

PROGRAMME QUALITY HANDBOOK 2021 – 22

BA (Hons) Business and Management

1.	Welcome and Introduction to BA (Hons) Business and Management	3
2.	Programme Specification	4
3.	Module Records	.20

1. Welcome and Introduction to BA (Hons) Business & Management.

Welcome to the BA (Hons) Business & Management and to University College Jersey at Highlands College. We are delighted that you have chosen to study with us. Our aim is to make the learning process enjoyable, enhance your academic achievement and bring about personal and economic success.

This programme has been designed to equip you with the skills and knowledge base required to work in your chosen specialism or for other graduate opportunities. It is also a platform from which you can undertake additional professional and academic qualifications.

This Programme Quality handbook contains important information including:

- The approved programme specification
- Module records

Note: The information in this handbook should be read in conjunction with the current edition of:

- Your Institution & University Student Handbook which contains student support based information on issues such as finance and studying at HE
 - o available at http://www.highlands.ac.uk/moodle
- University of Plymouth's Student Handbook
 - available at: https://www.plymouth.ac.uk/your-university/governance/student-handbook

2. Programme Specification

Programme Title: BA (Hons) Business & Management

Partner Delivering Institution: University College Jersey at Highlands

College

Start Date: 2015-16

First Award Date: 2015-16

Date(s) of Revision(s) to this Document: 20th September 2021

This programme specification template aligns with recommendations within the UK Quality Code for Higher Education¹. The information provided, by the programme proposer, in each section is definitively agreed between the delivering institution and University of Plymouth at approval. Therefore any requests for changes to content (post the conditions set at approval) must follow University of Plymouth's procedures for making changes to partnership programmes².

PS1. Programme Details

Awarding Institution:	University of Plymouth
Partner Institution and delivery site (s):	Highlands College. Jersey
Accrediting Body:	N/A
Language of Study:	English ³
Mode of Study:	Full-time / Part-time
Final Award:	BA (Hons)
Intermediate Award:	Ordinary degree
Programme Title:	BA (Hons) Business & Management
UCAS Code:	N/A
HECoS Code:	100078
Benchmarks:	Framework for Higher Education Qualifications (FHEQ) QAA Subject Benchmark General Business and Management
Date of Programme Approval:	June 2015

¹QAA, 2011, Chapter A3: The Programme Level, UK Quality Code for Higher Education: http://www.qaa.ac.uk/en/Publications/Documents/quality-code-A3.pdf, last accessed 28th July 2014 [N.B. this includes 'Appendix 2: Working with programme specifications: A leaflet for further education colleges']

² If required please contact Academic Partnerships Programme Administration for assistance.

³ Unless otherwise approved through University of Plymouth's Academic Development and Partnerships Committee

PS2. Brief Description of the Programme

The BA (Hons) Business & Management has been designed in partnership with the University of Plymouth and the private and public sectors in Jersey to meet the need for well-qualified, work-ready graduates. The programme builds on the FdA Business & Management and has been specially developed for graduates of that course and others (who are suitably qualified) who want to achieve an honours degree.

PS3. Details of Accreditation by a Professional/Statutory Body (if appropriate)

N/A

PS4. Exceptions to University of Plymouth Regulations

(Note: University of Plymouth's Academic Regulations are available internally on the intranet: https://staff.plymouth.ac.uk//extexam/academicregs/intranet.htm)
None

PS5. Programme Aims

The programme will deliver:

A1: An informative and challenging course of study which develops detailed knowledge and critical understanding of current and developing theories and methods of leadership, the management of strategies, change, enterprise and innovation.

A2: The development of the students' critical skills enabling them to critically evaluate: the performance of organisations; the impact of the business environment; and the effectiveness of leadership, management, strategies and implementation processes and to problem solve and devise solutions.

A3: The opportunity to enhance effective communication skills using a range of media, engage in personal management and motivation and strengthen their interpersonal skills.

A4: Skills in the development of reflection, professional development and personal development planning to ensure individuals can work under their own initiative or as part of a team and engage with life-long learning, career planning and career development.

A5: IT Skills, numerical skills, literacy-based skills, research skills and industry specific skills.

PS6. Programme Intended Learning Outcomes (ILO)

By the end of this programme the student will be able to:

ILO1: Demonstrate critical knowledge and understanding of theories and methods associated with business and management including; corporate strategy, leadership, the creation of a creative culture, change management, and the bringing of new ideas to market.

ILO2: Critically analyse and evaluate qualitative and quantitative information using appropriate methods and processes in a wide range of contexts.

ILO3: Communicate effectively, engage with a range of team-focused actions such as team building, influencing and project management.

ILO4: Reflect and evaluate on their own experience enabling them to investigate and analyse industries, business organisations and career opportunities underpinning their ability to engage fully in personal development and career planning.

ILO5: To use professional and practical skills relevant to a range of businesses services including, IT skills (both generic and specific to business and management), research, literacy and numeracy skills in academic study and in employment.

PS7. Distinctive Features

The BA (Hons) Business & Management was developed in partnership with the University of Plymouth and the wider business community specifically to allow students to remain in Jersey to complete their Level 6 studies. This offers both students and partner organisations the opportunity to maintain a mutually beneficial relationship which develops through the periods of placement undertaken as part of the FdA in Business and Management. The strengths of the programme lie in:

Emphasis of exploration of theory related to work context;

Industry relevant and industry based research;

Local industry-focused academic modules; and

Networking opportunities with local organisations.

The close links programme tutors have with the local economy also allows the introduction of industry expertise into modules through guest lectures, attendance at CPD seminars, networking and personal contacts which are not accessible in larger settings.

