

## Course record information

<b>Name and level of final award</b>	<ul style="list-style-type: none"> <li>• Bachelor of Arts with Honours - Business Management (Social Enterprise)</li> <li>• Bachelor of Arts with Honours - Business Management (Social Enterprise) with International Experience</li> <li>• Bachelor of Arts with Honours - Business Management (Social Enterprise) with Professional Experience</li> </ul> <p>The award is Bologna FQ-EHEA first cycle degree or diploma compatible</p>
<b>Name and level of intermediate awards</b>	<ul style="list-style-type: none"> <li>• Bachelor of Arts (BA) - Business Management (Social Enterprise)</li> <li>• Diploma of Higher Education (Dip HE) - Business Management (Social Enterprise)</li> <li>• Certificate of Higher Education (CertHE) - Business Management (Social Enterprise)</li> </ul>
<b>Awarding body/institution</b>	University of Westminster
<b>Teaching institution</b>	University of Westminster
<b>Status of awarding body/institution</b>	Recognised Body
<b>Location of delivery</b>	Primary: Central London
<b>Language of delivery and assessment</b>	English
<b>QAA subject benchmarking group(s)</b>	Business and Management
<b>Professional statutory or regulatory body</b>	n/a
<b>Westminster course title, mode of attendance and standard length</b>	<ul style="list-style-type: none"> <li>• Business Management (Social Enterprise), Full-time, September start - 3 years standard length with an optional year abroad or placement</li> </ul>
<b>Valid for cohorts</b>	From 2022/3

## Additional Course Information

n/a

## Admissions requirements

There are standard minimum entry requirements for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information. For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements. More information can be found here: <https://www.westminster.ac.uk/study/undergraduate/how-to-apply>

## Recognition of Prior Learning

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information:

<https://www.westminster.ac.uk/current-students/guides-and-policies/student-matters/recognition-of-prior-learning>

## Aims of the programme

The BA Business Management (Social Enterprise) has been designed to prepare students for the running of their own social enterprise, work within Third Sector organisations, and broader business and management contexts. It is anticipated that students who undertake this degree will be able to take up professional roles within a social enterprise and/or more broadly, Third Sector organisations. The course aims to develop students and their competencies by providing them with a comprehensive understanding of social enterprise and the Third Sector. Students will develop a strong understanding of business and management disciplines to underpin their specialist knowledge of social enterprise and the Third Sector.

Employability and sustainability are embedded within teaching and learning to prepare students for the modern business environment which requires flexible, skilled, and socially aware professionals. The course aims to develop an enquiring, critical and reflective approach to concepts, ideas, and debates surrounding social enterprise and the Third Sector, enabling successful graduates to contribute to and engage proactively with commercial for-profit businesses and Third Sector organisations, in a variety of ways; through entrepreneurial development, social investment, self-employment and in the wider social, cultural and geographical environments within which businesses operate.

Students are fully expected by the end of the course to have tested their business idea and pitched to relevant stakeholders with the aim of starting up their own social enterprise or working in a capacity to deliver sustainable social change.

The course prepares students for the running of their own start-up and/or graduate roles in a wide range of business organisations, including social enterprise through the development of entrepreneurial, personal, and professional skills. The course raises aspirations through active learning and employability-focused learning opportunities to foster expertise in organisations where entrepreneurial action is motivated more by social, environmental or cultural concerns, than by personal financial gain or profit.

The course develops the knowledge, skills, and abilities required to competently and creatively address contemporary business issues and the challenges of the global business environment, taking into account ethical and sustainability issues. It also builds on students' understanding of global citizenship and their personal potential to contribute to communities, appreciating cultural and economic diversity. Students will be equipped with the knowledge, understanding, and academic skills to continue to post-graduate study as a result of successfully completing this course.

The course supports students' development of social entrepreneurial, entrepreneurial, intellectual, professional, and transferable skills such as team-working, communication, digital skills, critical evaluation, research, problem-solving, and creative thinking to enable them to secure professional roles and to help them to acquire personal competencies necessary in the pursuit of self-employment, professional roles, or further studies. The course aims to develop students' capability to critically explore solutions to a range of business problems and challenges with the ability to consider triple bottom line and ethical considerations.

## Employment and further study opportunities

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities

- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students.

