

PROGRAMME SPECIFICATION

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[UG Programme Directory](#)

[PG Programme Directory](#)

Award titles

Programme Title(s)

BA (Anrh) Rheolaeth Busnes a Technoleg Gwybodaeth

BA (Hons) Business Management and Information Technology

Internal Programme Title(s) (if different to the title on the certificate)

N/A

Programme to be included in Graduation Ceremonies

Yes

Delivery period

September 2024 – September 2028

Intake points

September

Regulatory details

Regulatory details
Awarding body
Wrexham University
Programme delivered by
NPTC Group of Colleges
Location of delivery
Brecon Beacons College – Cwtch Building, NPTC Group of Colleges
Faculty/Department
Faculty of Social and Life Sciences and Faculty of Arts, Computing and Engineering
Exit awards available
BA (Ord) Business Management and Information Technology Diploma of Higher Education Business Management and Information Technology Certificate of Higher Education in Business Management and Information Technology
Professional, Statutory or Regulatory Body (PSRB) accreditation
This information is correct at the time of validation, please refer to the PSRB register for current accreditation status. N/A
Please add details of any conditions that may affect accreditation (e.g. is it dependent on choices made by a student?) e.g. completion of placement.
N/A

Regulatory details
HECoS codes
N900 (JACS) 100078 HECoS
UCAS code
NG14
Relevant External Reference Points
Subject Benchmark Statement Business and Management November 2019
QAA Subject Benchmark Statement: Computing March 2022 (https://www.qaa.ac.uk/the-quality-code/subject-benchmark-statements/computing/)
The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks/)
List the programmes that offer the Foundation Year route
N/A
Mode of study
Full time
Normal length of study for each mode of study
3 Years
Language of study
English
Transitional arrangements for re-validated provision if applicable
Current enrolled students will continue on the current programme on teach out.
Repeat year students
If a student had passed one element of assessment and needed to re-sit the other, if they remained on original module they would retain the pass mark for the element passed. If they needed to do the new module, they would need to complete all elements of assessment but need to be aware this would still count as a reassessment therefore they could only achieve a maximum mark of 40%.
The following University Award Regulations apply to this programme (<i>highlight the appropriate ones and delete the others</i>)
General Regulations and Definitions Regulations for Bachelor Degrees, Diplomas, Certificates and Foundation Degrees Language Admissions Policy

OFFICE USE ONLY	
Date of validation event:	10 th April 2024
Date of approval:	27 th June 2024
Approved Validation Period:	September 2024 – September 2028
Transitional arrangements approved (if revalidation)	Current L4, L5 and L6 students are to be taught-out on the old programme.
Date and type of revision:	<i>Enter the date of any subsequent revisions (Detail the type of revision made and the implementation date)</i>

Criteria for admission to the programme

Standard entry criteria

Entry requirements are in accordance with the University's admissions policy, please click on the following link for more information. [Admissions policies](#)

The University's general entry requirements are;

Qualification	Entry requirements
Foundation Year	48-72 Tariff points
Foundation Degree	48-72 Tariff points
3 year Bachelors degree	80-112 Tariff points

These figures are intended as a general guide. Each application is considered individually.

International entry qualifications are outlined on the UK National Information Centre for global qualifications and skills (UK ENIC) as equivalent to the relevant UK entry qualification.

In addition to the academic entry requirements, all applicants whose first language is not English or Welsh must demonstrate English language proficiency.

European students are able to provide this evidence in a number of ways (please see [academic-entry-requirements](#) for details), including IELTS.

International students are required to provide an English Language Certificate which meets the requirements of the University (*please see [English-language-requirements](#) for details*).

Non-Standard entry criteria

Applicants, who do not meet the entry criteria above, will be assessed on an individual basis by interview, subject to approval by Wrexham University.

Record of Prior (Experiential) learning

Applicants may enter the programme at various levels with Recognition of Prior Learning (RPL) or Recognition of Prior Experiential learning (RPEL) in accordance with the University General Regulations. Any programme specific restrictions are outlined below.