PS8. Progression Route(s)

Progression routes at the University of Plymouth: N/A

PS9. Admissions Criteria

Qualification(s) Required for Entry to this Programme:	Details:
Level 2:	
- Key Skills requirement / Higher Level Diploma:	Minimum of 5 GCSEs at Grade C or 4 which must include Maths and
and/or	English.
- GCSEs required at Grade C or above:	· ·
Level 3: at least one of the following:	
- AS / A Levels	
- Advanced Level Diploma:	0
- BTEC National Certificate / Diploma:	Successful completion of the FdA Business & Management or similar Level 5 qualification.
- VDA: AGNVQ, AVCE, AVS:	Level 5 qualification.
- Access to HE or Year 0 provision:	
- International Baccalaureate:	
 Irish / Scottish Highers / Advanced Highers: 	
Work Experience:	Minimum of 20 weeks
Other HE qualifications / non- standard awards or experiences:	Considered on individual merit.
APEL / APCL ⁴ possibilities:	APL will be considered as per University of Plymouth Regulations.
Interview / Portfolio requirements:	Interview will be required.
Independent Safeguarding Agency (ISA) / Criminal Record Bureau (CRB) clearance required:	No

PS10. Academic Standards and Quality Enhancement

The Programme Leader/Manager (or other descriptor) leads the Programme Committee in the following of University of Plymouth's annual programme monitoring process (APM), as titled at the time of approval. APM culminates in the production, maintenance and employment of a programme level Action Plan, which evidences appropriate management of the programme in terms of quality and standards. Any formally agreed change to this process will continue to be followed by the Programme Leader/Manager (or other descriptor) and their Programme Committee.

Elements of this process include engaging with stakeholders. For this definitive

document it is important to define:

⁴ Accredited Prior Experiential Learning and Accredited Prior Certificated Learning

Subject External Examiner(s):

The list below indicates the modules allocated to the external examiner, Zoe Dann for this titled programme.

Business & Management

HIGH3101 Corporate Strategy
HIGH3027 Leading People & Managing
Change
HIGH3019 Innovation & Enterprise
HIGH3104 Business & Management Honours
Project
HIGH3030 Business Ethics & Corporate
Governance

HIGH3105 Work-based Action Research

Additional stakeholders specific to this programme:

Students are engaged with through a range of processes to ensure the standards and quality of the programme. These include formal Programme Committee meetings, the Periodic Review, meetings with the External Examiners, feedback gained through the University SPQ process, Module Evaluation questionnaires, and individual academic tutorials, through the class representatives and through informal discussion with students.

Graduates are involved through development of an Alumni Organisation, focus groups and by individual meetings or contacts through e-mail and social media. Organisations are also engaged through a number of different processes. These include focus groups, individual organisation feedback is gathered when the Work-based Learning tutor visits students in placement. Interviews and discussion are held with a network of senior managers in a range of organisations. Contacts are also made with Skills Jersey, the Chamber of Commerce and a range of organisations through tutors' personal contacts.

PS11. Programme Structure⁵

The following structure diagram(s) provides the current structure for this programme:

FHEQ level: 6 For: BA (Hons) Business and Management Full Time								
F/T Route Year	When in Year? (i.e. Autumn, Spring etc.)	Core or Option Module	Credits	Module				
	All Year	Core	20	HIGH3101 Corporate Strategy				
		Core	20	HIGH3027 Leading People & Managing Change				
Year 1		Core	20	HIGH3019 Innovation & Enterprise				
i ear i		Optional	40	HIGH3104 Business & Management Honours Project				
		Core	20	HIGH3030 Business Ethics & Corporate Governance				
		Optional	40	HIGH3105 Work-based Action Research				

	FHEQ level: 6 For: BA (Hons) Business and Management Part Time							
P/T Route Year	When in Year? (i.e. Autumn, Spring etc.)	Core or Option Module	Credits	Module				
Year 1	All Year	All are Core Modules	20 20 20	HIGH3101 Corporate Strategy HIGH3027 Leading People & Managing Change HIGH3030 Business Ethics & Corporate Governance				

-

⁵ The provided table includes only a single line. This should be multiplied by copying and pasting to produce the correct number of modules for the level of the programme. For ease of consideration and clarity, please include a separate table for each level by again copying and pasting this table. Colour coding/ shading may be used to differentiate between new modules and existing approved modules shared with other programmes.

FHEQ level: For: BA (Hons) Business and Management Part Time						
P/T Route Year	When in Year? (i.e. Autumn, Spring etc.)	Core or Option Module	Credits	Module		
Year 2	All Year	Option Core Option	40 20 40	HIGH3104 Business & Management Honours Project HIGH3019 Innovation & Enterprise HIGH3105 Work-based Action Research		

PS12. Explanation and Mapping of Learning Outcomes, Teaching & Learning and Assessment⁶

Developing graduate attributes and skills, at any level of HE, is dependent on the clarity of strategies and methods for identifying the attributes and skills relevant to the programme and where and how these are operationalized. The interrelated factors of Teaching, Learning and Assessment and how these are inclusive in nature, are fundamentally significant to these strategies and methods, as are where and how these are specifically distributed within the programme.

Ordered by graduate attributes and skills, the following table provides a map of the above, plus an exposition to describe and explain the ideas and strategy of each. Therefore, subsequent to the initial completion for approval, maintenance of this table as and when programme structure changes occur is also important:

_

⁶ For programmes containing more than one FHEQ level of study, i.e. a bachelor programme with levels 4, 5 & 6, a separate map must be provided for each level. The table should be copied and pasted to enable this.

	FHEQ lev	el : 6			
Definitions of Graduate Attributes and Skills Relevant to this Programme	Teaching and Learning Strategy / Methods	Prog Aims	Prog intended Learning Outcomes	Range of Assessments	Related Core Modules
Knowledge / Understanding: A systematic and detailed knowledge and understanding of private and non-profit sector business organisations, their environment, issues, stakeholders, structures, leadership and management and the interrelatedness of the different areas of business and management. At least some of the detailed knowledge is of, or informed by, theory at the forefront of subjects studied. An appreciation of the uncertainty, ambiguity and limits of knowledge (FHEQ) GBM(3.2, 3.7)					
By the end of this level of this programme the students will be able to demonstrate for a threshold pass: Knowledge and understanding of the key areas of business and management, the relationships between these and their application. This includes knowledge of leadership and management, strategy, ethics, and innovation.	Primary: Lectures, tutorials, seminars, directed independent learning Secondary/ Supplementary: Case Studies, Problem solving	A1, A2, A3, A4, A5	ILO1, ILO2, ILO3, ILO4, ILO5	Coursework including case studies. Honours project / WBAR Presentations Examinations	HIGH3101 HIGH3027 HIGH3019 HIGH3104 HIGH3030 HIGH3105