The BA Business Management (Social Enterprise) aims to create graduates who are equipped with the skills necessary to be successful within social enterprise and the Third Sector.

The course team has worked with practitioners from the social enterprise sector and our employer advisory group which includes employers, staff, and students to determine what skills and knowledge employers in the sector are looking for, as well as the skills and knowledge Third Sector professionals and the prospective social entrepreneur, might wish to gain from the course.

Employers of our graduates expect skills of critical thinking; analysis, evaluation and creativity; effective communication using varied technology and media; data analysis and effective problem-solving; reflective, adaptive, and collaborative learning and motivation, and initiative.

The course team has identified key themes relating to employability focusing on communication and collaboration, data analysis and measurement, and leading and influencing others. Businesses typically operate with teams of specialists, often from diverse cultures and backgrounds. The need is for people who can communicate effectively and work productively in a team recognising and supporting leadership, being proactive in leading, negotiating, and managing conflict. Increasingly needed are people who can work independently and remotely, using technology to overcome the traditional constraints of location, time, and national boundaries. Graduates of the BA Business Management (Social Enterprise) degree will be well equipped to meet these challenges. Students embarking on this degree will be developed towards professional life across their university journey.

Modules embed employability across the curriculum with dedicated specialist modules at every level. This begins with an induction to the Careers and Employability Services which includes mentoring, interview practice, online skill-building, and a suite of courses available online and delivered as on-campus workshops. There are rolling speaker events and panels from industry as well as supporting students in team industry challenges.

The work is underpinned by the personal tutoring system and the College's Business Experience Team's expertise. All students will be allocated a Personal Tutor in their first year to provide both tutorial guidance from the start of their degree and to support students to identify, develop and articulate employability skills.

In students' first year (level 4), they are required to undertake 35 hours of Work-Based Learning as work experience or focused volunteering opportunities. Students will have the opportunity to take part in a social enterprise virtual internship to achieve the required 35 hours. The virtual internship will run outside of the taught curriculum and complement curricula content and practical learnings.

Students are also encouraged to take part-time or short-term work experience across the area of social enterprise and the Third Sector, as well as undertake internships and business challenges alongside their undergraduate studies. Students are fully supported by staff and are exposed to a variety of study and work-based skills talks and workshops which support their professional development. These sessions are partly facilitated via the university's Westminster Enterprise Network (WEN) – an enterprise and entrepreneurship hub that supports students and recent graduates to develop transferable and industry-relevant enterprise and entrepreneurial skills – with whom a close relationship is maintained throughout the students' time on the course.

This is assessed the following year at level 5 when the focus shifts towards finding a one-year industry placement, in the UK or abroad, aligned to the student's degree. The course team has strong networks within the social enterprise and Third Sector such as Social Enterprise, UK, and the Pioneer Post (the Social Enterprise - the social enterprise magazine) and draws upon these links and networks in enhancing our portfolio of industry contacts.

At Level 5, students undertake a core module, Social Enterprise Creation in which they will undertake a company visit and may begin to develop their industry connections and awareness. While careers-focused talks and workshops from industry professionals are distributed throughout the course, this module kick-starts students' awareness of the importance of networking and social capital in the Third Sector. For this module, students will not only gain some of the fundamental skills necessary to start a social enterprise and Third Sector organisation, but will attend a World Cafe with a series of entrepreneurs who will advise them on their business proposition and career. The World Cafe is embedded within the module so students are able to use the information gained to refine their assignments and reflect upon their professional practice. Students will also undertake a Work-Based Placement module, Leadership and Professional Practice which is designed to develop students' skills in career development management; problem diagnosis, and problem-solving. Students will be assessed on a Work-Based Learning Coursework assignment.

We provide the opportunity to undertake an optional one-year work placement to add value to the student experience. The optional placement year has been shown to enhance graduate employability giving students better business insight when returning at level 6. Students who take advantage of this option will undertake an additional year-long Industry Placement

Year module running parallel to their work placement, and their final degree award will be BA Business Management (Social Enterprise) with Professional Experience. The university has a wide range of social enterprise-related placement opportunities available to students, such as working with Forage, The Farm Community Kitchen and Community Volunteering Project.

