling will be analysed focussing on real-world application for portfolio risk management, combining statistical modelling as well as understanding the modern capital markets.

Portfolio Management will be introduced having a look at the process and investment side. The investment requisite will be looked at, as well as the variation of different types of investors. It is important to calculate and analyse an investors risk and return of their portfolio, thus they can diversify their risk.

Learning Outcomes

1 Analyse the three steps in Portfolio Management

2 Calculate and interpret return measures to ascertain portfolio risk

3 Identify, find, select, record, organise and manipulate knowledge and data relevant to issues and tasks related to investments and portfolio management

4 Critically analyse and evaluate investment decisions

Indicative Content

• Types of Investors
• Portfolio Management Process
• Mutual funds and other pooled investment products
• Portfolio Risk and Return
• Risk-Free Assets with a portfolio of risk assets
• CAPM
• Beta
• Return generating model and market model
• Measures of excess returns on portfolios

BSM601: International Business Perspectives
Level 6 - Mandatory

Module Abstract

This module will encourage you to critically evaluate the cultural environment that an international business operates in. It will give you an international context for contemporary business management through the study of people, standards and products and how they transfer across borders and the degree of strategic fit or stretch involved. You will look at how a business decides where to expand by completing extensive screening and give careful consideration to a company's corporate culture and how this might differ from that of the host country. A thorough understanding of the elements of national culture will help you to manage a multi-diverse workforce by adapting the management functions such as feedback, performance, leadership, conflict and change. In one assignment, you will have the opportunity to investigate a country of your choice in order to brief an expatriate manager for a period of work there in relation to the elements of culture s/he may encounter and how to adapt in order to make the posting a success.

Learning Outcomes

1 Critically analyse and predict the potential impact/implications of socio-economic and cultural diversity on an organisation.

2 Evaluate and summarise the needs, wants and expectations of an international workforce.

3 Critically examine the implementation of standards of performance to ensure consistency across cultures and nations.

4 Analyse and interpret critical success factors for an international business.

5 Critically evaluate the tensions between different home and host cultures in international business development.

Indicative Content

Socio-economic and cultural diversity on an organisation; International expansion; Cultural diversity within international business organisations; standards of performance; success factors for an international business; international business development issues.

BSM602: Developing Performance
Level 6 - Mandatory

Module Abstract

You will explore strategic, team and individual approaches to developing performance used by organisations. Performance management is managing the business and whether this is undertaken formally or informally, it is a requirement for any modern workplace to achieve positive organisational outcomes. Taking a contemporary approach, informed by current research in the discipline, the module is concerned with the continuous development of the organisation's broad strategic capabilities and the development of specific capabilities and performance of individuals and teams.

Employees need to understand the parameters and responsibilities of their role and to adapt their behaviours in line with changing markets, they need to demonstrate competence and develop performance as this ultimately contributes to the success or failure of the organisation. It is therefore seen to be a manager's responsibility to clarify objectives, motivate and engage people and seek to achieve high performance working. Managers do this by monitoring and measuring the performance of employees. Developing the performance and capabilities of individuals and teams in line with an organisations' strategic mission and objectives can lead to high performance working which is a contributory factor leading to overall organisational success.

Learning Outcomes

1 Critically analyse performance management as a strategic approach to managing an organisation

2 Examine the main theories of performance management and their relevance to particular work situations

3 Evaluate the purpose and process of performance management. Compare and contrast theoretical research with organisational practice.

4 Critically evaluate individual and organisational performance within the workplace context

Indicative Content

• Holistic performance management
• People organisational performance nexus - policy to practice, the causal gap
• Organisational theoretical models
• Performance metrics - 360-degree feedback, performance appraisal/review, performance development plans, competency frameworks, balanced scorecard
• Architecture of performance - psychological contract, organisational citizenship behaviour, emotional labour, commitment, reward and job satisfaction, high performance working, organisational learning and development, coaching and mentoring, managing poor performance

BSM603: Dissertation
Level 6 - Mandatory

Module Abstract

This module will enable you to demonstrate the application of the analytical, investigative and evaluative skills developed during the course. You will have opportunity to pursue issues in depth and undertake your own research with limited supervision. You will be provided with the opportunity to examine issues from a range of perspectives and established theoretical management concepts, theories and frameworks.

You will be supported to plan, and produce a written dissertation where you will apply specific knowledge in order to make informed judgements and speculate on possible solutions. This module provides you with the opportunity to develop primary and/or secondary research skills and apply these to a research study. Furthermore it aims to enhance skills in critical analysis, reflection and evaluation to enable the formulation of ideas and the development of valid conclusions and recommendations. As a significant piece of independent work, the dissertation provides the opportunity for you to communicate ideas effectively and professionally in written formats thus developing significant transferable skills. Finally the dissertation encourages the development of self-management and independent learning through the planning, operation and completion of an extended piece of work.