DBS Requirements

N/A

Suitability for Practice Procedure

N/A

Aims of the programme

BA (Hons) in Business Management & IT

This programme aims to prepare students for the challenges of the modern employment market and to strengthen and develop their broader personal and professional skills. Modules in this programme are designed with an emphasis on international, contemporary and practical business and IT issues in order to ensure graduates are ready for the job market. The programme provides opportunities for students to benefit from learning in the

workplace and through real life case study scenarios to develop the skills and knowledge demanded by employers in the sector. These general aims are underpinned by a learning strategy that seeks to offer students self-determination in terms of learning and personal development. During the course students will gain a broad insight into the world of business and IT from academics and industry professionals with a wealth of experience in organisations and business. They will inspire the student's commercial acumen and IT skills as they develop the knowledge and abilities necessary to be successful professional in the modern business world. As well as developing their personal and professional skills, students will acquire the knowledge and abilities not only to become an effective business & IT manager, but also the entrepreneurialism to develop their own business.

In the first-year students will take a number of introductory topics in both business and information technology.

Business modules include –

Marketing, Business Environment and Management, Business Finance.

Information Technology topics include -

Information Security, Understanding Computer Architecture and Software Development Methodologies.

As student's progress on to years two and three within the business modules students will gain an understanding of the following:

Agile Leadership, Digital Business Strategies, Entrepreneurship and Business Law and moving on to Strategic Issues in Management and Marketing in year 3.

With Data Structures, Project Management and Emergent Technologies being the subject areas on the Information Technology side.

A dissertation is also taken in the final year to develop research skills.

The following are the specific aims of the programme:

Aim 1: To equip students wishing to enter the business world with a broad, integrated understanding of key aspects of business and IT and the changing environment in which businesses operate.

Aim 2: To provide students with the most up to date business and IT knowledge and skills that will enable the professional development of future business and technology leaders.

Aim 3: To provide students with a stimulating, rigorous, challenging and enjoyable learning experience that develops their capacity to be independent thinkers and influencers.

Aim 4: To provide high quality education in theoretical and practical knowledge and skills in various aspects of business and IT for those who wish to pursue or further advance their careers in business and IT.

Distinctive features of the programme

1. Leading-edge Content for Future Professionals

The world of business and IT is ever-changing, and our curriculum has changed to reflect the latest thinking and the demands and requirements of blue-chip organizations seeking to recruit professionals. As such the programme combines key subject areas such as Business Agile Leadership, Marketing and Entrepreneurship alongside Information Technology modules such as Emergent Technology and understanding the importance of Information Security in the modern era.

2. Focus on Real Life Business Experience

If we are to lay claim to providing future employers with recruits that are “workplace-ready” and “future entrepreneurial ready” then we need to build a level of real-life experience and igniting imagination and future development thinking into their schedule.

We have achieved this in two ways. Firstly, by building modules that contain thought provoking assignments looking into the future such as emergent technology and secondly, we have endeavored to build project work into several of our modules throughout the programme, giving students the opportunity to experience work life scenarios in a team-based organization that reflects modern business practices in cutting edge Information Technology organisations.

3. Embracing Modern Assessment Methods

In the professional workplace, individuals are expected to communicate in a variety of ways. This can include writing management reports, delivering visual presentations and having in depth one-to-one meetings. As part of our commitment to preparing our graduates for the professional workplace, we recognise the need to provide a variety of assessment methods that retain academic rigor, but also offer students opportunities to develop themselves in a variety of ways. Consequently, students will be assessed by methods such as traditional exam, oral exam, case study evaluation, presentation, project work and management report writing.

Credit Accumulation and exit awards

Exit Awards

Successful completion of 120 credits at Level 4 entitles the student to the exit award of Certificate of Higher Education in Business Management and Information Technology.

Successful completion of 240 credits at Level 5 entitles the student to a Diploma of Higher Education in Business Management and Information Technology.

Successful completion of 300 credits at Level 6 entitles the student to a Bachelor’s degree in Business Management and Information Technology (Ordinary).

Programme Structure Diagram, including delivery schedule.