An explanation for embedding Knowledge programme: While subjects are introduced through for student-led learning underpins the development of the complete continuous and intellectual Skills:	ormal lectures, problem-based	learning,	case studies, dire	
Critically evaluate arguments, assumptions, abstract concepts and data (that may be incomplete, to make judgements, and to frame appropriate questions to achieve a solution. (FHEQ) The ability to apply the methods and techniques that they have learned to				
review, consolidate, extend and apply their knowledge and understanding (FHEQ) Effective problem solving and decision making using appropriate quantitative and qualitative skills including identifying, formulating and solving business problems. The ability to create, evaluate and assess a range of options together				
with the capacity to apply ideas and knowledge to a range of situations(GBM3.8)				

By the end of this level of this programme the students will be able to demonstrate for a threshold pass: Be competent in critical analysis and evaluation of information concepts and	Primary: Honours Project, Work-based action research	A1, A2, A3, A5.	ILO1, ILO2, ILO3, ILO4, ILO5	Honours project Examination In-class tests	HIGH3101 HIGH3027 HIGH3019 HIGH3104
theories related to business and management and be able to synthesise a personal view of that information with justifiable arguments.	Seminar discussions Problem based learning Case studies Guest speakers		ILOS	Coursework including case studies. Projects	HIGH3030 HIGH3105
A view of business and management which is predominantly influenced by guided learning with a limited critical	Secondary/ Supplementary:			Presentations	
perspective.	None				
programme: Cognitive skills are developed through seminars, presentations, guest speake Key Transferable Skills:			_	•	prought to
To take initiative and personal responsibility.					
The ability to make decisions in complex and unpredictable contexts. To have the learning ability needed					
to undertake appropriate further training of a professional or					
equivalent nature.(FHEQ) Effective communication, oral and in writing, using a range of media					
which are widely used in business such as the preparation and					
presentation of business reports.					

interpretation and extrapolation. The use of models of business problems and phenomena (GBM3.9) Effective self-management in terms of time, planning and behaviour, motivation, self-starting, individual initiative and enterprise. Effective performance, within a team environment, including leadership, team building, influencing and project management skills. Self-reflection and criticality including self-awareness, openness and sensitivity to diversity in terms of people, cultures, business and management issues.(GBM3.9)					
By the end of this level of this programme the students will be able to demonstrate for a threshold pass:	Primary: Self-directed study, Individual learning,	A1, A2, A3,	ILO1, ILO2, ILO3,	Honours project Coursework	HIGH3027 HIGH3104 HIGH3030
The ability to communicate	Group work	A4,	ILO4,	including case	HIGH3105
effectively using a range of media,	Seminars	A5.	ILO5	studies.	
the ability to write business reports and communicate with colleagues.	Feedback			Projects, Presentations	
Demonstrate the ability to self-	Secondary/			Group work	
manage and motivate while also	Supplementary:			Seminars	
being and effective team member.	Presentations	1			

An explanation for embedding Key Transferable Skills through Teaching & Learning and Assessment at this level of the programme:

Given that this is a Level 6 programme following a foundation degree, students will be expected to demonstrate transferable skills to a high standard with many of these skills being demonstrated through seminar discussions, group work, meeting of deadlines and engagement with individual research projects.

Feedback will be used to enable students to reflect on their progress and skill set.

Employment-related Skills: Effective communication, oral and in writing, using a range of media which are widely used in business such as the preparation and presentation of business reports Numeracy and quantitative skills including data analysis, interpretation and extrapolation. The use of models of business problems and phenomena. Interpersonal skills of effective				
and presentation. Ability to conduct research into business and management issues, either individually or as part of a team for projects / presentations. (GBM3.9)				
By the end of this level of this programme the students will be able to demonstrate for a threshold pass:	Primary: Individual self-directed learning	ILO1, ILO2,	Research projects	HIGH3101 HIGH3027

Use IT effectively and competently including the use of tools to manipulate and work with data. To write business reports and present business information. Working effectively as part of a	Honours Project Lectures Seminars Workshops Group exercises Problem-based Learning	A1, A2, A3, A4, A5.	ILO3, ILO4, ILO5	Written reports Presentations Group work Case studies Project work	HIGH3019 HIGH3104 HIGH3030 HIGH3105
team.	Group work				
The ability to apply ideas and					
knowledge from a wide array of	Secondary/				
sources to a range of situations.	Supplementary:				
	None				

An explanation for embedding Employment Related Skills through Teaching & Learning and Assessment at this level of the programme:

Employment related skills are embedded within the taught module elements of the course with some such as Applied Wealth Management relating to a specific skills set within the sector. More generic employment related skills such as interpersonal skills are embedded through the whole programme often in the assessment process.

_					
Practical Skills: Apply methods and techniques they have learned (FHEQ) Effective communication, oral and in writing, using a range of media. Numeracy and quantitative skills including data analysis, interpretation and extrapolation. (GBM3.9) Skills for team working.					
By the end of this level of this programme the students will be able to demonstrate for a threshold pass:	Primary: Honours project, Workshops	A1, A2, A3, A4, A5.	ILO1, ILO2,	Honours project Examinations	HIGH3027 HIGH3104 HIGH3030

Use IT effectively and competently including the use of tools to manipulate and work with data. Working effectively as part of a team. Present information through a range of methods Be able to act autonomously and with minimal supervision.	Problem-based learning Seminars Group exercise Research tasks Secondary/ Supplementary: Project work Case studies Presentations	ILO3, ILO4, ILO5	Group presentations Written coursework	HIGH3105
---	--	------------------------	---	----------

An explanation for embedding Practical Skills through Teaching & Learning and Assessment at this level of the programme: Students will develop this skill set through research exercises, presentation of different formats of work and through group work.

