ESSEX INTERNATIONAL COLLEGE
BTEC HIGHER NATIONAL DIPLOMA IN BUSINESS EDEXCEL

PROGRAMME HANDBOOK
ACADEMIC YEAR 2013-2014

ESSEX INTERNATIONAL COLLEGE

HND IN BUSINESS

HND IN BUSINESS PROGRAMME HANDBOOK

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INTRODUCTION

Your Handbook

This handbook is the programme guide and it is essential that you read this handbook fully before you commence your award and continue to use it for reference during your studies.

This course handbook is designed to explain to you the main structure of the programme, details of the programme delivery and the nature and expectations of the work that you will produce. Within this handbook you will find information, which clarifies the level of service, which you may expect from us and also what the programme expects from you. We look forward to working with you over the course of the programme and hope that you enjoy your period of study with us.

Useful Internet Resources

The course aims to use student portal system as an online learning environment, and information on modules on which you are enrolled can be accessed from this. Note: you can only get access to those modules that you are studying – if you cannot gain access to material, it may be that you are not correctly enrolled on the module – make sure you let your module tutor know.

Student portal can be found at left corner of the college website: *www.eic.uk.com*

MESSAGE FROM PRINCIPAL

We would like to welcome you to Essex International College and the Higher National Diploma in Business programme.

Essex International College was established in November 2009 is an independent institute for further and higher education. It provides quality teaching and learning in stimulation surroundings, at affordable prices, and offers a wide range of academic, professional and vocational training.

Education is for knowledge and that knowledge becomes fruitful only when it can be useful in other fields of application. So, the knowledge we gain must be skill orientated.

The approach to our learning is not only to impart knowledge but to develop skills that can be applied in practical situations and used in different disciplines.

Essex International College provides all of us with an educational journey of intellectual, personal and spiritual growth. We make a commitment to travel alongside the EIC teaching staff with respect and integrity, accepting the guidance, support and positive encouragement with enthusiasm.

We pledge to respect our membership in the Essex International College community by supporting the aims, objectives and plans, working toward its future, ever seeking to bring it honour wherever possible, in and out of the lecture room. We will abide by a high standard of ethical conduct that affirms the inherent value of every human being and respects the rights of all, even those with whom we may disagree.

We commit to respecting the pursuit of knowledge through active participation and thoughtful exploration of learning promised with each new day. We pledge to participate in open conversation and to encourage a vibrant dialogue in which all people have the right to speak and be heard.

By our commitment to this journey at Essex International College, we strengthen ourselves, encourage and support each other, and strive for a better world.

The Essex International College Team wishes all of you a satisfying and enriching experience, and every success in your studies.

Keith Hoodless

Dr K J Hoodless

Principal

Essex International College

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OVERVIEW OF THE PROGRAMME

Welcome to the HND in Business. This programme aims to help you to enhance your leadership skills and to enable you to be an effective manager and provide a progress route in to University or to higher-level qualifications

 Programme aims

To deliver a Business programme that encourages a serious approach to leadership, management and Business. The delivery of the qualification is designed to:

- Enhance overall operational/strategic management skills, while reflecting on your own skills and knowledge
- Develop a new generation of leaders equipped with the transferable skills needed to make a difference in a diverse, dynamic, challenging and changing environment.
- Provide a forum for developing best practice, challenging current thinking, and developing independent thought
- Equip you with the leadership skills to make a difference both in the workplace and in the communities you will serve
- Enable open discussion of contemporary issues and challenges faced by leaders and managers
- Encourage like-minded learners to gain new perspectives on management skills, techniques through collaborative learning
- Provide a framework of practical leadership skills that will enhance your future performance and make you a valued member of a management team.

Benefits of HNDs

- **Highly regarded by employers:**

Employers speak very highly of the immensely useful technical skills and experience which HND students gain. Many say, that HND students are able to start work immediately and do not require training in order to be able to do the work they are employed for.

- **Springboard to third year of university degree programme:**
    o BTEC HNDs are a fully accredited and certified Edexcel qualification recognised by universities around the world.
    - o An HND is worth 240 HE credits and many successful HND students transfer onto the final year of degree courses to top up their HND by studying for the 120 credits which will confer full degree status upon them.
    - o If you decide to follow this option you will complete three years with the award of an HND as well as a degree.