Full-time delivery

Level	Module Code	Module Title	Credit Value	Core/Option	Delivery (i.e. semester 1,2)
Level 4	BUS499	Introduction to Management and Business	20	Core	Semester 1
Level 4	BUS498	Introduction Business Finance and Accounting	20	Core	Semester 2
Level 4	BUS4A1	Marketing essentials	20	Core	Semester 1
Level 4	COM476	Information Security and Governance	20	Core	Semester 1
Level 4	COM475	Computer Systems and Architecture	20	Core	Semester 2
Level 4	COM478	Software Development Methodologies	20	Core	Semester 2
Level 5	BUS5A2	Agile Leadership	20	Core	Semester 1
Level 5	BUS5A5	Digital Business Strategy	20	Core	Semester 1
Level 5	BUS5A7	Entrepreneurship and Innovation	20	Core	Semester 2
Level 5	BUS5A3	Business Law	20	Core	Semester 2
Level 5	COM539	Data Structures and Algorithms	20	Core	Semester 2
Level 5	COM569	System Engineering and Project Management	20	Core	Semester 1
Level 6	BUS699	Strategic Management	20	Core	Semester 1
Level 6	BUS6A1	Strategic Marketing	20	Core	Semester 2
Level 6	COM660	Threat Detection and incident response	20	Core	Semester 1
Level 6	COM659	Emergent Technologies	20	Core	Semester 2
Level 6	BUS692	Dissertation	40	Core	Semester 1 / 2

Intended learning outcomes of the programme

Knowledge and Understanding

	Level 4	Level 5	Level 6	Level 6 (Hons)
A1	On completion of level 4 students will be able to develop a thorough understanding of how businesses operate and the components of a successful marketing strategy.	On completion of level 5 students will be able to develop a wider understanding of agile leadership skills in the workplace and ways in which employee performance could be enhanced.	On completion of level 6 students will be able to critically evaluate a range of current and future technical and social issues in computing and technology.	On completion of level 6 students will be able to undertake an independent research project which develops a depth of understanding in a particular research field
A2	On completion of level 4 students will obtain a general overview and understanding of how information systems function and to be able to describe and use data structures, and the relevance of information security procedures.	On completion of level 5 students will be able to develop aptitude in developing and applying project management techniques	On completion of level 6 students will be able to develop a critical and theoretically informed approach to strategic thinking.	
A3	On completion of level 4 students will be able to appreciate the various models of communication and how to use different techniques for different situations.	On completion of level 5 students will be able to explain and apply the main concepts, ethical principles and legal regulations of the business & IT environment in the U.K.	On completion of level 6 students will develop a critical awareness of the strategic environment within which organizations operate.	
A4	On completion of level 4 students will be able to appreciate the various principles, theories, concepts and techniques of data and finance by which a business organization can improve operationally	On completion of level 5 students will be able to demonstrate understanding of a digital business strategy and to make informed entrepreneurial decisions and recommendations in a variety of business scenarios.	On completion of level 6 students will be able to critically demonstrate an awareness and appreciation of the complexities of running a strategic marketing campaign.	

Intellectual Skills

	Level 4	Level 5	Level 6	Level 6 (Hons)
B1	On completion of level 4 students will be able to develop strong	On completion of level 5 students will be able to apply knowledge of	On completion of level 6 students will be able to develop an ability to think on a level above technical or	On completion of level 6 students will be able to synthesise key sources of

	Level 4	Level 5	Level 6	Level 6 (Hons)
	reasoning and analytical skills to support business performance.	business theory to real life scenarios and case studies.	tactical details and yet still make insightful inferences.	information and present it in a meaningful and constructive format.
B2	On completion of level 4 students will be able to apply problem solving techniques using appropriate tools to identify, formulate and solve problems as well as create, identify and evaluate options.	On completion of level 5 students will be able to apply critical thinking to scenarios to provide a reliable argument that is substantiated by evidence.	On completion of level 6 students will be able to accurately identify the nature and characteristics of a problem within a business or IT domain.	On completion of level 6 students will be able to critically assess theories and real-life business & IT scenarios and formulate plausible and defensible conclusions.
B3	On completion of level 4 students will be able to demonstrate numeracy and quantitative aptitude that can be applied to assist business & IT situations.	On completion of level 5 students will be able to demonstrate an ability to absorb complex information and demonstrate ability to explain complex concepts	On completion of level 6 students will be able to critically apply theories and real-life business scenarios and formulate plausible and defensible conclusions.	On completion of level 6 students will be able to apply problem solving and decision-making skills using appropriate tools to identify, formulate and solve business/IT problems as well as create, identify and evaluate options.
B4	On completion of level 4 students will be able to undertake basic research and be able to capture, analyse and disseminate the outputs of the research in a form which can be understood by the intended audience.	On completion of level 5 students will be able to develop skills in logical reasoning and perception for decision-making and performance measurement.	On completion of level 6 students will be able to apply problem solving and decision-making skills using appropriate tools to identify, formulate and solve business & IT problems as well as create, identify and evaluate options.	

