

Programme Specification

HND in Public Services

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NOTE: This specification provides a concise summary of the main features of the course and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes advantage of the learning opportunities that are provided. More detail on the specific learning outcomes, indicative content and the teaching, learning and assessment methods of each module can be found in the Module Specifications and in the Course Guide.

The accuracy of the information contained in this document is reviewed by the College and may be checked within independent review processes undertaken by the Quality Assurance Agency.

Awarding Body:	Pearson/Edexcel
Teaching Institution:	Birmingham Metropolitan College
Interim Awards:	Final Award: HND in Public Services Fall back Award: HNC in Public Services
Programme Title:	HND in Public Services
Main fields of Study:	Research and Management Skills required for the Public Services sector
Modes of Study:	Full Time
Language of Study:	English
UCAS Code:	094L
JACS Code:	

Professional Status of the programme (if applicable):

N/A

Relevant subject benchmark statements and other external reference points used to inform programme outcomes:

The course aims, as set out in the programme specifications, are consistent with the QAA benchmarking statements, FHEQ level descriptors, the Degree Awarding Body descriptors and the College mission statement.

Programme philosophy and aims

The course looks in-depth at the skills required in the management of the public services, whether this is within the uniformed or non-uniformed public services e.g. Armed forces, Emergency Services, Customs and Excise or the Home office. Should you want to join the armed forces as an officer, or consider any of the other uniformed or non-uniformed public services at a management level, then this programme will enhance your teamwork and leadership skills and set you up with the confidence and personal development to attain your goals.

This qualification has been accredited to the qualifications and credit framework (QCF). The course endeavours to cover all interests of learners during a comprehensive package of 14 units delivered over 2 years of studies. The programme aims to prepare students both academically and mentally for the challenges of becoming an Officer/manager within the Public Services. A comprehensive programme of outdoor adventures activities are added to give weight and academic substance, this has included a three week field trip to the Amazon basin in Peru and an outdoor adventurous sailing trip to the Caribbean, both field trips involved an aspect of volunteer work. The programme also provides practical field based experience for students working alongside West Midlands Police force as part of their Community Street Watch Scheme. The strong philosophy of extra outdoor curricula activity and volunteering within community projects all help students prepare for the challenges of management within the Public Services sector.

The aims of the programme are to:

- Provide relevant, high quality training and education for those seeking employment in the wider field of management within the Public Services.
- Provide a recognised higher national qualification that will support student progression in their field of employment.
- Provide a progression route on to honours degree
- Enable the student to develop a range of skills in outdoor adventurous activities and generic skills such as analytical, evaluative and communication, ensuring they can become an effective practitioner in their field and are able to take on more advanced programmes of study.
- Ensure that the wider community has access to employment opportunities by means of good-quality training.
- To ensure that local, national and international companies have access to training that continues to meet their needs.
- To continue to support local and national public services by maintaining and developing partnerships.

Intended learning outcomes and the means by which they are achieved and demonstrated:

Learning Outcomes

1. Students are expected to complete 14 units over a 2 year period.
2. Students are required to plan and undertake a number outdoor adventure projects, with one project expected to be delivered with an international context.
3. Be able to produce a comprehensive Personal, Professional Plan, that demonstrates clear professional development throughout the course.
4. Explain the key principles of the financial and political management of the nation's Public Services.
5. Demonstrate clear leadership and management qualities.

Knowledge and Understanding

1. Understand the importance of ethical issues which should be considered that might impact on small scale research.
2. Critically evaluate the implication of local, national and European policy upon UK public services
3. Understand the sources of finance available to public service organisations.
4. Evaluate solutions used by national and international organisations for global environmental issues.
5. Be able to evaluate the objectives of punishment in a modern society.
6. Explain the role of the criminal justice agencies.
7. Be able to evaluate the impact of substance misuse on the criminality of specific offences using relevant case law examples.

Intellectual Skills

1. Be able to implement a research project within agreed procedures and to specification.
2. Argue rationally and draw independent conclusions based on a rigorous, analytical and critical approach.
3. Critically appraise the results of financial and Political based analyses.
4. Be able to critically analyses public opinion trends on key topics such as Crime, sentencing and military/humanitarian intervention.

Practical Skills

- PS1 Be able to carry out project/field trips and achieve all the attached project goals.
- PS2 Be able to take part in a number sporting activities and lead your peers in sports based activities.
- PS3 Apply primary and secondary research methods using a wide range of sources of information and appropriate methodologies in subjects areas covered in the two year programme.
- PS4 Display a constant high level of self-discipline and maintain a dress code in keeping with a management position.

Transferrable Skills

- TS1 Manage time and prioritise workloads showing high levels of independent learning.
- TS2 Integrate presentational techniques and the information to be presented for maximum

	effect.
TS3	Access and make appropriate use of numerical and statistical information and develop a deeper understanding and/or greater impact.
TS4	Make effective use of information and communications technologies, including word and data processing packages, the internet and electronic information retrieval systems.
TS5	Have a broad based knowledge of Macroeconomics and its impact on general society.