Students on the 4-year course have the opportunity to apply the skills, knowledge, and experience they have acquired to date in a year-long professional setting related to social enterprise and the Third Sector. The placement year enables returning students to build substantially on foundational and transferable skills developed at Levels 4 and 5. Thereby, Level 6 students will be prepared to enter senior or advanced positions within the Third Sector and will have further developed social entrepreneurial skills.

The course also provides the opportunity to spend either a semester or a year studying at one of our overseas partner universities. This can be a transformative experience for students and can help with the development of a global outlook that is valued by most employers.

At Level 6, the Management and Commercialisation of Social Enterprise module requires that students further develop their business idea and present and promote their ideas and work to academic staff and potential stakeholders.

At level 6 students continue to exploit the resources on the Career and Employability Services' ENGAGE virtual career development platform as they apply for their graduate trainee scheme posts to launch their specialist careers. Students will have access to Westminster Enterprise Network and the resources they offer to further develop and enhance their professional practice and experience.

Successful graduates from this course will have developed their abilities in social entrepreneurship, Third Sector organisation, and facilitating change within formal enterprises. Skills acquired on the course will place graduates of Business Management (Social Enterprise) in a strong position in the graduate labour market and in the realms of social impact mobilisation.

Students undertaking this course may wish to continue their academic journey by pursuing a Master's degree in Social Enterprise.

## What will you be expected to achieve?

Learning outcomes are statements on what successful students have achieved as the result of learning. These are threshold statements of achievement the learning outcomes broadly fall into four categories:

- The overall knowledge and understanding you will gain from your course (KU)
- Graduate attributes are characteristics that you will have developed during the duration of your course (GA)
- Professional and personal practice learning outcomes are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- Key transferable skills that you will be expected to have gained on successful completion of the course. (KTS)

**Level 4 course learning outcomes:** upon completion of Level 4 you will be able to:

- 01 Demonstrate fundamental knowledge and understanding of the functions and processes of business organisations and the impact of contemporary management theory in a domestic or international context. ( KU ) ( KU )
- 02 Investigate and evaluate the interrelationships between internal and external pressures on organisations within a global context. ( KU ) ( KU )
- 03 Demonstrate an awareness of ethical and sustainability issues and responsible management concepts within the business management domain. ( KU ) ( KU )
- 04 Collaborate effectively in groups, building team relationships that support the achievement of set goals in the context of business working. ( PPP KTS ) ( PPP KTS )
- 05 Utilise a range of media and develop digital skills in key technologies for effective and efficient management of business information in a secure and respectful manner. ( PPP ) ( PPP )
- 06 Research and analyse business information from a range of authoritative and reliable sources and use analysis to make judgements and develop a coherent argument. ( PPP ) ( PPP )
- 07 Communicate effectively and persuasively using a variety of media to a range of audiences in a business and Third Sector context. ( KTS ) ( KTS )
- 08 Take personal responsibility for learning and progress and to prepare for work-based learning. ( GA PPP ) ( GA

PPP )

**Level 5 course learning outcomes:** upon completion of Level 5 you will be able to:

- 01 Justify how organisations manage resources internally and in the supply chain in both traditional and digital environments, ensuring responsible management of environmental and social aspects. ( KU GA ) ( KU GA )
- 02 Apply management theory and concepts to understand how to manage and provide leadership for the effective and responsible running of the organisation. ( KU ) ( KU )
- 03 Locate and extract information from a variety of credible sources and evaluate these to develop arguments to support management decisions. ( PPP ) ( PPP )
- 04 Develop an independent perspective on business problems, informed by current research and evaluate theories, arguments and relevant data to communicate ideas and potential solutions effectively and appropriately. ( KTS ) ( KTS )
- 05 Apply entrepreneurship and social enterprise theories, concepts, tools, and techniques to business problems and in the evaluation of environmental, social, and economic performance. ( KU, GA KTS ) ( KU GA KTS )
- 05 Demonstrate understanding of global citizenship and personal potential to contribute to communities, appreciating diversity of people and cultures. ( GA ) ( GA )
- 07 Demonstrate the ability to reflect and evaluate on ongoing personal and professional development skills and to organise and undertake work experience. ( PPP ) ( PPP )
- 08 Develop business concepts and business models that can be applied in commercial and Third Sector contexts. ( KU ) ( KU )