PS13. Work Based/Related Learning⁷

WBL is an essential element of Foundation Degrees and therefore needs to be detailed here. However, for all types of HE programmes there

should be an element of employability focus through, at least, Work Related Learning, and therefore the following is applicable for all:

	FHEQ level: 6				
WBL/WRL Activity:	Logistics	Prog Aim	Prog Intended LO	Range of Assessments	Related <u>Core</u> Module(s)
The Work Related Activity is related to several modules where academic theory is related to work practices and case studies within business. Additionally students may undertake either an Honours project or consultancy- type project. This is directly related to employment. Guest speakers from industry	Modules delivered, Research Project Guest speakers from industry and part-time tutoring staff Assessments undertaken CPD events attended	A4	ILO3, ILO4, ILO5	Research projects Coursework Examinations Reports Seminar work Presentations	HIGH3027 HIGH3104 HIGH3030 HIGH3105

⁷ The provided table includes only a single line. This will need replicating for each WBL/WRL activity (I,e, placements / real-world industry provided problems to solve / visits / trade shows etc.). Additionally, the table should be replicated for each stage of the programme for clarity.

and part-time tutoring staff			
add to work related learning,			
as does attendance at			
CPD seminars.			

An explanation of this map:

As an industry focused degree following on from a foundation degree with extensive WBL, much of the teaching is related to putting theory into practice focused on the local context and comparing to the UK and international contexts. More research is carried by students with facilitation of knowledge replacing structured teaching to ensure students have an appropriate graduate skill set to take into employment.

3. Module Records

UNIVERSITY OF PLYMOUTH MODULE RECORD

<u>SECTION A: DEFINITIVE MODULE RECORD</u>. Proposed changes must be submitted via Faculty/AP Quality Procedures for approval and issue of new module code.

MODULE CODE: MODULE TITLE: Corporate Strategy

HIGH3101

CREDITS: 20 FHEQ LEVEL: 6 HeCoS Code: 100078

Business and Management

PRE-REQUISITES: None CO-REQUISITES: None COMPENSATABLE: Y

SHORT MODULE DESCRIPTOR:

The module explores the strategies of a range of private and public sector organisations. It analyses the strategic options and the environmental forces that create opportunities and threats. In particular the module examines the management, organisation and processes that are required to implement strategies

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions] – see Definitions of Elements			
and Components of	<u>Assessment</u>		
E1 (Examination)	50%	C1 (Coursework)	50%

SUBJECT ASSESSMENT PANEL to which module should be linked: Business

MODULE AIMS:

To develop a detailed knowledge and critical understanding of:

- * The forces in the business environment and their impact on organisational performance and the methods used to analyse those forces
- * The strategies employed in the private and public sector, their impact on the organisation and its markets, and the key issues and processes involved in their implementation
- * The methods of used to monitor and evaluate strategic performance

ASSESSED LEARNING OUTCOMES: At the end of the module the learner will be expected to be able to:

Assessed Module Learning Outcomes	Award/ Programme Learning Outcomes contributed to
1. Critically employ tools used in the identification and analysis of strategic opportunities, threats, options and risks 2. Develop effective strategies and implementation plans appropriate to the business environment 3. Recognise the challenges faced by organisations implementing strategies and evaluate ways of overcoming these challenges and achieving strategic goals. 4. Critically appraise contemporary literature in the subject area.	BA (Hons) Financial Services: ILO1: Demonstrate a systematic, detailed and critical knowledge of the financial services sector, the environment it operates in including current issues impacting on the sector such as leadership, management, ethics and innovation with at least some of the knowledge being at the forefront of academic and industry debate. ILO2: Critically analyse and evaluate qualitative and quantitative information using established techniques from within the discipline, draw reasoned conclusions and to sustain arguments. ILO3: Communicate effectively, engage with a range of team-focused actions such as

-
team building, influencing and project
management
BA (Hons) Business and Management:
ILO1: Demonstrate critical knowledge and
understanding of theories and methods
associated with business and management
including; corporate strategy, leadership, the
creation of a creative culture, change
management, and the bringing of new ideas
to market.
ILO2: Critically analyse and evaluate
qualitative and quantitative information using
appropriate methods and processes in a
wide range of contexts.
ILO3: Communicate effectively, engage with
a range of team-focused actions such as
team building, influencing and project
management
_

Guidance for Learning Outcomes is given below; please refer to the Programme Specification for relevant Award Learning Outcomes.

DATE OF APPROVAL: 06/02/2019	FACULTY/OFFICE: Academic Partnerships
DATE OF IMPLEMENTATION:	SCHOOL/PARTNER: Highlands College UCJ
September 2019	
DATE(S) OF APPROVED	SEMESTER: Semester 1 & 2
CHANGÉ:	

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2021-22	NATIONAL COST CENTRE: 133
MODULE LEADER: Ben Bennett	OTHER MODULE STAFF: None

Summary of Module Content

* Theories, concepts and approaches to strategy * Analysis of the business, its stakeholders and its current and future environment * Strategic options: Organic growth, innovation, mergers & acquisitions, International opportunities, FDI and collaborative ventures, Licensing and franchising, Global sourcing * Strategic vision, objectives, options analysis * Implementation of strategy: organisation, management and processes * Monitoring and evaluating strategic performance

SUMMARY OF TEA	SUMMARY OF TEACHING AND LEARNING		
Scheduled Activities [KIS definitions]	Hours	Comments/Additional Information (briefly explain activities, including formative assessment opportunities)	
Scheduled	44	Lectures	
Independent	156	Reading; primary research in business organisations; write up	
Total	200	(NB: 1 credit = 10 hours of learning; 20 credits = 200 hours, etc.)	

SUMMATIVE ASSESSMENT

Element	Compone nt Name	Compone nt Weighting
Examination	Written Exam	100%
Coursework	Critical evaluation - essay	
Coursework		100%

REFERRAL ASSESSMENT

Element Category Compone nt Name	Compone nt Weighting
---	----------------------------

Coursework (in lieu of the	Essay in lieu of exam	
original assessment)		100%
,	Critical Evaluation - Essay	
Coursework		100%

To be completed when presented for Minor Change approval and/or annually updated			
Updated by: Ben Bennett	Approved by:	Andrew McGinnigle	
Date: 04/09/2020	Date: 04/09/2020	_	

UNIVERSITY OF PLYMOUTH MODULE RECORD

<u>SECTION A: DEFINITIVE MODULE RECORD</u>. Proposed changes must be submitted via Faculty/AP Quality Procedures for approval and issue of new module code.