Subject Skills

	Level 4	Level 5	Level 6	Level 6 (Hons)
C1	On completion of level 4 students will be able to write and communicate their ideas in a fluid and confident style.	On completion of level 5 students will be able to collect and gather information from a wide variety of sources.	On completion of level 6 students will be able to execute advanced interrogation of key literature sources across a breadth or learning resource platforms.	On completion of level 6 students will be able to undertake an independent research project from which they develop their study skills, fieldwork and research skills within a defined business or IT area.

	Level 4	Level 5	Level 6	Level 6 (Hons)
C2	On completion of level 4 students will be able to demonstrate evidence in making rational arguments in the context of business and IT.	On completion of level 5 students will be able to explain and communicate complex concepts with confidence.	On completion of level 6 students will be able to demonstrate an independence of thought which enables them to devise their own solutions and knowledge base.	
C3	On completion of level 4 students will have the ability to offer informed opinion on current issues pertaining to business and IT.	On completion of level 5 students will be able to analyse situations and come up with realistic alternative solutions based on quantitative evidence	On completion of level 6 students will be able to demonstrate and further enhance interpersonal skills of effective listening, negotiating and persuasion.	
C4	On completion of level 4 students will develop numeracy and IT skills.	On completion of level 5 students will be able to self-reflect on their own potential leadership style.	On completion of level 6 students will be able to apply a variety of rules to different situations and pay attention to detail whilst working under very tight time pressures.	

Practical, Professional and Employability Skills

	Level 4	Level 5	Level 6	Level 6 (Hons)
D1	On completion of level 4 students will be able to demonstrate competence in technical and business reporting.	On completion of level 5 students will be able to communicate in a clear, systematic and concise way, in writing and orally, in more formal academic and professional styles, and in longer pieces of work of a technical nature.	On completion of level 6 students will be able to demonstrate effective leadership, team working and networking skills required for the workplace.	On completion of level 6 students will be able to showcase the value of research in enhancing current thinking.
D2	On completion of level 4 students will have increased awareness of career development opportunities in the field of business & IT and demonstrate effective self-management and the ability to continue learning.	On completion of level 5 students will be able to develop interpersonal skills that would be appropriate for a workplace entrepreneurial environment.	On completion of level 6 students will be able to apply a variety of problem-solving skills and creativity in workplace scenarios.	

	Level 4	Level 5	Level 6	Level 6 (Hons)
D3	On completion of level 4 students will be able to discuss the importance of data and business theories in a global business environment.	On completion of level 5 students will be able to demonstrate self-awareness and sensitivity to diversity in people and different situations.	On completion of level 6 students will be able to seek and make effective use of feedback in addition to critical self-awareness.	

Learning and teaching strategy

In accordance with sound educational research and current best practice, the programmes will be delivered through a broad range of learning and teaching strategies. The delivery of the programme and its assessment will reflect the spirit of both Wrexham University's Learning, Teaching and Assessment Strategy alongside the NPTC Group of colleges established teaching framework with particular emphasis on:

- The development of autonomous learners.
- Provision of learning opportunities that are personally and professionally relevant and quality assured.
- The maintenance of a supportive learning environment.
- The promotion of the scholarship of teaching.

Whilst many of the learning and teaching strategies already exist, the over-arching Business School and Computing School strategies apply to this degree. It is recognised that the unique nature of this degree requires some additional strategies to be employed.

The over-arching strategies are as follows:

1. To provide our students with a breadth of content through our online learning platform – Moodle. This includes but it not limited to, video links, journal article recommendations, news stories etc.
2. Teaching typically comprises of a lecture, followed by a tutorial. The classroom tutorial sessions will be conducted either by the module leader or another lecturer with comparable skills and knowledge.
3. Deploy a variety of other learning and teaching methods including:
 - i. Guest lectures – these will typically be business or IT practitioners or subject matter experts that are willing to come and share their knowledge with the students on a one-off basis. Both the Business School and the Computing School have extensive experience already of using these sessions. These activities will be extended into this programme. Such sessions will not replace planned tutorial time and students will be given advanced notice of the date and time to aid personal planning.
 - ii. Site/workplace visits - these involve taking the students to a variety of venues or organisations to enhance the applied learning aspect of their studies. The degree programme will tap into both Wrexham and NPTC's extensive network of established collaboration partners.
 - iii. Participation in student competitions or attend student events. Lecturers will encourage students to engage in relevant events as and when they are available. The University is also sometimes given access to funding to send students on organised workshops or competitions.
 - iv. Engaging in practical activities to enhance their experience of real-life scenarios.
 - v. Engaging in student societies. Students will be encouraged to set up a business and IT student society. This will provide an opportunity for students to professionally socialise not just amongst themselves but also with members of the academic cohort.