**Additional Year course learning outcomes:** upon completion of Additional Year you will be able to:

- 01 (International experience only) Demonstrate insight and understanding of the challenges and opportunities of working and/or studying in an international context. ( PPP ) ( PPP )
- 02 (International experience only) Apply theories, concepts and research skills related to the cultural context(s) of the society within which the experience takes place. ( KU ) ( KU )
- 03 (Professional experience only) Demonstrate acquisition of a range of professional and commercial skills required within the contemporary business environment through the completion of an extended period of professional practice in the work placement year. ( PPP ) ( PPP )

**Level 6 course learning outcomes:** upon completion of Level 6 you will be able to:

- 01 Critically evaluate strategic options to enhance organisational performance across a range of contexts and appreciate the ramifications of those decisions on operational activities. ( KU GA ) ( KU GA )
- 02 Critically evaluate innovation in organisations and the relationship with organisational culture and leadership. ( KU ) ( KU )
- 03 Investigate current issues within social enterprise and the Third Sector drawing upon a variety of high-quality sources and engage with contemporary research and data, developing an independent critical perspective on the issues. ( PPP KTS ) ( KU PPP )
- 04 Critically evaluate and apply creative solutions to real-world social enterprise and Third Sector problems in a range of contexts such as income generation and management and leadership and communicate these solutions effectively and convincingly. ( PPP KTS ) ( PPP KTS )
- 05 Navigate uncertainty and complexity to explore solutions integrating theory and practice in a range of business challenges taking full account of social and environmental responsibilities and ethical behaviour. ( KU GA ) ( KU GA )
- 06 Demonstrate acquisition of personal competencies relating to social enterprise and the Third Sector, including creativity, social innovation, resilience and adaptability, and professionally relevant skills appropriate to the pursuit of social entrepreneurship and/or Third Sector employment or further study in the field. ( KTS ) ( KTS )
- 07 Examine and apply entrepreneurial and social enterprise approaches in developing and analysing business and organisational concepts and proposing new business development strategies. ( KU ) ( KU )

## How will you learn?

### Learning methods

The BA Business Management (Social Enterprise) course is designed to provide students with an engaging, critically informed, and transformative learning experience. The approach to learning on this course is one where learning and teaching activities are designed to be delivered and engaged with onsite, with digital activities being an integral part of these activities. The course will be delivered using a wide range of learning methods aimed at fostering the skills necessary in the field of social enterprise and the Third Sector. Active and inclusive learning strategies are used to fully engage students in their academic inquiry.

Work-based and placement learning are integrated into the curriculum design, following the University's strategy. Work-based and placement learning activities include business challenges, virtual internships, and LinkedIn learning activities. All modules articulate the employability skills developed and these are assessed in modules on all years of the course to ensure that all students are fully supported in finding graduate work or further study.

A key feature of this course is a focus on responsible management and sustainability which is informed by our employer contacts. Environmental, social and governance issues are critical in business today and the course embeds these throughout the modules you will study. You will learn through a range of activities such as small teamwork, problem-based learning, workshops, debates, self-assessment quizzes, action learning sets, and role-plays. We encourage both staff and peer-led activities where students learn from one another within a cooperative and intellectually challenging atmosphere.

Students can also study a language as part of their studies through the University's Polylang programme which offers languages. International learning is supported through the Westminster Working Cultures programme which provides students with opportunities for study visits abroad. Destinations have included Mumbai, Berlin, and Washington.

### Teaching methods

Our approach to teaching acknowledges the wide range of preferred learning styles within the student body. The course team is actively engaged in research at the University on the awarding gap and Equality, Diversity, and Inclusion. The teaching team brings this knowledge into their approach to teaching which actively engages students in their learning using a range of proven methods. Methods of teaching and engagement will consist of interactive lectures utilising a variety of techniques, such as incorporating student presentations and feedback into workshops and seminars and students' exposure to a wide range of diverse guest speakers. Seminar activities will be guided by tutors using a range of teaching strategies, including individual and group work, formative presentation, debate, and guided independent learning. Students are expected to actively engage with Independent learning.

Our VLE will form an integral part of the teaching methods on the course where discussion boards, polls, videos, and repositories will be maintained to support students throughout their studies.