MODULE CODE: HIGH3019 MODULE TITLE: Innovation and Enterprise

CREDITS: 20 FHEQ LEVEL: 6 JACS CODE: N190 PRE-REQUISITES: None COMPENSATABLE: Yes

SHORT MODULE DESCRIPTOR:

It is generally accepted that innovation and enterprise (I&E) are vital ingredients of healthy economies and organisations. This module examines public and private sector strategies to I&E, it looks at how I&E can be encouraged and how innovations can be successfully brought to market.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions] – see <u>Definitions of Elements and Components</u>				
<u>of Assessment</u>				
E1 (Examination) C1 (Coursework) 100%				
E2 (Clinical		A1 (Generic		
Examination) assessment)				
T1 (Test) P1 (Practical)				

SUBJECT ASSESSMENT PANEL to which module should be linked: Business

Professional body minimum pass mark requirement: None

MODULE AIMS:

- To develop a critical understanding of the concepts of innovation and enterprise within the context of a wide variety of organisational and market settings
- To develop a critical understanding and skills in the use of approaches to developing creative culture and thinking
- To develop critical knowledge and understanding of the approaches used to successfully bring new ideas to market

ASSESSED LEARNING OUTCOMES: At the end of the module the learner will be expected to be able to:

Assessed Module Learning Outcomes	Award/ Programme Learning Outcomes contributed to
 Evaluate the impact of the market environment and organisational context on innovation and enterprise Demonstrate a critical understanding of 	ILO1: Demonstrate critical knowledge and understanding of theories and methods associated with business and management including; corporate strategy, leadership, the
approaches to the creation of a creative culture 3. Critically apply approaches to creative thinking	creation of a creative culture, change management, and the bringing of new ideas to market. ILO2: Critically analyse and evaluate qualitative
	and quantitative information using appropriate

4. Demonstrate a critical understanding of the management approaches to bringing new ideas to market

methods and processes in a wide range of contexts.

ILO3: Communicate effectively, engage with a range of team-focused actions such as team building, influencing and project management.

Guidance for Learning Outcomes is given below; please refer to the Programme Specification for relevant Award Learning Outcomes.

DATE OF APPROVAL: 04/2010	FACULTY/OFFICE: Academic Partnerships
DATE OF IMPLEMENTATION: 09/2010	SCHOOL/PARTNER: UCJ, Highlands College
DATE(S) OF APPROVED CHANGE:	SEMESTER: Semester 1

Additional notes (for office use only):

Additional Guidance for Learning Outcomes:

To ensure that the module is pitched at the right level check your intended learning outcomes against the following nationally agreed standards

- Framework for Higher Education Qualifications
 http://www.qaa.ac.uk/publications/information-and-guidance/publication/?PubID=2718#.VW2INtJVikp
- Subject benchmark statements
 http://www.qaa.ac.uk/ASSURINGSTANDARDSANDQUALITY/SUBJECT-GUIDANCE/Pages/Subject-benchmark-statements.aspx
- Professional, regulatory and statutory (PSRB) accreditation requirements (where necessary e.g. health and social care, medicine, engineering, psychology, architecture, teaching, law)
- QAA Quality Code http://www.qaa.ac.uk/AssuringStandardsAndQuality/quality-code/Pages/default.aspx

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2021-22	NATIONAL COST CENTRE: 133
MODULE LEADER: Ross Henderson	OTHER MODULE STAFF: None

Summary of Module Content

- Characteristics of enterprise, entrepreneurs, organisational enterprise and public sector policy
- Context of innovation: market dynamics, intellectual property
- Innovation strategy: business models, products, services, processes and cultures; benefits, costs, risks
- Creating a culture of innovation and enterprise
- Creative thinking, problem analysis, problem solving and idea generation,
- Managing innovation: organisation, partnerships & teams; innovation & operations; development, commercialisation and protection; experiments and trials; handling conflict; reviews and learning

SUMMARY OF TEACHING AND LEARNING			
Scheduled Activities	Hours Comments/Additional Information (briefly explain activities,		
[KIS definitions]		including formative assessment opportunities)	
Scheduled	36		
Independent	164		
Total	200	(NB: 1 credit = 10 hours of learning; 20 credits = 200 hours,	
		etc.)	

SUMMATIVE ASSESSMENT

Element	Component Name	Component Weighting
	 Impact of environment and organisational context on new business. 	33%
Coursework	Approaches to the creation of a creative culture	33%
	Approaches to bringing new ideas to market	34%

REFERRAL ASSESSMENT

Element	Component	Component
Category	Name	Weighting

	Essay	
Coursework		100%
		ĺ

To be completed when presented for Minor Change approval and/or annually updated		
Updated by: Ross Henderson Approved by: Ben Bennett		
Date: 04/09/2020 Date: 04/09/2020		

UNIVERSITY OF PLYMOUTH MODULE RECORD

<u>SECTION A: DEFINITIVE MODULE RECORD</u>. Proposed changes must be submitted via Faculty/AP Quality Procedures for approval and issue of new module code.

MODULE CODE: HIGH3027 MODULE TITLE: Leading People and Managing Change
CREDITS: 20 FHEQ LEVEL: 6 JACS CODE: N214
PRE-REQUISITES: None COMPENSATABLE: Y

SHORT MODULE DESCRIPTOR:

The module explores the characteristics of leadership in organisations, analysing the factors that lead to an innovative, engaged, and productive workforce. It examines the role of leadership in developing high performance individuals, teams and organisations. It also examines how successful leaders bring about organisational change

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions] – see <u>Definitions of Elements and Components</u>					
<u>of Assessment</u>					
E1 (Examination) 50% C1 (Coursework) 50%					

SUBJECT ASSESSMENT PANEL to which module should be linked: Business

MODULE AIMS:

- Develop a detailed and critical knowledge of the theories, principles, values and approaches to people leadership and change management
- Develop a critical understanding of how leaders enable staff to engage in their vision of the future and then support staff as they work to achieve that vision
- Develop a detailed understanding of the role of leaders in creating high performance organisations
- Enable students to evaluate and synthesise approaches to leadership to meet current needs and achieve future objectives