Electronic Learning Platform

The Moodle virtual learning environment (VLE) will be a key resource in terms of the learning process. Both Wrexham and NPTC extensively use Moodle as a resource. Moodle will be used in the following ways:

1. As a resource centre for all material from each module. This may include access to the video content of the module lectures and the links to the additional resources such as bibliography and relevant journal and online articles.
2. As the location of the student forum. The forum is an opportunity for all students to engage with each other and the module tutors. The forum is a resource where students can post questions, comments and suggestions relating to specific aspects of the modules. All tutors are expected to regularly access the forum to respond to any material posted. Further the tutors are expected to regularly start debates on the forum to continue discussion and debate. The forum is a permanent resource and is not expected to be accessible as a 'live debate' (compared to the chat room below). Threads on the forum are continuous and over time will provide students with a rich repository of peer-led information relating to relevant aspects of their studies.
3. As a repository for additional links and video material provided either by the module tutors or alternative sources. This includes webinars, online talks (e.g. TED sessions) and webcasts or podcasts available for download.
4. As an opportunity for tutors to keep students up to date with relevant information relating to their module. This will include observations from various dialogues, deadlines, and signposting to new material.
5. As a repository for all other content relating to the programme as a whole. This includes the student handbook, and particularly once students reach dissertation stage, material relating to academic writing and research methods.

Recognition of Cohort Identity

The programmes in this validation document draws upon existing modules from a range of approved programmes from the Business and Computing faculties to ensure efficiencies in delivery and facilitate an understanding of the interconnectedness of the differing roles and professions operating across the Business & IT environment. As a result, the programme's curriculum will be delivered through a range of shared modules.

The learning and teaching strategy needs to reflect the different vocational contexts of the undergraduate students. As a result, there is a need to ensure that:

- (i) Teaching methods adopted for classroom and related activity are planned to ensure that tutors use examples drawn from all the disciplines when explaining the application of theory to practice.
- (ii) Group discussions, case study / problem solving activities relate to and reflect the differing aspects of practice represented within the classroom.
- (iii) Guest lecturers used to deliver material relevant to shared modules need to be briefed by the module tutor to ensure that they are aware of the student profile and that the proposed presentation accommodates this context.

The Wrexham University Skills Framework

At Wrexham University we aim to help students develop and enhance key employability skills and capabilities during their study. There are three key areas with different attributes, attitudes and skillsets and the aim is to help students have the opportunity to enhance and develop skills such as resilience, adaptability, confidence, team working, emotional intelligence and communication, creativity and acting ethically and sustainably. Programmes are designed to enable students to develop and enhance these skills via module content, module learning outcomes and assessment opportunities. Each module will help provide different opportunities for developing and enhancing these capabilities.

The programme has been designed using an Employability Level Descriptor in collaboration with the Careers and Employability team. The Employability Level Descriptor document is reviewed as part of validation and following approval will be published in the student programme handbook.

The Careers and Employability team are available to provide additional careers education activities for all programmes as well as individualised information, advice and guidance. Learners gain access to self-directed learning resources by logging into our [careers portal](#). Here students can book professional careers guidance appointments and make employment and volunteering applications and learn to build and develop their CV and applications.

Work based/placement learning statement

All students will benefit in general from modules that are designed to support them to further develop their career opportunities. The learning, teaching and assessment strategy reflects the challenges of working in the real world with a mixture of coursework, project work, site visit reports, simulations and presentations and emphasis is on teamwork which represents the real-life workplace.

Alongside the academic studies, students on the programme benefit from the experience of NPTC staff who have extensive work-based experience in commercial, hospitality and Information Technology environments. This style is brought to the classroom and combines the practical hands-on experience of the lecturers with academic rigour.

Welsh medium provision

The programmes will be delivered through the medium of English. Students are entitled to submit assessments in the medium of Welsh.

