

Programme Specification

Programme title: Foundation Certificate in Combined Studies

Academic Year:	2019/20
Degree Awarding Body:	University of Bradford
Partner(s), delivery organisation or support provider (if appropriate):	College of Banking and Financial Studies, Sultanate of Oman (Teaching Institution)
Final and interim award(s):	Foundation Certificate in Combined Studies [Qualifications and Credit Framework (QCF) /National Qualification and Credit Framework (NQF) level 3]
Programme accredited by (if appropriate):	N/A
Programme duration:	1 year full-time; September and January
UCAS code:	N/A
QAA Subject benchmark statement(s):	N/A
Date last confirmed and/or minor modification approved by Faculty Board	February 2018; March 2019

Please note: This programme specification has been published in advance of the academic year to which it applies. Every effort has been made to ensure that the information is accurate at the time of publication, but changes may occur given the interval between publishing and commencement of teaching. Any change which impacts the terms and conditions of an applicant's offer will be communicated to them. Upon commencement of the programme, students will receive further detail about their course and any minor changes will be discussed and/or communicated at this point.

Introduction

The Bradford Foundation Year provides a supportive route onto the BSc Business and Management Studies and the BSc Accounting and Finance. The programme is designed for students who have been educated in Oman and have developed a level of proficiency in English and an aptitude for study. It is a pre-degree access programme that will provide students with a solid basis for studying the University of Bradford's degree level programmes at the College of Banking and Financial Studies (CBFS) in the Sultanate of Oman.

If students successfully complete this Foundation programme, with a mean mark of 60% or higher, they will be offered a place on either the BSc Business and Management Studies degree programme or the BSc Accounting and Finance degree programme. If students do not wish to progress onto one of these programmes they will be awarded the Foundation Certificate in Combined Studies.

The learning programme has been designed to be both challenging and stimulating and students can study as either a part-time or a full-time student. The modules will ensure that by the end students are prepared, confident and ready to tackle the demands of undergraduate degree studies.

Programme Aims

The programme is intended to:

- Provide students with the skills to progress to a degree programme
- Support and develop knowledge to underpin further successful undergraduate study
- Give an understanding of key disciplines that underpin undergraduate study
- Develop their skills as an independent learner.

Programme Learning Outcomes

To be eligible for the award of Foundation Certificate at QCF/NQF level 3, students will be able to:

- LO1 Demonstrate a basic knowledge of key concepts, approaches, texts in a selection of academic disciplines
- LO2 Explain how people learn and the strategies that can be employed to support effective learning
- LO3 Identify, assess and undertake preliminary evaluation of information from a range of sources
- LO4 Construct clear, cogent and coherent arguments in written and spoken form
- LO5 Demonstrate the ability to use and apply a range of theories and concepts
- LO6 Demonstrate the value, nature and validity of information sources and how they can support an argument
- LO7 Identify, access and communicate information in written and oral form
- LO8 Present information in a variety of formats appropriate to the audience
- LO9 Engage in team working skills and demonstrate the ability to work effectively with others and solve problems
- LO10 Demonstrate skills in self- awareness and time management
- LO11 Reflect on performance

Curriculum

The Foundation programme comprises 120 credits and has strands designed to improve English skills and provide a grounding in business and accounting concepts.

The development of good English language skills will be one of the main factors in ensuring that students are successful in the programme and many of these skills are built into the programme.

There are 40 credits of modules that develop learning skills and skills in the use of information technology. These develop skills that will become important if students are to maximise their learning in all the modules, and on their future degree programme. The remaining 80 credits are specialist modules which are designed to develop skills and knowledge in the areas of management, finance and accounting, and modules to further develop their English language skills.

Stage 0

QCF Level	Module Title	Type	Credit	Study Period	Module Code
3	The Effective Learner	Core	20	1	MAL3001-B
3	Information Handling Foundation Skills	Core	20	1	OIM3001-B
3	Introduction to Accounting	Core	20	1	AFE3001-B
3	Introduction to Understanding Organisations	Core	20	2	HRM3001-B
3	Language for Higher Education	Core	20	2	MAL3002-B
3	Mathematics and Statistics for Accounting	Core	20	2	AFE3002-B

At the end of stage 0, students will be eligible to exit with the award of Foundation Certificate if they have successfully completed 120 Level 3 QCF/NQF credits and achieved the specified learning outcomes.

Learning and Teaching Strategy

The learning and teaching strategies will facilitate learning and encourage students to develop as an independent learner. The Effective Learner module (core) will provide the framework for their personal goal setting evaluation and review. The module will form a pivotal role in assessing their individual needs, in identifying the various resources available to supporting their study and in reviewing their progress.

A diverse range of teaching and learning strategies will be used in the delivery of the programme with specific and appropriate teaching methods employed to meet the learning outcomes of individual modules. Students will be particularly encouraged and supported to develop an independent style of learning. Reading, problem solving, project work, tutorials and student led seminars will all be a feature of the programme. In general, concepts, principles and theories will be introduced in lectures, and explored in more depth in associated tutorials and seminars.

Assessment Strategy

The two specialist modules will also be supported with workbooks. Assessment is a crucial component of their learning which is necessary to monitor their progress, motivate learning, provide feedback and grade students. Assessment methods will reflect the diversity of provision and directly address the desired learning outcomes.

Assessment Regulations

This Programme conforms to the standard University Regulations which are available at the following link:

<http://www.bradford.ac.uk/aqpo/ordinances-and-regulations/>

Admission Requirements

The University welcomes applications from all potential students and most important in the decision to offer a place is our assessment of a candidate's potential to benefit from their studies and of their ability to succeed on this particular programme. Consideration of applications will be based on a combination of formal academic qualifications and other relevant experience.

The **minimum** entry requirements for the programme are as follows:

In summary, normally students entering the Certificate of International Foundation Studies are expected to:

- Have successfully completed 12 years of school education to a defined level*
- Have a minimum IELTS score of no less than 1.0 point below UG degree requirement, with subtests at no less than 0.5 points below requirement**

* Detailed country specific entry requirements are held by central admissions teams

** Certain undergraduate courses may require higher English language score which can affect the minimum IELTS score required at foundation level

Applications are welcome from students with non-standard qualifications or mature students (those over 21 years of age on entry) with significant relevant experience.

Recognition of Prior Learning

If applicants have prior certificated learning or professional experience which may be equivalent to parts of this programme, the University has procedures to evaluate and recognise this learning in order to provide applicants with exemptions from specified modules or parts of the programme.

Minor Modification Schedule

Version Number	Brief description of Modification	Date of Approval (Faculty Board)
1		