ASSESSED LEARNING OUTCOMES: At the end of the module the learner will be expected to be able to:

Assessed Module Learning Outcomes	Award/ Programme Learning Outcomes contributed to
At the end of the module the learner will be expected to be able to: 1. Demonstrate critical understanding of approaches to leadership, management and enterprise 2. Analyse and evaluate the impact of the business environment and organisational culture on the leadership and change management strategies 3. Critically appraise the effectiveness of approaches to leadership and change management	BA (Hons) Financial Services: ILO1: Demonstrate a systematic, detailed and critical knowledge of the financial services sector, the environment it operates in including current issues impacting on the sector such as leadership, management, ethics and innovation with at least some of the knowledge being at the forefront of academic and industry debate. ILO3: Communicate effectively, engage with a range of team-focused actions such as team building, influencing and project management. ILO4: Reflect and evaluate on their own experience enabling them to investigate and analyse industries, business organisations and career opportunities underpinning their ability to engage fully in personal development and career planning.

ILO5: Employ professional and practical skills relevant to range of finance and related business services, such as research skills, IT skills literacy skills and numeracy skills in academic study and in employment.

BA (Hons) Business and Management:

ILO1: Demonstrate critical knowledge and understanding of theories and methods associated with business and management including; corporate strategy, leadership, the creation of a creative culture, change management, and the bringing of new ideas to market.

ILO3: Communicate effectively, engage with a range of team-focused actions such as team building, influencing and project management. ILO4: Reflect and evaluate on their own experience enabling them to investigate and analyse industries, business organisations and career opportunities underpinning their ability to engage fully in personal development and career planning.

ILO5: To use professional and practical skills relevant to a range of businesses services including, IT skills (both generic and specific to business and management), research, literacy and numeracy skills in academic study and in employment.

Guidance for Learning Outcomes is given below; please refer to the Programme Specification for relevant Award Learning Outcomes.

DATE OF APPROVAL : 15/05/2015	FACULTY/OFFICE: Academic Partnerships
DATE OF IMPLEMENTATION:	SCHOOL/PARTNER: Highlands UCJ
01/09/2015	
DATE(S) OF APPROVED CHANGE:	SEMESTER: Semester 1 & 2
XX/XX/XXXX	

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2018-19	NATIONAL COST CENTRE: 133
MODULE LEADER: Ben Bennett	OTHER MODULE STAFF: Auberon Ashbrooke

Summary of Module Content

Factors that promote/inhibit organisational success through people * Leadership behaviours, traits, skills, styles and roles * Characteristics and drivers of high performance individuals, teams and organisations * Strategies to promote engagement, creativity, risk taking and performance * Evaluating the effectiveness of leadership * Implementing change: people and teams, planning, implementing, sustaining, consolidating, monitoring and evaluating change management * Implementing cultural change * Managing knowledge * Managing talent * Managing creativity

SUMMARY OF TEACHING AND LEARNING		
Scheduled Activities	Hours Comments/Additional Information (briefly explain activities,	
[KIS definitions]		including formative assessment opportunities)
Scheduled	44	Lectures and workshops
Independent	156	Reading and research; primary research in business
		organisations; write up
Total	200	(NB: 1 credit = 10 hours of learning; 20 credits = 200 hours,
		etc.)

SUMMATIVE ASSESSMENT

Element Category	Component Name	Component Weighting
Written exam	Final Written Exam	
		100%
	Case study assessment	
Coursework		1000/
		100%

REFERRAL ASSESSMENT

Element Category	Component Name	Component Weighting
Coursework (in lieu of the original assessment)	Business Report	100%
Coursework	Case study assessment	100%

To be completed when presented for Minor Change approval and/or annually updated		
Updated by: Ben Bennett Approved by: Andrew McGinnigle		
Date: 04/09/2020	Date: 04/09/2020	

UNIVERSITY OF PLYMOUTH MODULE RECORD

<u>SECTION A: DEFINITIVE MODULE RECORD.</u> Proposed changes must be submitted via Faculty/AP Quality Procedures for approval and issue of new module code.

MODULE CODE: HIGH3104 MODULE TITLE: Business & Management Honours Project CREDITS: 40 FHEQ LEVEL: Level 6 HeCoS Code: 100078

Business and Management

PRE-REQUISITES: None CO-REQUISITES: None COMPENSATABLE: N

SHORT MODULE DESCRIPTOR:

The Honours Project enables students (1) to research a complex issue relating to the economy of Jersey and (2) to demonstrate understanding and skills to appropriately use analytical and decision-making tools. This module will demonstrate the student's ability to apply their skills to a major piece of independent academic work.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions] – see <u>Definitions of Elements and</u>			
Components of Assessment			
E1 (Examination)		C1 (Coursework)	100%

SUBJECT ASSESSMENT PANEL to which module should be linked: Business

MODULE AIMS:

The module aims to enable students to:

To provide students with the opportunity to undertake a rigorous study on a theme which they have identified and which is of importance to the economy of Jersey. Drawing on advice from a member of academic staff the honours project aims to enable students to undertake the entire process of scholarly research including problem formulation, design and execution of the investigation, analysis and reporting.

ASSESSED LEARNING OUTCOMES: At the end of the module the learner will be expected to be able to:

Assessed Module Learning Outcomes	Award/ Programme Learning Outcomes contributed to
 Undertake a rigorous investigation into a business topic, demonstrating a critical awareness of the relevant theory, real world practices and constraints. Justify the methodological approach being taken Collect and analyse data in an appropriate and effective manner, understanding its relevance to the enquiry and recognising real world constraints and assumptions. Draw conclusions and make recommendations based on quantitative and/or qualitative information, whilst being able to evaluate the impact of those conclusions and recommendations 	ILO1: Demonstrate critical knowledge and understanding of theories and methods associated with business and management including; corporate strategy, leadership, the creation of a creative culture, change management, and the bringing of new ideas to market. ILO2: Critically analyse and evaluate qualitative and quantitative information ILO5: To use professional and practical skills relevant to a range of businesses services including, IT skills (both generic and specific to business and management), research, literacy and numeracy skills in academic study and in employment.

Guidance for Learning Outcomes is given below; please refer to the Programme Specification for relevant Award Learning Outcomes.