Assessment strategy

Module code & title	Assessment type and weighting	Indicative submission date
BUS499 Introduction to Management and Business	Written Assignment 50% Portfolio 50%	Wk 7 - Semester 1 Wk 11 - Semester 1
BUS498 Introduction Business Finance and Accounting	Essay 30% Written Examination 70%	Wk 7 - Semester 2 Wk 11 - Semester 2
BUS4A1 Marketing essentials	Written Assignment 40% Group Project 60%	Wk 1 - Semester 2

Module code & title	Assessment type and weighting	Indicative submission date
COM476 Information Security and governance	Written Assignment 50% In-class test 50%	Wk 7 - Semester 1 Wk 11 - Semester 1
COM475 Computer Systems and Architecture	Portfolio 100%	Wk 11 - Semester 1
COM478 Software Development Methodologies	Portfolio 100%	Wk 11 - Semester 2
BUS5A2 Agile Leadership	Written Assignment 50% Written Assignment 50%	Wk 7 - Semester 1 Wk 11 - Semester 1
BUS5A5 Digital Business Strategy	Coursework 50% Presentation 50%	Wk 7 - Semester 1 Wk 11 - Semester 1
BUS5A7 Entrepreneurship and Innovation	Written Assignment 50% Written Assignment 50%	Wk 7 - Semester 2 Wk 11 - Semester 2
BUS5A3 Business Law	Coursework 40% Examination 60%	Wk 7 - Semester 2 Wk 11 - Semester 2
COM539 Data Structures and Algorithms	Portfolio 75% In-class test 25%	Wk 11 - Semester 2
COM569 System Engineering and Project Management	Portfolio 100%	Wk 11 - Semester 1
BUS699 Strategic Management	Written Assignment 50% Group Project 50%	Wk 7 - Semester 1 Wk 11 - Semester 1
BUS6A1 Strategic Marketing	Written Assignment 50% Written Assignment 50%	Wk 7 - Semester 2 Wk 11 - Semester 2
COM660 Threat Detection and incident response	Portfolio 100%	Wk 11 - Semester 1
COM659 Emergent Technologies	Portfolio 100%	Wk 11 - Semester 2
BUS692 Dissertation	Written Assignment 20% Written Assignment 80%	Wk 7 - Semester 1 Wk 11 - Semester 2

Assessment and award regulations

Derogations

N/A

Non-Credit Bearing assessment

N/A



Borderline Classifications (Undergraduate programmes)

In considering borderline cases the Assessment Board shall raise the classification to the next level if all of the following criteria are met:

- At least 50% of the credits at level 6 fall within the higher classification.
- All level 6 modules must have been passed at the first attempt.
- The mark achieved for the *dissertation* module is within the higher classification.

Ordinary Degrees

An ordinary degree may be awarded for completion of no fewer than 300 credits of the Programme.

Restrictions for trailing modules (Taught Masters)

N/A

Prerequisites for processing to MRes research component

N/A

Accreditation

N/A

Quality Management

All provision is expected to comply with the University processes for quality assurance, the QAA Quality Code and any specific PSRB requirements to ensure the quality of the learning and teaching on the programme. The University uses the following mechanisms to help evaluate, enhance and review programmes delivery;

Student Evaluation of Module Questionnaire
Student Voice Forum
Individual student feedback
Student representatives
Continuous Programme Monitoring and Enhancement reports
Periodic review and re-validation process
External Examiner reports
PSRB requirements and accreditation activities
National Student Survey (NSS)

Specifically, within the BMIT programme the modules are supplied jointly by the Business and Computing subject areas from Wrexham University.

Locally at NPTC, the BMIT has a course team led by an appointed NPTC HE Co-ordinator. They are responsible for

- Co-ordination of admission activities and recruitment
- Management of the curriculum
- Management of the timetable
- Student tracking and student records

- Quality assurance
- Annual Monitoring
- Collation of Marks
- Presentation of Marks at assessment boards

The HE Co-ordinator at NPTC Group acts as the academic link with the academic link at Wrexham University. As this programme spans two Faculties, there are two programme leads at Wrexham University, one for Business and one for Computing.

The current personnel responsible are:

Rob Flower (NPTC Group HE Coordinator)
Robert Leigh (Wrexham University Business)
Deborah Amps (Wrexham University Computing)

Meetings between NPTC Group programme staff will take place for quality and curriculum monitoring purposes. Cross institutional meetings between NPTC Group and Wrexham University will be by video conference where appropriate. As a minimum these would take place at the beginning of the academic year, at the end of trimester/semester one and at the end of the academic year.

The NPTC HE Co-ordinator attends meetings at NPTC which cover the following:

- Retention and Attendance
- Student Voice Forum
- Marketing
- Course Performance

Meetings take place on a termly basis. Actions and concerns are taken forward to the NPTC Group Higher Education Quality Enhancement Management Group (HEQEMG) and the Standards and Performance Management group.

