

## SUMMARY PROGRAMME SPECIFICATION

Course Title	BA (Hons) Leadership in the Public Sector
Awarding Body	UEA
Level of Award	Undergraduate
Professional, Statutory and Regulatory Bodies Recognition	
Credit Structure	360 Credits Level 4: 120 Credits Level 5: 120 Credits Level 6: 120 Credits
Mode of Attendance	Full time
Standard Length of Course	3 years
Intended Award	BA (Hons)
Fall-back Awards	Unclassified Degree (BA) – 300 credits Diploma of Higher Education (Dip HE) – 240 credits Certificate of Higher Education (Cert HE) – 120 credits
Entry Requirements	64 UCAS Tariff points <ul style="list-style-type: none"> <li>• A levels (appropriate subjects and grades)</li> <li>• Achievement of Pass, Pass, Merit at BTEC National or higher at a Merit level (or equivalent) (Subject to changes in BTEC Qualifications July 2017)</li> <li>• Appropriate Access course at Pass</li> <li>• VTCT (Level 3) (appropriate subjects and grades)</li> <li>• AVCE (Double Award) (appropriate subjects and grades)</li> <li>• Relevant public-sector industry experience or qualifications and an acceptable alternative of educational competence (O Levels, International Qualifications) with the potential to succeed</li> <li>• IELTS may be required for applications from International Students</li> </ul> <p>All applicants must pass an interview with the Course Leader.</p>
Delivering Institution(s)	School of Higher Education, City College Norwich
UCAS Code	N203

This Summary Programme Specification sets out the essential features and characteristics of the BA (Hons) Leadership in Public Sector course.

### Course Summary

This well recognised qualification may assist students in finding career opportunities in the Public Sector, NHS, local and national government, teaching, private business management or the Police, Prison Service, Armed Forces, Fire Service and other related professions. Students already in employment will have their ability to contribute effectively to their

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organisation enhanced and thus the possibility of progression into and through supervisory and management roles.

The course will also prepare students for progression to Masters level study at other Universities throughout the UK subject to specialisation.

### Course Aims

This course develops students own work based leadership skills and management capabilities. It is designed to introduce concepts of personal and organisational (public, not for profit, large, small and national) efficiency, effectiveness and improvement

### Course Learning Outcomes

The following statements define what students graduating from this course will have been judged to have demonstrated in order to achieve the award. These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 4/5/6 awards as set out by the UK Quality Assurance Agency (QAA)<sup>1</sup>.

To meet the objectives of the BA (Hons) Leadership in the Public Sector the following outcomes have been identified and the Modules are identified in italics below each LO:

1. Students will be able to develop a theoretical understanding and practical application of professional leadership skills.

*Level 4 – Introduction to Leadership and Management in the Public Sector.*

*Level 5 - Development of Leadership and Management Skills within the Public Sector  
Professional Studies and Outdoor Application*

*Level 6 - Individual Leadership and Management Skills within the Public Sector  
Professional Development and Mentoring*

2. Students will be able to develop transferable, problem solving, and creative skills that are relevant both to work roles, and to their personal development.

*Level 4 - Ethics. Values and Professional Boundaries*

*Mental Health and the Work Place*

*Level 5 - Research Skills for the Public Sector  
Preparation for Work and Employability  
Professional Studies and Outdoor Application*

*Level 6 - Professional Development and Mentoring  
Contemporary Issues*

3. Students will be able to reflect, evaluate, and reinforce their behavioural skills and knowledge through practical application and maintenance in work- related assignments and projects

*Level 4 – Law*

*Level 5 – Crime and Criminology  
Professional Studies and Outdoor Application*

*Level 6 - Professional Development and Mentoring*

4. Students will have completed an academically rigorous study of the disciplines that forms the basis of an understanding of leadership roles in the 21st Century.

*Level 4 – Introduction to Leadership and Management in the Public Sector.*

*Level 5 - Development of Leadership and Management Skills within the Public Sector*

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*Professional Studies and Outdoor Application*

*Level 6 - Individual Leadership and Management Skills within the Public Sector*

*Professional Development and Mentoring*

5. Students will be able to pursue specialist interests and to relate these specialisations to professional body requirements

*Level 4 – Democracy and Politics.*

*Ethics. Values and Professional Boundaries*

*Level 5 - Research Skills for the Public Sector*

*Professional Studies and Outdoor Application*

*Globalisation and Security*

*Level 6 - Contemporary Issues*

*Dissertation*

*Professional Development and Mentoring*

Learning outcomes will be communicated during induction, during the programme, and via the Course Handbook. These documents will be made available on Blackboard and accessible to HE students, staff and External Examiners.

