**HND in Leadership and Management (HTQ)**

**for England**

**Course Leader: Nick Preece**

**Teaching Institution: Herefordshire, Ludlow and North Shropshire College**

**Campus:** **Hereford**

**Awarding Body: Pearson**

**Final Award: HND**

**Intermediate Award(s): N/A**

**Mode of Study: Full-time**

**Qualification number: 610/1142/3**

**Date of programme specification preparation/revision:**   **19/12/23**

**Educational aims of the programme**

The aim of this level 5 qualification is to give students the opportunity to gain knowledge, skills and behaviours aligned to the Occupational Standard (OS) for Operations or Departmental Manager. The units will prepare students to enter employment with the qualities and abilities necessary for roles that require personal responsibility and decision-making, and support students to aspire to future management roles including: Operations Manager; Regional Manager; Divisional Manager; Department Manager and Specialist Managers.

The level 5 units also prepare students to progress to Level 6 higher education study, including higher apprenticeships and professional body qualifications. Students will be able to develop and apply their own ideas to their studies, to deal with uncertainty and complexity, to explore solutions, demonstrate critical evaluation and use both theory and practice in a wide range of business situations. By the end of Level 5, the intent is that students will have a sound understanding of the principles of leadership and management and will know how to apply those principles more widely in the business world.

**QAA and professional academic standards and quality**

The HND in Leadership and Management for England is delivered at Level 5 under the framework for Higher Qualifications (2014). The following institutions have shared time and expertise to develop the award:

The Association of Chartered Certified Accountants (ACCA); The Chartered Institute of Personnel and Development (CIPD); The Chartered Institute of Procurement and Supply (CIPS); Atomic Weapons Establishment (AWE); BBC; Capgemini; Essex County Council; IBM; Hobson and Porter; Stockport Homes; Kirklees College.

**Higher-level Skills**

On completion of this programme, learners studying the HND in Leadership and Management for England will be able to:

* Demonstrate a sound knowledge of the fundamental concepts, values and principles of Leadership and Management, and the skills to perform effectively as a worker in a number of different settings in the business sector.
* Demonstrate problem-solving skills to include: critical thinking; using expert and creative solutions to solve non-routine problems; critical analysis and evaluation to support decision making; using systems and digital technology; and generating and communicating ideas creatively and flexibly
* Demonstrate independent skills such as: self-management; adaptability and resilience; self-awareness; self-monitoring and self-development; self-analysis; and reflection, planning and prioritising.
* Demonstrate interpersonal skills such as: leadership skills to enable and support high performance working; building trust, developing, building and motivating teams by identifying their strengths; communicating effectively and being flexible in communication style; working collaboratively with others and sharing good practice; networking and building relationships; negotiating and influencing; and presentation skills, using a range of media.
* Demonstrate commercial skills to include: understanding of the business sector, business operations and business activities; use of management systems, processes and contingency planning; use of business development tools (e.g. SWOT) to plan, organise and manage resources; strategic planning skills to create plans in line with organisational objectives; use of relevant project management tools; sales, marketing and promotion, and managing and monitoring budgets to inform decision-making.
* Demonstrate business skills such as: awareness of types of companies and legal structures; being able to present financial information and implications of decisions; and supporting, managing and communicating change by identifying barriers and overcoming them.
* Demonstrate academic study skills such as: active research; effective writing; analytical skills; critical thinking; creative problem solving; decision making; preparing for exams; and using digital technology. Skills in English and Maths will also be developed through: written reports; formal presentations; informal conversations; use of professional and sector specific language; and interpreting and presenting financial statements.

**Course Structure**

The HND in Leadership and Management for England is a qualification with a minimum of 120 level 4 credits that are covered in the first year, all of which all 8 mandatory units, each being 15 credits each. The second year builds upon the first year, with a minimum of 120 level 5 credits, all of which are again 8 mandatory units, each being 15 credits each. Study at level 5 builds upon the foundations developed at level 4, with students developing extensive of knowledge in Leadership and Management. Students will build essential skills, knowledge, and behaviours necessary for those in the business sector whilst working through several subject-specific and core units to better prepare them for further study or employment in the sector.

Level 4 and 5 units

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| --- | --- | --- | --- |
| **Unit Number** |  | **Unit Level** | **Unit Credit** |
| Mandatory units |
| 1 | The Contemporary Business Environment | 4 | 15 |
| 2 | Marketing Processes and Planning | 4 | 15 |
| 3  | Management of Human Resources | 4 | 15 |
| 4 | Leadership and Management | 4 | 15 |
| 5 | Accounting Principles | 4 | 15 |
| 6 | Managing a Successful Business Project | 4 | 15 |
| 7 | Operational Planning and Management | 4 | 15 |
| 8 | Digital Business in Practice | 4 | 15 |
| 9 | Organisational Behaviour Management | 5 | 15 |
| 10 | Managing and Leading Change | 5 | 15 |
| 11 | Principles of Operations Management | 5 | 15 |
| 12 | Business Strategy | 5 | 15 |
| 13 | Business Information Technology Systems | 5 | 15 |
| 14 | Developing Individuals, Teams and Organisations | 5 | 15 |
| 15 | Business Communications and Relationship Management | 5 | 15 |
| 16 | Business Data Analytics and Insights | 5 | 15 |

**Learning and Teaching Methods**

* Students will develop their knowledge and understanding of Leadership and Management throughout all units in this qualification. This knowledge and understanding will be developed both through college-based work and work-based learning opportunities.
* Students will explore and critically evaluate the application of theoretical concepts to various practical and vocational settings.
* Knowledge and understanding is assessed through a range of different assessment opportunities in every unit. Students will be required to provide written reports exploring the key principles of practice, compare different practices, investigate effective business environments.
* Every unit provides opportunities for students to develop their thinking skills and intellectual ability. For example, examining digital business in practice across a range of organisations
* Students will have the opportunity to work in groups, in a variety of situations, and work with individuals and groups with different learning needs.
* In all units, students will be engaged in tasks and where appropriate assessments, which help them to develop their higher levels. Guidance and support is provided to enable students to undertake their work with confidence.
* Teacher will develop students’ transferable/key skills, evident via the use of a range of different assessment opportunities. For example, students will develop their communication and presentation skills through the sharing of ideas, providing peer feedback and through the formal presentation of ideas and research.
* Students will be provided with numerous opportunities to develop interactive and group skills, through such experiences as collaborative work in groups and taking on different roles and responsibilities in order to support their own and others development.