All BMIT modules that are delivered at Brecon are allocated a NPTC Group module leader who liaises with the Wrexham University Academic Link at Wrexham. The module leaders liaise regarding content and ensure resources are available on Moodle for the students.

It is the expectation that the module tutor at NPTC Group will take responsibility for the module and in the most part lead the classroom sessions. They will also deal with localised questions in relation to the module and liaise with the NPTC Group HE Co-ordinator and if required the Academic Link at Wrexham University.

NPTC Group will provide students with an opportunity to raise issues relating to their programme of study and overall student experience and hold Student Voice Forum meetings. NPTC Group will follow Wrexham University procedures for the election of student reps and SVF meetings.

Students will benefit from a Personal Tutor. This approach has already been adopted on the current provision at Brecon and is a success. The Personal Tutor will be required to meet with each student they are responsible for on one occasion in each trimester/semester. Tutors will provide designated slots and it will be the responsibility of the student to make an appointment within those slots. The role of the personal tutor will be to provide general academic support to the student and address any issues before they escalate to the HE Co-ordinator level. The role of the Personal Tutor is not to solve personal problems that exist for

the student, but instead to signpost them to relevant areas within the College/University as and when appropriate.

All marks for the NPTC Group programme will be presented and considered at the Wrexham University assessment boards, as there are two Wrexham University faculties represented in the programme. Business has been appointed to oversee award progression; however, the computing module marks will be considered initially at the Computing progression board.

It is the responsibility of the HE Co-ordinator at NPTC Group to agree the deadline for submissions of assessment marks. The HE Co-ordinator at NPTC Group submits the marks to the Wrexham University module boards at the agreed deadlines. All module boards are held at Wrexham University and the HE Co-ordinator from NPTC Group is invited to attend.

The same Assessment Boards will be considering marks for both Wrexham and Brecon based students, drawing upon the current practice in place.

At module level there is devolved responsibility for the following:

The maintenance and development of teaching and learning materials for all students enrolled on the module. In most cases the module leader will also be the lecturer and therefore the creation of digital lecture material will be within their scope.

The publishing and updating of module timetables, which shall include a weekly schedule of module sessions and required reading, to be distributed to students at the start of all modules.

The setting, marking and collation of marks for all module assessments and examination papers, including re-sit assessments, and submission of student results to the HE Co-ordinator.

Tutorial support for students taking the module which they are responsible.

Collaboration with the Academic Link

Quality monitoring, including student feedback; questionnaires and, student evaluation of module (SEMs) feedback.

Liaison with part-time members of staff involved in module teaching if sessional support is required for specific modules. This will only become relevant if funding is not available to recruit sufficient full-time staff for all modules.

The control of quality will conform to the procedures set out by Wrexham University's requirements for academic quality assurance, monitoring, and review. The primary indicators of quality come through student feedback received, student evaluation of modules (SEMs), external examiners' reports, annual and periodic programme reviews and student surveys.

Methods for evaluating and enhancing the quality of learning opportunities:

Subject/Programme committees with student representation

NPTC Group programme and course reviews

Module evaluations by students

Students' surveys, e.g. National Student Survey (NSS)

Annual quality monitoring and action planning through the CME process

Peer review/observation of teaching

The moderation of assessed coursework

Student Representatives and Student Voice Forum Module, Progression and Award Boards

External Examiners - External examiners are appointed for all programmes of study. They oversee the assessment process, and their duties include approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

Feedback mechanisms for the programme ensures that the voice of students is heard. The student representative system is highly developed at NPTC Group with Course representatives elected from all courses onto the Student Association (all students from the HE provision are invited to participate), student representatives are also invited to receive training to ensure that they understand their role and how they can input into University and the College decision-making processes.

Mechanisms for gaining student feedback:

Student Representation on subject meetings at NPTC Group

Student Voice Forum

Module and Programme level student questionnaires

Student Evaluation of Modules (SEMs)

Course representatives are invited to be Members of the NPTC Group Student Union.

The Student Voice Forum meets 2 times each academic year at NPTC Group, the action minutes of which are formally recorded and placed on the course Moodle site. The action minutes will be sent to Wrexham University's Student and Programmes Centre and the Academic Link for central record.

In addition, the more informal "open door" policy of the NPTC Group Brecon Campus allows communication to be swift, personal and allows remedial action to be taken if issues arise.