DATE OF APPROVAL: 06/02/2019 FACULTY/OFFICE: Academic Partnership

DATE OF IMPLEMENTATION: 09/2019	SCHOOL/PARTNER: Highlands College
DATE(S) OF APPROVED CHANGE:	SEMESTER: Autumn/Spring/Summer

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

ACADEMIC YEAR: 2021-22	NATIONAL COST CENTRE: 133
MODULE LEADER: Auberon Ashbrooke	OTHER MODULE STAFF: Various

Summary of Module Content

At the start of this module participants will attend a series of workshops on research methods and project management. These will provide advice and guidance on all aspects of the Honours project including specification of the format of the final report. Each student is assigned a supervisor, who along with a second marker will assess the student's work. The supervisor will discuss the project as it progresses and offer advice in regular meetings.

SUMMARY OF TEACHING AND LEARNING		
Scheduled Activities	Hours	Comments/Additional Information (briefly explain activities,
[KIS definitions]		including formative assessment opportunities)
Lectures	12	6 x 2-hour lectures
Guided Independent	380	Research and writing up
Learning		
Individual	8	Each candidate will be assigned an appropriate supervisor
Supervision		based on the topic they choose
Total	400	(NB: 1 credit = 10 hours of learning; 20 credits = 200 hours,
		etc.)

SUMMATIVE ASSESSMENT

Element Category	Component	
Coursework (C1)	Proposal, lit review, final report.	100%

REFERRAL ASSESSMENT

Element Component Name	Component Weighting
------------------------	------------------------

Coursework	Revisited final report.	
		100%

To be completed when presented for Minor Change approval and/or annually updated		
Updated by : Auberon Ashbrooke	Approved by: Ben Bennett	
Date: 04/09/2020	Date: 04/09/2020	

UNIVERSITY OF PLYMOUTH MODULE RECORD

<u>SECTION A: DEFINITIVE MODULE RECORD</u>. Proposed changes must be submitted via Faculty/AP Quality Procedures for approval and issue of new module code.

MODULE CODE: HIGH3105 MODULE TITLE: Work-based Action Research

CREDITS: 40 FHEQ LEVEL: Level 6 HeCoS Code: 100078

Business and Management

PRE-REQUISITES: None CO-REQUISITES: None COMPENSATABLE: N

SHORT MODULE DESCRIPTOR:

This module enables students to extend their skills and knowledge of business and apply theory in practice by undertaking a business project of importance for an organisation. They will demonstrate their ability to specify, plan, research and implement a project in a real world situation, to time, cost and specification.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions] – see <u>Definitions of Elements and</u>			
Components of Assessment			
E1 (Examination)		C1 (Coursework)	100%

SUBJECT ASSESSMENT PANEL to which module should be linked: Business

MODULE AIMS:

The module aims to enable students to:

- Investigate a significant business issue for an organisation
- Demonstrate their ability to specify, plan, research and implement a project in a real world situation, to time, cost and specification
- To apply knowledge and experience gained during the programme in a real world context
- To understand the impact of stakeholders and real world issues and uncertainties on objective setting, data collection, analysis, conclusions and recommendations, and the importance of effective communications.

ASSESSED LEARNING OUTCOMES: At the end of the module the learner will be expected to be able to:

Assessed	Module Learning Outcomes	Award/ Programme Learning Outcomes contributed to	
1. Capron and and and and and and and and and an	egree a project brief and to develop an ppropriate project proposal and plan earry out research and undertake the roject. It denerate useful conclusions, based on range of scenarios which account for the uncertainty in the data and analysis. Communicate the findings to a range of udiences. It demonstrate a critical awareness of the elevant theory, real world practices and constraints. It collect and analyse data in an ppropriate and effective manner, anderstanding its relevance to the inquiry and recognising real world constraints and assumptions.	BA (Hons) Financial Services: ILO2: Critically evaluate qualitative and quantitative information using established techniques from within the discipline, draw reasoned conclusions and to sustain arguments. ILO3: Communicate effectively and engage with a range of team-focused actions such as team building, influencing and project management. ILO4: Reflect and evaluate their own experience enabling them to investigate and analyse industries, business organisations and career opportunities underpinning their ability to engage fully in personal development and career planning. ILO5: Employ professional and practical skills relevant to a range of finance and related businesses services, such as research skills, IT skills, literacy skills and numeracy skills in academic study and in employment.	

 Draw conclusions and make recommendations based on quantitative and/or qualitative information.

BA (Hons) Business and Management:

ILO2: Critically analyse and evaluate qualitative and quantitative information using appropriate methods and processes in a wide range of contexts.

ILO3: Communicate effectively, engage with a range of team-focused actions such as team building, influencing and project management. ILO4: Reflect and evaluate on their own experience enabling them to investigate and analyse industries, business organisations and career opportunities underpinning their ability to engage fully in personal development and career planning.

ILO5: To use professional and practical skills relevant to a range of businesses services including, IT skills (both generic and specific to business and management), research, literacy and numeracy skills in academic study and in employment

Guidance for Learning Outcomes is given below; please refer to the Programme Specification for relevant Award Learning Outcomes.

DATE OF APPROVAL : 06/02/2019	FACULTY/OFFICE: Academic Partnership
DATE OF IMPLEMENTATION : 09/2019	SCHOOL/PARTNER: Highlands College
DATE(S) OF APPROVED CHANGE:	SEMESTER: Semester 1 & 2

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

ACADEMIC YEAR: 2021-22	NATIONAL COST CENTRE: 133
MODULE LEADER: Auberon Ashbrooke	OTHER MODULE STAFF: Various

Summary of Module Content

The module will be introduced through workshops which will cover:

- Roles, relationships, ethics and responsibilities of the student when undertaking the project
- Analysing and agreeing the brief and developing proposals and plans
- Communication with sponsors, interviewees and the module tutor
- · Coping with uncertainty and using scenarios
- Undertaking analysis and developing conclusions and recommendations
- Reporting and presentations
- Adding value
- Intellectual property and confidentiality

SUMMARY OF TEACHING AND LEARNING		
Scheduled Activities	Hours	Comments/Additional Information (briefly explain activities,
[KIS definitions]		including formative assessment opportunities)
Lectures	12	6 x 2-hour lectures
Guided	380	Research and writing up
Independent		
Learning		
Individual	8	Each candidate will be assigned an appropriate supervisor
Supervision		based on the topic they choose
Total	400	(NB: 1 credit = 10 hours of learning; 20 credits = 200 hours,
		etc.)