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- **Assessment Model:**
  - Each HND consists of 16 units and each unit is delivered in 60 learning hours, which can comprise formal teaching, seminar discussions, practical or laboratory sessions and guided reading and research.
  - HND assessment model is outcome based, what means that students demonstrate that they can achieve the stated learning outcomes in the programme by undertaking a range of practical and varied assessment tasks. Each assessment is geared to the demands of a vocational training which expects practical relevance.
  - One example which gives you a flavour of the HND assessment model: Unit 3: *Marketing*. This unit has four learning outcomes, one of which is: *Explore the concepts of segmentation, targeting and positioning*. This outcome has four assessment criteria. The first of the fours is: *Identify and explain macro and micro environmental factors which influence marketing decisions*. Each of the Criteria needs to be achieved by a student to demonstrate that the outcome has been met.

The BTEC HND in Business offers a wide range of activities including Management, Human Resource Management, Finance, Law, Marketing and work based experience– which means there are many career opportunities for candidates.

It is offers the opportunity to specialize within the scope of units available. It is designed to provide a springboard to the third year of a related university degree programme – or, for those already working in the sector – to progression within the workplace.

Business

The Edexcel BTEC Higher National Diploma in Business is designed to equip students with the knowledge, understanding and skills required for success in current and future employment or for progression to an undergraduate degree. These transferable skills will enable students to meet changing circumstances, whether these arise from a shift in their own sphere of employment, promotion to supervisory or management roles or from general changes in business practices and the business environment. The BTEC Higher Nationals in Business have been developed to focus on providing education and training for a range of careers in business such as administration, personnel, marketing, finance, law, purchasing and management.

HND COURSE STRUCTURE

Higher National Diploma requires a total of 240 Credits which must be gained over the study period with minimum 125 credits in level 5. The study period is usually two year's full time.

Unit Details:

Unit Code	Unit Name	Unit Level	Unit Credit	Schedule
21577C	Business Environment	4	15	Semester I
21581C	Organisations and Behaviour	4	15	Semester I
	Study Skills			Semester I
21583C	Marketing Principles	4	15	Semester II
21578C	Managing Financial Resources and Decisions	4	15	Semester II
21614C	Managing Communications, Knowledge and Information	4	15	Semester II
21619C	Human Resource Management	4	15	Semester III
21587C	Aspects of Contract and Negligence for Business	4	15	Semester III
21620C	Managing Human Resources	4	15	Semester III
20404F	Management Accounting	5	15	Semester IV
21591C	Business Strategy	5	15	Semester IV
21609C	Working with and leading people	5	15	Semester IV
21641C	Business Ethics	5	15	Semester V
21642C	Corporate Environmental and Social Management	5	15	Semester V
21622C	Employee Relations	5	15	
21590C	Business Decision Making	5	15	Semester VI
21380C	Research Project	5	20	Semester VI

Progression
Progression from term to next term: Student must submit all draft assignment and should pass two out of three module(s).

Results
At the end of each term you will have assessments, feedback for which you will get at the beginning of following term.

At the end of every term EIC Academic Board meets to finalise the results.

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Failure

Absence/ Non-submission: Students who fail to submit set coursework by the required date(s) will be deemed to have referred in the module(s) in question.

Candidates who fail in a module may be allowed to resit the assessments of the module in question on the subsequent occasion at the discretion of the Exam Board.

Unfair Practice

Plagiarism is passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another without acknowledgement, whether those words etc. are published or unpublished. It is plagiarism, for example, to copy the work of another student, of a member of staff or a published article without crediting the author. Persons who allow their work to be plagiarised are also guilty.

Unfair practice detected first time will be recorded as first offence and any subsequent work submitted and suspected of unfair practice will be automatically referred for an investigation and could lead to the termination of your studies. Please refer to a Student Resources Portal for more information:

Please ensure you access the student portal for general information, in particular the policy and procedures as well as course resources and timetable.

Lateness and Early Leaving

- If a student does not arrive within 30 minutes of the published start time for a timetabled class, they will be prevented from entering the class and only permitted to enter after the attendance register has been marked for that session.
- The student should see the student welfare officer at the end of the session only to obtain a LATE mark on the attendance register.
- Leaving early is considered the same as a late arrival.
- Attendance will be monitored regularly and must be maintained 85% overall.
- If student failed to satisfy attendance requirement for consecutive two semester without satisfactory reason, he or she will be removed from the course.