To conclude this section, the course rationale, aims, objectives, and outcomes are supported by the teaching and learning strategy of the programme. Furthermore, QAA documentation (UK Quality Code for Higher Education Part A: Setting and Maintaining Academic Standards PART A. The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies October 2014) has influenced the design of the programme and its assessment standards. For example, the marking of assessments will take account of QAA level descriptors and benchmarking standards. In setting grading criteria for each assessment, the Course Team will apply these standards.

### Course Design

The design of this course has been guided by the following QAA Benchmark and Professional Standards:

QAA Benchmark

- Not applicable to this programme

Professional Standards

- Not applicable to this programme

### Course Structure

This course comprises modules at levels 4, 5 and 6.

Module Specifications for each of these modules will be made available to students on-line at the beginning of each academic year.

	Module	Credits	Module Type
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Level 4			
	<b>Higher Learning Skills</b> This module is designed to enable participants to identify and develop skills for successful higher education study and transferable employability skills.	20	Mandatory
	<b>Law</b> The module aims to provide you with a broad and critical understanding of the sources, principles, structure and functions of the English legal system	20	Mandatory
	<b>Ethics, Values and Professional Boundaries</b> The purpose of this module is to equip students with an informed and insightful understanding of the centrality of values and ethics to the Public Sector.	20	Mandatory
	<b>Mental Health and the Work Place</b> The module will provide opportunities to develop an understanding of the current issues surrounding mental health in the work place environment.	20	Mandatory
	<b>Introduction to Leadership and Management in the Public Sector</b> The aim of the module is to give students an understanding of the basic leadership and management theories which underpin performance and service delivery within the public sector.	20	Mandatory
	<b>Democracy and Politics</b> The module provides an introduction to Democracy and the political processes and how they may be measured within the UK society.	20	Mandatory
Level 5			
	<b>Research Skills for the Public Sector</b> This module provides the opportunity for students to focus on practice-based research and evaluation skills.	20	Mandatory
	<b>Career Management</b> This module provides opportunity to undertake purposeful employability investigation and encourages future career skills development.	20	Mandatory
	<b>Crime and Criminology</b> Students will develop their understanding of the way the legal system works, with a particular emphasis on criminal behaviour and the criminal justice system – what is a ‘crime’ and why do people commit crimes?	20	Mandatory
	<b>Globalisation and Security</b> The module is aimed at developing learner’s knowledge and understanding of current global issues and how they impact upon nation states.	20	Mandatory
	<b>Development of Leadership and Management Skills within the Public Sector</b> Students not only need to have a good theoretical understanding of management and leadership theories, but also need to know how to apply them in the workplace.	20	Mandatory

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	Professional Studies and Outdoor Application The aim of this module is to develop the learner's ability to apply theoretical principles in management and leadership within a practical land based skills residential week.	20	Mandatory
Level 6			
	Dissertation This module is intended to allow participants to research, on an individual basis, some agreed aspect of professional practice or to explore some in-depth theoretical aspects of the public sector.	40	Mandatory
	Individual Leadership and Management Skills within the Public Sector This module aims to develop students' leadership and management skills in areas which are likely to improve public sector efficiency and effectiveness. Including, individual accountability, organisational outcome, performance management, team work and growth.	30	Mandatory
	Contemporary Issues This module provides the opportunity to study current issues and developments which are relevant to the Public Sector environment.	20	Mandatory
	Professional Development and Mentoring This module allows the student to develop skills and theoretical understanding to a real life Mentoring Scheme designed by themselves.	30	Mandatory

### Awards

On successful completion of the course, students will be awarded a **BA (Hons) Leadership in the Public Sector**.

### Course Delivery

The course is delivered at Norfolk House. Students studying full-time are likely to have approximately 288 direct taught hours in year one and year two and 212 direct taught hours with additional hours for dissertation supervision in year three. The contact hours will be a mix of lectures, seminars, simulated skills and workshops/practicals. Students will normally be expected to undertake 16 hours of independent study in an average week, but should be prepared for this to vary based on assignment deadlines and class exercises.

### Course Assessment

Essays, case studies, portfolios work based presentations, a Dissertation project, exams and report writing.

### Course Team

The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners. All staff are qualified in their subjects with their own specialist knowledge to contribute.

### Course Costs

*The tuition fees that new students pay will be fixed for the duration of the course and will not be subject to any further increases.*

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Payment of tuition fees is due at the time of enrolment and is managed in accordance with the Course Fees & Eligibility Statement and Rules and Regulations.

Students may choose to buy some books to support their studies, although the library has access to a full range of core texts, including e-books. Students will also be expected to print and bind two copies of their final year dissertation, although there are low cost options within the college for this.

Students will attend a mandatory Professional Studies and Outdoor Application Module in Scotland for a week at a cost of approximately £400 payable by the Student in advance.

### **Academic Framework and Regulations**

This course is delivered according to the Norfolk Regulatory Framework and other academic policies and procedures of the College as published on Blackboard.