SUMMATIVE ASSESSMENT

Element	Component	Component
Category	Name	Weighting
Coursework (C1)	Consultancy project	100%

REFERRAL ASSESSMENT

Element Category Name	Component
-----------------------	-----------

Coursework	Revisited final report.	
		100%

To be completed when presented for Minor Change approval and/or annually updated		
Updated by : Auberon Ashbrooke	Approved by: Ben Bennett	
Date: 04/09/2020	Date: 04/09/2020	

UNIVERSITY OF PLYMOUTH MODULE RECORD

<u>SECTION A: DEFINITIVE MODULE RECORD</u>. Proposed changes must be submitted via Faculty/AP Quality Procedures for approval and issue of new module code.

MODULE CODE: HIGH3030 MODULE TITLE: Business Ethics & Corporate Governance CREDITS: 20 FHEQ LEVEL: 6 JACS CODE: N340 PRE-REQUISITES: None COMPENSATABLE: Yes

SHORT MODULE DESCRIPTOR:

This module invites students to consider the ethical dimension of individual and corporate decision-making. It will take into account emerging themes in the ethical arena and encourage students to consider the basis of conflicting stakeholder values. Students will be required to understand how moral values influence governance and how governance actually takes place in private, public, and third sectors.

ELEMENTS OF ASSESSMENT [Use HESA KIS definitions] – see <u>Definitions of Elements and Components</u>			
<u>of Assessment</u>			
E1 (Examination) 50% C1 (Coursework) 50%			

SUBJECT ASSESSMENT PANEL to which module should be linked: Business

Professional body minimum pass mark requirement: NA

MODULE AIMS:

- Develop an understanding of the principal theories of philosophical ethics
- Develop an ability to critically apply moral reasoning to ethical issues faced by business organisations and individuals within them
- Develop a critical understanding of the nature, behavior and outcomes associated with systems of governance in the public, private and voluntary sectors.
- Understand the mechanisms of governance within organisations as well as the key roles and relationships through which corporate governance is realised.

ASSESSED LEARNING OUTCOMES: At the end of the module the learner will be expected to be able to:

Assessed Module Learning Outcomes	Award/ Programme Learning Outcomes contributed to
Identify and critically discuss the pertinent ethical questions facing business organisations and to understand the basis for conflicting sets of stakeholder values	BA (Hons) Financial Services: ILO1: Demonstrate a systematic, detailed and critical knowledge of the financial services sector, the environment it operates in including
Evidence a critical understanding of the role of the individual in ethical practice in the business context	current issues impacting on the sector such as
3. Evaluate the shared and competing social, economic, and political principles and values upon which corporate governance is based	the forefront of academic and industry debate. ILO2: Critically evaluate qualitative and quantitative information using established
4. Critically appraise the effectiveness of governance in the real world, balancing ethical	techniques from within the discipline, draw

considerations within the wider socioeconomic context

 Propose governance solutions to ethical problems which are appropriate to the organizational context. reasoned conclusions and to sustain arguments.

ILO3: Communicate effectively, engage with a range of team-focused actions such as team building, influencing and project management.

BA (Hons) Business and Management:

ILO1: Demonstrate critical knowledge and understanding of theories and methods associated with business and management including; corporate strategy, leadership, the creation of a creative culture, change management, and the bringing of new ideas to market.

ILO2: Critically analyse and evaluate qualitative and quantitative information using appropriate methods and processes in a wide range of contexts.

ILO3: Communicate effectively, engage with a range of team-focused actions such as team building, influencing and project management.

Guidance for Learning Outcomes is given below; please refer to the Programme Specification for relevant Award Learning Outcomes.

DATE OF APPROVAL: 05/2015	FACULTY/OFFICE: Academic Partnerships
DATE OF IMPLEMENTATION : 09/2015	SCHOOL/PARTNER: UCJ, Highlands College
DATE(S) OF APPROVED CHANGE:	SEMESTER: Semester 2

Additional notes (for office use only):

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2021-22	NATIONAL COST CENTRE: 133
MODULE LEADER: Ben Bennett	OTHER MODULE STAFF: None

Summary of Module Content

- Ownership, control and accountability; Agency theory
- Executive remuneration: incentives and risk
- The social, economic, political and legal systems which govern organisations
- Societal factors shaping ethical stances: stakeholder theory and enlightened stakeholder theory
- Distributional justice
- Environmental sustainability
- Regulatory and best practice approaches to corporate governance
- High profile failures of governance
- Governance in the third sector Nolan Principles
- The UK Corporate Governance Code and the relation to financial reporting

SUMMARY OF TEACHING AND LEARNING		
Scheduled Activities	Hours	Comments/Additional Information (briefly explain activities,
[KIS definitions]		including formative assessment opportunities)
Scheduled	44	22x2 hour lectures
Independent	144	Moodle access to worked activities; case study research and
		discussion in Learning Sets; a review of a current corporate
		governance/ethics issue; preparation for presentation
Tutorial	12	Individual advice and mentoring
Total	200	(NB: 1 credit = 10 hours of learning; 20 credits = 200 hours,
		etc.)

SUMMATIVE ASSESSMENT

Element	Component Name	Component Weighting
Written exam	Final Examination A case study based examination with a choice of questions ALOs 1, 2, 3, 4 & 5	100%
Coursework	Case study assessment – consultants report ALOs 1, 2, 3, 4 & 5	1000/
554.55W6FR		100

REFERRAL ASSESSMENT

Element Category	Component	Component Weighting
Coursework (in lieu of the	Case study assessment	
original		100%
assessment)		100%
	Case study assessment	1000/
Coursework		100%

To be completed when presented for Minor Change approval and/or annually updated			
Updated by:	Ben Bennett	Approved by:	Andrew McGinnigle
Date: 04/09/2020		Date: 04/09/2020	