January 2014	May 2014	September 2014	January 2015	May 2015	Sept 2015
Semester 1 ■ Business Environment ■ Organisation and Behaviour ■ Study Skills	Semester 2 ■ Marketing Principles ■ Managing Financial Resources and Decisions ■ Managing Communications, Knowledge and Info.	Semester 3 ■ Aspects of Contract and Negligence for Business ■ Human Resource Management ■ Managing Human Resources	Semester 4 ■ Management Accounting ■ Working with and Leading People ■ Business Strategy	Semester 5 ■ Business Ethics ■ Corporate Environmental and Social Management ■ Employee Relations	Semester 6 ■ Business Decision Making ■ Research Project
	Semester 1 ■ Business Environment ■ Organisation and Behaviour ■ Study Skills	Semester 2 ■ Marketing Principles ■ Managing Financial Resources and Decisions ■ Managing Communications, Knowledge and Info.	Semester 3 ■ Aspects of Contract and Negligence for Business ■ Human Resource Management ■ Managing Human Resources	Semester 4 ■ Management Accounting ■ Working with and Leading People ■ Business Strategy	Semester 5 ■ Business Ethics ■ Corporate Environmental and Social Management ■ Employee Relations
Semester 6 ■ Business Decision Making ■ Research Project ■ *details*		Semester 1 ■ Business Environment ■ Organisation and Behaviour ■ Study Skills	Semester 2 ■ Marketing Principles ■ Managing Financial Resources and Decisions ■ Managing Communications, Knowledge and Info.	Semester 3 ■ Managing Business Activities to Achieve Results ■ Aspects of Contract and Negligence for Business ■ Human Resource Management	Semester 4 ■ Personal and Professional Developments ■ Working with and Leading People ■ Business Strategy
Semester 5 ■ Business Ethics ■ Corporate Environmental and Social Management ■ Employee Relations	Semester 6 ■ Business Decision Making ■ Research Project		Semester 1 ■ Business Environment ■ Organisation and Behaviour ■ Study Skills	Semester 2 ■ Marketing Principles ■ Managing Financial Resources and Decisions ■ Managing Communications, Knowledge and Info.	Semester 3 ■ Managing Business Activities to Achieve Results ■ Aspects of Contract and Negligence for Business ■ Human Resource Management

Forms of Learning

REMEMBER, YOU DON'T LEARN BY JUST SITTING & LISTENING, YOU ONLY LEARN HOW TO DO SOMETHING BY ACTUALLY DOING IT.

Lectures: You should participate by making systematic notes. It is strongly advised that you should make notes whatever the form of delivery. If necessary, ASK FOR CLARIFICATION.

Tutorial/Lab Sessions: This is where you DO IT. You must participate, whether it be problem solving, doing small exercises, practical work at a machine or group work. If you don't understand something, ASK. Those who fail the programme are those who can't do the coursework or exams because they did not "do it" in the tutorials.

Self Study: To get through your work you must manage your time effectively. You will need to work in the free time between classes and at home.

E-board: This is a web-based learning aid (not a form of learning). Module tutors will put lecture notes, tutorial/lab exercises and other material on E-board for you to access in digital form. Some module tutors will in addition provide printed paper copies of the material they put on E-board. If you have problems accessing material on E-board, ask the tutor for help.

Managing your Study Time

We strongly advise you to 'manage' your study time carefully. You should clarify your aims, identify your strengths and weaknesses, consider the context in which you will be studying and generate a broad strategy for successfully covering the material and completing this course.

You should take a broad overview of the requirements of any particular module and unit; consider your situation, workload and home responsibilities in the relevant study-period, then develop specific and realistic plans for active study and writing.

You should bear in mind the overall aims that we suggest for each module, but you may also find it useful to formulate more personal and specific objectives for yourself. These will help you to focus your study, assess material and apply ideas.

For example, in relation to the process of studying, you might want to set yourself targets for:

The amount of time within which you will seek to complete a task

The quantity of work you aim to do in a particular week

Progress through the modules and units, bearing in mind your other responsibilities and tasks

Progress on assignments

You should plan and monitor what you do, and where necessary, act to improve the process, quantity and quality of your work. You should make decisions about the importance you will attach to tasks, the time you choose to allocate to them, and the sequence in which you will do them.

People learn in different ways. Creativity, the unexpected and discovery, have an important part to play in education. We do not expect that all students will approach the business of study in the same way, or in a way we prescribe. We advise and expect you to be able to manage your study and to be disciplined about how you do it.

To help you manage your study time, an individual learning plan has been provided to your tutor. The tutor will follow up the plan time to time.

Preparing to Read and Study

When you are faced with any study-task or reading, it is helpful to spend a couple of minutes making notes on what you currently know about the topic, or think about the question. This will bring your own ideas and experience into focus. It could remind you of previous relevant information from the course. It will prepare you to respond critically to what you read and to integrate whatever you learn into your current knowledge and practice.