**Teaching**

Students are taught through a blended delivery approach (face to face and remote delivery), with a combination of workshops, lectures, seminars and focused group sessions. Workshops take a variety of formats and are intended to enable the application of learning through discussion and small group activities. Seminars enable the discussion and development of understanding of topics covered in lectures, and practicals are focused on developing subject specific skills and applied individual and group project work.

Students will be taught by a teaching team whose expertise and knowledge are closely matched to the content of the units on the course.

Students will benefit from 360 hours of blended learning over the course of the year, supplemented by directed independent learning activities.

**Means of Assessment**

Students working at higher levels should be capable of undertaking independent study and research, developing strategies to improve their own performance, supported by teaching staff.

The assessment strategy is designed to assess the students’ knowledge and skills across practical, theoretical and work based learning. The strategy at all levels includes written assessments to assess subject knowledge and the exploration of ideas; reflective assignments to enable students to engage with and lead their own learning and personal development; and presentations to support student development in terms of delivery skills and sharing of knowledge.

Students receive detailed feedback on assessments, including advice that is intended to inform subsequent work and develop competency in assessments. Within session delivery the students receive formative feedback on a regular basis in preparation for formal assessments. Within units where there is a formal presentation as part of the unit assessment, students will receive formative feedback on non-assessed presentations in preparation for formal assessment. Group and individual tutorials across all levels provide formative feedback with regards to written work.

Students will be required to complete coursework as they progress through the programme and undertake assessments at the end of each semester. The assessment of Pearson Higher National qualifications is criterion-referenced, and we are required to assess learners’ evidence against published learning outcomes and assessment criteria. All units will be individually graded as ‘pass’, ‘merit’ or ‘distinction’. To achieve a pass grade for the unit learners must meet the assessment criteria set out in the specifications. Merit and distinction grades are awarded for higher-level achievement.

All grades awarded are provisional until they are confirmed at the assessment board. This usually takes place at the end of an academic year.

Recognition of Prior Learning (RPL) is ‘a method of assessment that considers whether an individual can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills that they already possess and do not need to develop through a course of learning’. If individuals can produce relevant evidence that fully meets learning outcome requirements, then RPL can be given for their existing knowledge, understanding or skills

**External Examiner**

The External Examiner (EE) is a subject assessment specialist appointed by Pearson to conduct external examination. They verify that the management of programmes and assessment decisions meet national standards. External examination is usually conducted by an annual visit, usually in the summer term.

**Additional Support**

Developing effective study skills is an essential element in achieving academic success.All unit leaders provide individual academic support. This is in addition to Personal Academic Tutor support.

All students are provided with a Course Handbook that comprehensively outlines the programme and provides advice and guidance. Unit outlines and assessment details are provided for all units.  During your studies you will have access to fully equipped classrooms, practical workshops, Library with text and electronic resources and Student Services.

The College is committed to ensuring that disabled people, including those with specific learning difficulties and/or mental health difficulties are treated fairly. Reasonable adjustments to provision will be made to ensure that disabled students are not disadvantaged. The Learning Support Service is your initial point of contact.

**Entry Requirements**

Entry criteria detail a typical offer, but the College considers all applications on an individual basis which means that we could make offers based on qualifications, personal profile and experience. If you have any queries regarding your offer, please contact our Admissions Team.

All applicants are individually assessed on their qualifications, skills and experience.  However, a typical A Level, BTEC or other Level 3 study programme, alongside GCSE English and Maths at a minimum of grade 4 or grade C.

**Course Exit Points**

To achieve our Pearson BTEC Level 5 Higher National Diploma qualification, a student must have:

* completed units equivalent to 120 credits at Level 5
* achieved at least a Pass in 105 credits at Level 5
* completed units equivalent to 120 credits at Level 4, and
* achieved at least a Pass in 105 credits at Level 4.

**Progression Route**

The Level 4 Higher National Certificate provides a solid grounding, which students can build on if they decide to continue their studies.

Once students have achieved the Level 4 Higher National Certificate, they can develop their careers in the respective sector by:

● Progression onto the Higher National Diploma in Leadership and Management for England

● entering employment

● continuing existing employment

● linking with the appropriate professional body

● committing to continuing professional development

● studying at university.

Many universities allow advanced entry to the third year of the course. Agreements can include transferring learning credits from one course or qualification to the other, articulation and case-by-case admission.

The Level 4 Higher National Certificate in Leadership and Management for England is recognised by Higher Education providers as meeting admission requirements to many relevant Leadership and Management related courses, for example:

* BA (Hons) Leadership and Management for Business
* BA (Hons) Business Studies with Leadership and Management
* BA (Hons) Business Management
* BA Business and Human Resource Management
* BA (Hons) Global Business Management
* BSc (Hons) Digital Business Management.

**Please note:** This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each unit can be found in associated course documentation e.g. course handbooks and unit specifications.