Learning Outcomes

1 Propose a relevant area of investigation and formulate a research proposal appropriate for treatment by the techniques and approaches developed on the module, relevant to the subject discipline.
2 Provide a critical review of relevant literature and related concepts to form an effective framework for the study
3 Plan and carry out an ethically approved research investigation with limited supervision within which appropriate methodologies and analytical techniques are applied to the investigation.
4 Clearly communicate the nature, rationale and outcomes of the enquiry , drawing valid conclusions and/ or making logical recommendations appropriate to the objectives of the dissertation.
5 Present the dissertation structure, data collection, findings, analysis, conclusions and recommendations in an illustrated academic poster or presentation.

Indicative Content

- Choice of research topics
- Research design
- Ethical considerations
- Literature reviews
- Methodology

- Data presentation and analysis
- Conclusions and recommendations
- Presentation of dissertation

BSM604: Digital Business and New Technologies
Level 6 - Mandatory

Module Abstract

While studying this Module, you will be exploring the emergency of the digital economy, and the creation of new models of competition in both 'traditional' and new sectors. You will critically analyse methods to capture value from technological innovations as well as identify and critically evaluate multiple technologies and the strategies of integration for corporate success.

In this digital age you need to be able to appreciate the capabilities of digital technologies, alongside this you will also gain the skills to evaluate the organisational context which the technology will be embedded into. During this module you will develop the skills to build a strategic plan for a 'traditional' business which could adopt digital technologies and strategies.

It is expected that during this module you will develop your digital skills, along with the skills to develop a digital model along with social technical systems.

Learning Outcomes

1 Critically analyse and interpret different approaches to the development of digital platforms
2 Critically evaluate how digital technologies can be integrated within businesses in a variety of contexts
3 Critically analyse the impact of innovation and digital technologies on organisational operations and performance to gain competitive advantage
4 Critically evaluate business and management responsibilities in relation to the use and application of technology.

Indicative Content

Defining digital business

Adopting new digital technology in ‘new’ and ‘traditional’ industry sectors

Web applications: characteristics, development, and lifecycle

New trends & technologies (cloud computing, mobile and tablet apps, etc.)

Embedding new technology in organisations
1. Digital Platforms (Shared and Community)

Developing competitive advantages through technology

Communities of practice, diverse venture teams and socio-technical systems needed to create successful digital models

The creation and development of a digital transformation plan

Transformation plan presentation; assessment and evaluation

Business Strategy and Sustainability
1. Value Creation
2. Corporate Social responsibility in the digital age

BSM611: Strategic Financial Management Decision Making
Level 6 - Mandatory

Module Abstract

The aim of this module is the identification of financial strategies available to enable the maximisation of an organisation's net value through the creation of value and the financial support of an organisation's business strategy. SFM creates value through the allocation of scarce capital resources among competing business opportunities. It is an aid to the implementation and monitoring of business strategy and helps to achieve business objectives. It is concerned with managing shareholder value, hedging against risk and integrating the financial management function with business strategy.

Learning Outcomes

1 Extrapolate the impact of corporate dividend policy on financial investment decisions
2 Analyse and critically evaluate the types of risk and financial approaches to risk management
3 Evaluate potential strategic financial objectives, and the relationships among and constraints on the elements of financial strategy
4 Use and evaluate appropriate investment appraisal techniques to identify cost of investing in projects

Indicative Content

Financial and non-financial objectives (e.g. value for money, maximizing shareholder wealth, providing a surplus)
External constraints on financial strategy (e.g. funding, regulatory bodies, investor relations, strategy and economic factors)
Financial strategy in the context of regulatory bodies
Links between investment, financing and dividends
Appraisal of investment opportunities: payback, discounted cash flow, internal rate of return
Cost of capital
Capital structure, dividend policy and dividend decisions
The Clientele Effect
Risk and return
Financial derivatives used to hedge against risk

ADDITIONAL COSTS

As an enhancement to the programme there may be optional educational visits which will incur costs dependent on the location.

EQUIPMENT REQUIREMENTS

Resources required to achieve the learning outcomes of the programme are provided by the College. You should be aware that there may be additional minor costs to consider such as photocopying/printing.

STUDENT PROTECTION PLAN

The B&FC Student Protection Plan sets out the measures that we have put in place to protect you as a student in the unlikely situation where a risk to the continuation of your studies arises. Our plan has been approved by the Office for Students and is available on our website https://www.blackpool.ac.uk/info-for-he-students