Supporting the University of Westminster's Black Lives Matter Commitment Plan and the University's EDI Strategy, the course has been developed using an approach to curricula where students will have a learning experience that respects diversity, encourages their participation, reduces barriers to learning, and considers the varying needs of students. The course has been designed so that diverse perspectives and positionality, context, and power will be taken into account in the presentation of content and subject matter. Students will be encouraged to question and interrogate knowledge relating to social enterprises and the Third Sector and will engage with intersectional and non-Eurocentric perspectives through the inclusion of a reading list that includes diverse authors and perspectives, a curriculum that includes varied guest speakers, and the use of an experienced diverse teaching team. The course also explores social enterprise from a range of social, cultural, and geographical perspectives and diverse accounts are embedded within the course through the use of alternative narratives thus providing a more holistic understanding of the subject matter.

## Assessment methods

The course offers a variety of assessments for students which aim to promote an understanding of theory and its application in a real-world context. The course offers authentic assessments to develop your knowledge and critical thinking alongside key transferrable professional skills relevant to the Third Sector and social enterprise. The variety of assessments for students aims to develop graduates with a sound commercial awareness who are open to critical thinking, effective at communication, self-motivated, resilient, and responsible in their global outlook.

The assessments on the course ensure that students develop skills in collaboration, including online collaboration in teamwork, and address digital and analytic skills and the use of technology. We draw on a wide range of resources to support learning, particularly using our alumni, the local community and other role models. We encourage students' engagement with the University mentoring scheme and EDI-focused careers and employability initiatives for students, such as the Inclusive Futures Fair, Inclusive Futures Insights, and MyPlus Universities' Club.

Our assessment strategy is designed to stretch students and increase their confidence as they progress through the levels of study. Level 4 modules acknowledge the transition to Higher Education and provide students with a thorough grounding in the business and academic skills needed. Level 5 challenges students and includes assessment of their work experience, developing reflective skills for professional development. Level 5 modules are application-oriented and assess students' ability to apply theory in a business and social entrepreneurial context. Level 6 modules further improve students' critical thinking through modules such as Contemporary Issues in Social Enterprise where students will undertake a dissertation in an area of their choice. Level 6 also assesses students' preparation for a career in social enterprise and the Third Sector, graduate employment, or further study by ensuring that they achieve their professional goals.

Varying assessment activities can help to motivate students with an increasingly diverse range of experiences, learning styles, and competencies. We have adopted a mixture of assessment types with the aim of reducing over-assessment and ensuring that students develop a wider range of skills for professional success. These include embedding employability into assessment and the use of authentic assessments related to real business challenges. You will experience a balanced range of assessments, addressing the diversity of student learners and their learning styles. All assessments are designed to be inclusive.

The range of assessments includes the use of a variety of tools within the class for formative and self-assessment, such as student polls for student feedback, Padlet software for sharing ideas, and Kahoot quizzes. These are examples used on modules at all levels. Formative assessment is a key element of your learning and has been embedded into all modules to help you achieve your full potential and to support reflection on feedback for improvement ahead of your summative assessment submission.

'Summative' assessment measures individual learning and achievement and is formally assessed. The range of assessment types used includes coursework in the form of essays, reports, presentations, case studies, blogs, posters as well as time-constrained in-class tests and examinations. Examinations develop the ability to work under pressure and support students preparing for further study or subsequent professional body examinations. Examinations will normally be unseen and involve analysis and not a reprise of factual information. Papers may include multiple-choice, short answer, essay, or data handling sections. Some may use a seen case study. Weightings for each assessment element will vary to reflect the nature and level of the module. Working closely with our employer advisory group which consists of employers, students, and staff, we have built-in authentic module assessments to ensure that you develop key graduate attributes.

## Course Structure

This section shows the core and option modules available as part of the course and their credit value. Full-time Undergraduate students study 120 credits per year. Course structures can be subject to change each academic year following feedback from a variety of sources.

Modules are described as:

- **Core** modules are compulsory and must be undertaken by all students on the course.
- **Option** modules give you a choice of modules and are normally related to your subject area.
- **Electives**: are modules from across the either the whole University or your College. Such modules allow you to broaden your academic experience. For example, where electives are indicated you may choose to commence the study of a foreign language alongside your course modules (and take this through to the final year), thereby adding further value to your degree.
- Additional information may also be included above each level for example where you must choose one of two

specific modules.