Brainstorming is sometimes a useful way to start such notes and to ensure that you generate a comprehensive range of points. By this we mean the rapid gathering of ideas, which seem relevant to a particular topic or problem, within a brief time limit and without judgement. You can then reflect on each idea, develop and analyse the material as a whole, and make connections. Brainstorming is a technique you can use on your own, as well as in groups.

Effective Reading

There are various styles of reading, which are appropriate for different purposes. For studying in depth, learning and remembering, you should not necessarily start at the beginning and finish at the end of something you plan to read.

First, look briefly at the whole item to see what is there. Look at headings and tables. Read any introduction or introductory paragraphs, any summary, and any concluding section.   You will already be developing an understanding of what is said, without any detailed reading. Skim read each section to amplify your understanding. Finally, read the text in detail. Using these styles of reading, you gradually build up your understanding.

Evaluating Ideas, Action and Learning

People generally seem to find it easier to focus on weaknesses and minus points when they are evaluating propositions, people and projects. However "evaluation" should cover "plus" points and strengths, too.

To counteract this tendency, and to explore a range of factors relevant to analysis, it is useful at the beginning of a period of evaluative thought to brainstorm (say for a minute each) first the "pluses" and then the "minuses", then the "interesting things" about the matter in question. This approach will bring key ideas to the surface before you consider them in more depth. Of course, the same idea may be thought of as both plus or minus or interesting. At this stage, that does not matter; you are simply examining ideas.

This process is a tool and a technique to help a certain type of thinking, which you will find helpful throughout this course.

Harvesting your Learning

It is important to "harvest" periods of reading and study, in order to derive maximum benefit from them. At stages along the way, summarise key things you have learned, both about the topic under discussion, and the process of thinking and learning.

It is easy to forget new ideas. New tools, methods and skills require practice. To aid your memory, you should review your notes regularly. To help develop your skills by using new tools, try them out at work.

HOW CAN YOU ENSURE THAT YOU COMPLETE THE PROGRAMME:

1. Some students tried unsuccessfully to get through without even reading pre-printed notes. Do not underestimate the amount of work required to succeed. You may think parts of the programme are "easy" or even "boring" because you have "done it before". But remember you must now do things on different standards. Do not rely on what you have done before.

2. Similarly make sure you read course works carefully and do what is required. If you are not sure about anything, ask tutor.

3. Some students tried unsuccessfully to get through without bringing notes etc to lectures and labs. Get yourself organised - pens, pencils, paper, files, discs and something to carry it all in. Make sure you come to each lec/tut/lab with all the relevant material.

4. Understand the material as you go along. Make notes in lectures. Do all the exercises and keep copies. Refer to this material when doing course works.
5. Discussing material with friends can often aid understanding. But do not take this to the extreme of "copying without understanding". If it is a coursework then see section on plagiarism. Even if it is not a coursework, if you don't understand it you will not pass the exam.

6. To pass an exam you will have to revise. To revise effectively you must ensure that you have all the appropriate material and notes.

7. One of the biggest problems was students trying unsuccessfully to complete a coursework, requiring 12 hours work say, in the last hour before the deadline, usually when they should have been at a lecture.

Organise your time. It is never too early to start a coursework. They will always take longer than you estimate. Aim to have them completed well before the deadline; the nearer it gets to the deadline the more likely something will go wrong - network collapses and all the machines go down, you lose a disc and the backup is corrupted. Remember late course works are given zero marks.

8. A significant part of the programme is practical work but you must also come to terms with the academic aspects - remember the academic level of the HND is only just below that of a degree. You won't succeed just by sitting in front of a monitor screen.

9. Attend all lectures, tutorials and labs.

11. The HND in Business programme covers a broad spectrum of knowledge and skills. You may will find some aspects of the programme more difficult than others. You may find that you do not like or do not take to parts of the programme. This is where you should apply extra effort - do not run away from the problem.

12. Don't forget that for those who do well enough, there will be the opportunity at the end to transfer directly to the 3rd year of degree programmes.

Learning Support

Tutors

Each student is allocated a personal tutor who is a member of the academic staff. They will be responsible for the academic progress and personal development of their tutees and to this end some tutorials will be facilitated. The method of delivery of the tutorial sessions is designed to offer complete candidate flexibility.

Telephone / e-mail / fax.

Face to face.

The tutorial process is viewed as an essential aspect of development and support for students. It is informally based and designed to encourage two-way communication, either peer-to-peer or student- to- tutor. As such it includes the following:

The channelling and dissemination of information.

The giving and receiving of assessment feedback as a candidate support function.

Discussion regarding candidate personal development needs.

Counselling where appropriate.