Learning teaching, and assessment methods used

Teaching methods

The following teaching methods will be used:

1. Formal Lecture with student participation, group tutorials, one-to-one tutorials, practical experimentation, problem solving, computer aided design and simulation, case studies, design workshops, project, guided self-study and research.
2. Field based lessons and volunteer projects will be impeded in large sections of the curriculum.
3. The students will be asked to produce a comprehensive research project based a volunteer project based in the U.K or abroad. In this module students will agree a suitable project design with significance and benefit to environment or society in general. Carry out research, analyse information, evaluate implementation methods, produce a professional report and deliver an oral presentation to staff and peers.

Summative Assessment Methods

A range of summative assessments will be used including assignments, written examination, project report, oral presentation, and viva.

Many modules have several types of summative assessment such as assignment and written examination, while some of the highly practical modules are assessed entirely by coursework. The assessment strategy provides a balance between the different assessment methods.

Formative Assessment Methods

Students will undertake range of activities throughout the course and receive tutor feedback both verbally and in writing. This will include; practical experimentation, computer aided design and simulation, completion of worksheets, case studies and directed study.

Programme structure and requirements, levels, modules, credits and awards

Programme Modules, Level and Credit Values

Year 1

Module	Level	Credit Value	ECTS	Prerequisite
Small-Scale Research in the P.S	4	15		None
Organisation & Behaviour	4	15		None
Fair treatment in the P.S	4	15		None
Managing Public Sector Finance	5	20		None
Government, Decision-making	5	20		None
Research Project	5	20		None
Personal & Professional Development	4	15		None
Total		120		

Year 2

Module	Level	Credit Value	ECTS	Prerequisite
Training & Fitness training	4	15		None
The Global Environment	5	20		None
Public Service Activity Management	4	15		None
Personal Outdoor Skills	4	15		None
Project Design, implementation & Evaluation	5	20		None
Work-based Experience	5	15		None
Substance Misuse, Culture & crime	5	20		None
Total		120		

Total Credit required for Award = 240

Course Structure

				Semester	Level	
Stage 2 Study						
Training & Fitness training (15 Credits)	Public Service Activity Management (15 Credits)	Work-based Experience (15 Credits)	Project Design, implementation & Evaluation (20 Credits)	1	4/5	
	Personal Outdoor Skills (15 Credits)	The Global Environment (20 Credits)	Substance Misuse, Culture & crime (20 Credits)	2		
Stage 1 Study						
Managing Public Sector Finance (20 Credits)	Government, Decision-making (20 Credits)	Personal & Professional Development (15 Credits)	Small-Scale Research in the P.S (15 Credits)	Organisation & Behaviour (15 Credits)	1	4/5
			Research Project (20 Credits)	Fair treatment in the P.S (15 Credits)	2	

Support for Learning including Personal Development Planning (PDP)

Students are encouraged to identify and, with guidance, to reflect on their own learning needs and are offered the following support as appropriate to meet those needs:

- An induction programme providing dissemination of essential information.
- A Learning and Resource Centre providing access to a variety of learning resources, with support from staff
- A Student Handbook containing important information including tutors, staff responsibilities, contacts and regulations and requirements of the course.
- Access to the College IT facilities
- Access to the College Student Services and Careers Advisor
- Access to a Student Counsellor
- Regular group tutorial sessions
- One-to-one tutorials arranged on request
- Consultation with tutor by email, telephone, VLE and other electronic sources

Students will produce their own Personal Development Plans and have periodic reviews with their Personal Tutor.

Criteria for admission

Candidates must satisfy the general admissions requirements of the programme, which are as follows:

One of the below:

- A relevant level 3 qualification such as BTEC Level 3 Diploma or Extended Diploma with grades at DM, DMM or above.
- Two A level's at C or above, with a supporting GCSE in English and Maths.
- A pass on an Access to Higher Education programme recognised by the College

International candidates for which English is not a first language should have an IELTS score of 6.0 or higher in addition to the above entry requirements.

Equivalent qualifications to the above are acceptable and experience will be taken into account. Successful application is subject to an Entry Interview and completion of a short essay to test Research skills.

Methods for evaluation and enhancement of quality and standards including listening and responding to views of students

The quality of the programme will be closely monitored by all staff involved in its delivery. The Course Director/ Departmental Manager is the local Manager who will oversee the delivery of the programme, the Head of Faculty for Higher Education and the College Director of Quality, monitor the overall effectiveness and quality through a robust College-wide quality control process. The programme will also adhere to the College's regulations and processes.

The College quality process applied to this programme includes:

- Regular teaching observations and reviews
- Staff skills updating as required
- Regular delivery team meetings
- Standardisation meetings and thorough internal verification process
- Programme management meetings involving student representatives and course delivery team
- Seeking of student views during group tutorials, one to one tutorials and by formal College survey completion and national surveys.
- Termly Review Boards to review course performance on a regular basis.
- Production of programme Annual Monitoring Reports which detail the performance of the students and programme.
- End of module/programme Examination Boards, attended by an External Examiner.
- A robust system for dealing with complaints or issues, should they arise.

Students will have regular opportunities to present their views to subject tutors during taught sessions, during tutorials and during one-to-one tutorials (by appointment). They will also be able to express their views to the Course Director (by arranged appointment) and also express their views via the student Course Representative who will convey views to the course team, at termly Programme Management Meetings.

The Programme Management Meetings are attended by the course team, student representatives and where possible an employer. Minutes of the meeting are recorded and an action log produced.

Students are expected to complete regular quality surveys, both internal and external Higher Education Surveys.