## Modules

### Level 4

Module Code	Module Title	Status	UK credit	ECTS
4ACCN012W	Accounting and Finance Fundamentals	Core	20	10
4BUIS017W	Business Analytics	Core	20	10
4HURM011W	Fundamentals of Organisational Behaviour	Core	20	10
4BUSS008W	Global Business Environment	Core	20	10
4MARK014W	Marketing for Entrepreneurs	Core	20	10
		Elective	20	10

### Level 5

Module Code	Module Title	Status	UK credit	ECTS
5DIBU004W	Digital Business and Operations Management	Core	20	10
5MNST008W	Management Decision Making	Core	20	10
5MNST005W	Managing and Leading People	Core	20	10
5ENTP008W	Social Enterprise Creation	Core	20	10
5ENTP009W	Social Impact and Social Innovation	Option	20	10
5ENTP010W	Themes in Social Enterprise and the Third Sector	Option	20	10
		Elective	20	10

### Additional Year

The following modules must be passed for the award title "with International Experience": 5BUSS013W WBS International Experience Year Semester 1 (60 credits) 5BUSS014W WBS International Experience Year Semester 2 (60 credits)

The following modules must be passed for the award title "with Professional Experience": 5BUSS011W Professional Placement Project Part 1 (60 credits) 5BUSS012W Professional Placement Project Part 2 (60 credits)

Module Code	Module Title	Status	UK credit	ECTS
5BUSS011W	Professional Placement Project Part 1	Option	60	30
5BUSS012W	Professional Placement Project Part 2	Option	60	30
5BUSS013W	WBS International Experience Year Semester 1	Option	60	30
5BUSS014W	WBS International Experience Year Semester 2	Option	60	30

### Level 6

Module Code	Module Title	Status	UK credit	ECTS
6ENTP012W	Contemporary Issues in Social Enterprise	Core	20	10
6LEAD004W	Leadership and Professional Practice	Core	20	10
6ENTP013W	Management and Commercialisation of Social Enterprise	Core	20	10



Module Code	Module Title	Status	UK credit	ECTS
6MNST008W	Strategic Perspectives	Core	20	10
6ENTP014W	Generating Income, Raising Finance	Option	20	10
6ENTP010W	Innovative Consultancy Solutions	Option	20	10
6BDIN004W	Social Media for Business	Option	20	10
		Elective	20	10

Please note: Not all option modules will necessarily be offered in any one year. In addition, timetabling and limited spaces may mean you cannot register for your first choice of option modules.

## Professional body accreditation or other external references

n/a

## Course management

The Course is managed by a course team comprising of a Course Leader. In addition, the course team refers to: Senior Personal Tutor (Westminster Business School) and the Head of School.

The BA Business Management (Social Enterprise) degree has one designated Course Leader who you will meet during your first week and who is available for consultation during weekly office hours throughout the year or by appointment.

You take modules, normally in common with students from your course. Each of these has a Module Leader who is responsible for the smooth running of that module. Module Leaders are usually available during term-time during their office hours or by appointment. At all levels of your university study, you will have a Personal and Professional Development Tutor who will help guide you through the complexities of life at University.

## Academic regulations

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations).

Course specific regulations apply to some courses.

## Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at <https://www.westminster.ac.uk/current-students/studies/your-student-journey/when-you-arrive/blackboard>

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](http://westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on

accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at <https://www.westminster.ac.uk/student-advice>

The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at <https://www.westminster.ac.uk/students-union>

## **How do we ensure the quality of our courses and continuous improvement?**

The course was initially approved by a University Validation Panel. University Panels normally include internal peers from the University, academic(s) from another university, a representative from industry and a Student Advisor.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course and make changes where necessary.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

## **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.;
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate, if they take full advantage of the learning opportunities that are provided. This specification is supplemented by the Course Handbook, Module proforma and Module Handbooks provided to students. Copyright in this document belongs to the University of Westminster. All rights are reserved. This document is for personal use only and may not be reproduced or used for any other purpose, either in whole or in part, without the prior written consent of the University of Westminster. All copies of this document must incorporate this Copyright Notice – 2021©