Learning Materials

You will be given text-based materials and an assessment pack at the beginning of each module. These have been developed by CRD against the quality criteria laid down by Edexcel.

Above all the materials are an aid to facilitate learning and as such as well as textual theoretical information they contain practical activities, which have been designed to enable you to apply theoretical principles and frameworks to the practical setting of the working environment.

Try to use your own background when completing the activities and draw the best ideas and solutions you can from your work experience. If possible, discuss your ideas with other students or your colleagues; this will make learning much more stimulating. Remember, if in doubt, or you need answers to any questions about the Higher National programmes or how to study, ask your tutor.

In-Centre Support

Induction:

All students are encouraged to attend an induction session prior to the commencement of your course. This will enable you to:

- Meet fellow students and academic staff.
- Gain a comprehensive understanding of all aspects of your chosen programme of study.
- Ask questions relating to any aspect of the learning experience.
- Become acquainted with Edexcel and EIC procedures and policies.

Contact Mechanisms:

Students are encouraged to contact their subject tutors for academic advice and guidance and EIC direct for administrative support. Contact through:

Telephone/e-mail/fax.

Or if you prefer, please arrange to meet staff face-to-face.

Submitting Your Assignments

YOU ARE ALWAYS REQUIRED TO SUBMIT YOUR ASSIGNMENT ACCORDING TO SUBMISSION GUIDELINE AND ASSESSMENT SCHEDULE

It is your responsibility to ensure that you submit assignments on time and at the appropriate place. Remember no work will be accepted without the assignment coversheet provided by us.

It is most important that you fill up your assignment coversheet properly. You should sign to declare the work is your work. Having completed submit it to the office where a member of staff will date stamp and sign both areas of the form and return tear off copy to you.

KEEP THIS RECEIPT, WHICH YOU CAN PRODUCE TO SHOW THAT YOU HAVE SUBMITTED YOUR ASSIGNMENT.

YOU SHOULD ALSO NOTE THAT NO WORK WILL BE ACCEPTED WHICH HAS BEEN SENT BY FAX OR E-MAIL ONLY. YOU MUST SUBMIT YOUR WORK IN BHAND AND ALSO THROUGH E-MAIL/PORTAL.

Finally, it hardly needs to be said that it is always, of course, good practice to keep a hard or (backed up) electronic copy of any assignment you submit. Should the assignment you submitted get lost, then you will have the receipt to prove that you handed it in, and a copy to replace what has been lost.

WE WILL NOT ACCEPT ANY EXCUSE AT LAST MINUTE THAT YOUR WORK HAS BEEN DELETED OR AFFECTED ACCIDENTLY DUE TO TECHNOLOGICAL ISSUE.

Frequently Asked Questions (FAQ's)

What if I fail a module?

There are four circumstances which can lead to a student not passing an assignment:
1. Plagiarism has been proved
2. The work is not to the required standard (No Criteria)
3. The submission deadline has been missed with extenuating circumstances (EC).
4. Non-submission without extenuating circumstances.

What does it mean the work is not to the required standard?

1. Feedback from the tutor will indicate the areas requiring improvement.
2. The student is given a week to re-submit the corrected assignment.
3. If the re-submitted work is not to the required standard, the assignment will be unclassified.
4. In the case of one or more assignments being unclassified, the tutor will decide whether the work can reasonably be re-submitted within the student's current enrolment dates. a. If only one assignment is unclassified, the student may be permitted to re-submit this during their next semester
b. If more than one assignment has been unclassified, or it is the student's final semester, the student must re-enrol for an additional semester and pay the current fee for the whole semester.

What if I miss my deadline due to extenuating circumstances (EC)?

Students must plan their work so that assignments are submitted by the specified date. This will be clearly indicated by the class tutor. Under normal circumstances late work will not be accepted. Extensions will only be granted where the student's work has been interrupted by substantial adverse circumstances (such as illness). Such extensions can only be granted by the Courses Coordinator. In the case of a dispute, the issue will be referred to the Head of the department.

What if I miss my deadline without extenuating circumstances?

If a student fails to submit an assignment without good reason, EIC takes a very firm line. The student will be required to enrol for an additional semester and will have to pay the current fee for the whole semester. An extension to the student's visa may also be affected.

What if I am unable to meet the submission deadline for my coursework?

Please see the section on 'Extenuating Circumstances' procedures above. Remember that your tutor cannot give you an extension to any deadlines. The only exception to this is where you have a disability and your Learning Support Agreement says that you are allowed extra time to complete your coursework.

A grade will not have been given to the student work, and so it is unknown whether you would have passed or failed.