Within the NPTC Group, it is a requirement for all programmes to have structured course reviews at various times during the academic year. These NPTC Group reviews fit well with the requirement from Wrexham University and additionally support the Wrexham University AMR process. It is expected, that if required, the NPTC Group HE Co-ordinator will be invited to the Wrexham University AMR meeting.

The NPTC reviews take place -

- Before commencement of the academic year.
- At the end of each term in the FE calendar – (or trimester/semester for the HE programmes) and feed into the quality and standards groups at NPTC Group.
- At the end of the academic year to feed into the Wrexham University AMR process.

The programme review meetings at NPTC Group will be Chaired by the HE Co-ordinator and attended by all academic staff who deliver on the programme. The agenda for the meetings are broadly divided into 3 sections, Firstly, a discussion on programme performance (attendance, assessments, retention and recruitment), secondly, resources, (room allocation, physical resources, such as books and software), thirdly, student wellbeing issues.

The NPTC Group programme team embrace the policy on teaching qualifications for Wrexham University and partner institutions, all staff have PGCE'S as well as their own specialist Higher Education qualifications. The HE Co-ordinator at NPTC Group and other

leading academic staff have taken advantage of studying for the HE Fellowship and are now Fellows of the HE Academy.

Support for Students

The University has a range of departments that offer support for students such as:

- Library & IT Resources
- Inclusion Services
- Careers Service
- Chaplaincy
- Counselling & Wellbeing
- Student Funding and Welfare
- Student Administration

Please access the University's website at www.wrexham.ac.uk to find out more about the Departments.

The Student Union offers support for students, please access their website at to find out more. <https://www.wrexhamglyndwrsu.org.uk/>

All students at Wrexham University are allocated a Personal Tutor whose main responsibility is to act as the first point of contact for their personal students and to provide pastoral and academic support throughout their studies at the University.

Specifically within the BMIT programme all modules will be delivered in classrooms equipped for Smart boards and computer rooms with the appropriate software. The students will have an NPTC Group college log on access to the student intranet as well as a Wrexham University log on.

Moodle, book and online journal resources as identified on the module specification forms. This will be further supplemented with access to all Wrexham University resources via a log on to the course Moodle site which will be on Wrexham University's VLE. The electronic resources available are an important part of the programme. A number of electronic books and journals are available for students as well as the teaching material on Moodle. Assignments will be submitted electronically through Moodle, where appropriate and learners will be advised to submit their work through Turnitin, prior to hand in where appropriate. Turnitin at NPTC Group has been rolled out across all courses within the Group and its use is being encouraged in both the FE and HE curriculum areas within the college.

NPTC provides a high-quality library service to support the learning, teaching and research activities of all its students and staff. A range of services are provided both on campus and online, ensuring that all library users can access information, advice and support at a time and location that is most appropriate to their needs.

Libraries are located on each of the main sites: Afan, Brecon (Y gaer building and the Cwtch building), Neath and Newtown. Each library provides core services including enquiry services / helpdesk, lending and reference collections, drop-in and bookable IT facilities, online catalogue, free Wi-Fi, laptop loans (for onsite use) and a variety of group and quiet study spaces. Additional services include binding and laminating and a stationery shop. All libraries are open Monday to Friday; opening times vary between the campuses according to demand with the latest opening time being 6.30pm.

Advice and assistance are provided in each library by a team of experienced advisers and support officers. Helpdesks are staffed during all opening hours and members of staff can

assist students by carrying out reference enquiries, providing guidance on research issues and information sources and delivering IT support. Advisers offer an on-the-spot service and bookable one-to-one support sessions for those who need more in-depth advice. An e-mail enquiry service is offered for online support.

Library advisers deliver workshops covering a range of information literacy topics. Workshops are designed to help students to improve their information searching techniques and to develop the skills needed to select and critically evaluate resources. Workshops are also provided to provide guidance on correct referencing standards and avoiding plagiarism. Workshops are voluntary but are arranged in conjunction with academic staff and are normally well attended. All HE students are offered the opportunity to attend.

Equality and Diversity

Wrexham University is committed to providing access to all students and promotes equal opportunities in compliance with the Equality Act 2010 legislation. This programme complies fully with the University's Equality and Diversity Policy, ensuring that everyone who has the potential to achieve in higher education is given the chance to do so. Please click on the following link for more information about [equality and diversity](#).