



BSc (Hons)

Business Management

with foundation year

For Ravensbourne University London in partnership with
Oxford Business College



ENTRY INTAKE

November, January and May

LOCATION

London, Slough, Oxford and Nottingham

01



TUITION FEE CAN BE FUNDED*

The tuition fee for **each academic year** is £9250. The course is funded by Student Loans Company & it is a **contractual agreement** between the **learner & SLC**. The student has to pay back the loan on completion of the course & if your **income exceeds £25000 per year** or **£2083 pcm**
SUBJECT TO ELIGIBILITY BY SFE

02



DURATION

4 Years

MODE

In person; face to face at campus

LANGUAGE

English

03



DAYS OF STUDY

2 days a week
Monday & Tuesday
OR
Wednesday & Thursday
OR
Saturday & Sunday

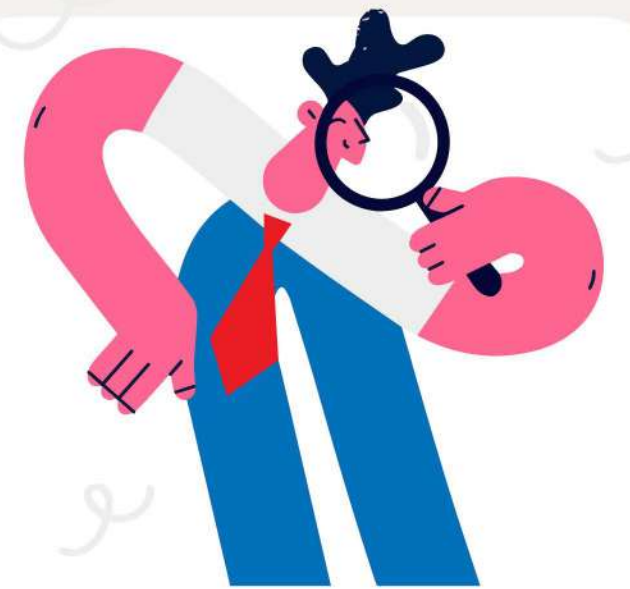
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FREE SERVICES

Admission Staff at Oxford Business College provide free services and we strongly encourage all students to contact our **Admission Team** for **support** and **guidance**

05



INFORMATION

ADVICE

GUIDANCE

06



4 Year BSc (Hons) Business Management

with foundation year

COURSE SPECIFICATION

01 Industry focused: work to live project briefs and discover opportunities within the creative industries even before you graduate

02 You will be provided with the skills needed to help future-proof the creative industries by promoting sustainable business practices

03 Develop strong communication skills: you will learn to communicate visually, verbally and creatively through multiple forms of digital creative media

04 Industry linked assessment methods: to prepare you for industry, assessment methods such as pitches and presentations will mimic industry and help prepare you for industry

05 Business planning: students are encouraged to bring their own unique entrepreneurial ideas to the course and create business proposals for development





4 Year BSc (Hons) Business Management

with foundation year

YEAR 0 FOUNDATION YEAR

MODULE TITLE	SEMESTER	LEVEL	YEAR	CREDITS	WEEKS	HOURS PER WEEK
Critical Thinking & Research	S1	0	1	20	12	4
Writing & Communication		0	1	20	12	4
Introduction to Business Management		0	1	20	12	4
Developing Professional Skills	S2	0	1	20	12	4
Marketing Fundamentals		0	1	20	12	4
Business Management Foundation Project		0	1	20	12	4

YEAR 0 LEVEL 3 BUSINESS MANAGEMENT

UNIT TITLE	SEMESTER	GUIDED LEARNING HRs	INDEPENDENT STUDY HRs	CORE SPECIALIST	LEVEL
Critical Thinking & Research	S1	48	152	CORE	3
Writing & Communication		48	152	CORE	3
Introduction to Business Management		48	152	CORE	3
Developing Professional Skills	S2	48	152	CORE	3
Marketing Fundamentals		48	152	CORE	3
Business Management Foundation Project		48	152	CORE	3
TOTAL HOURS (YEAR 0)		288	912	CORE	3



4 Year BSc (Hons)

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LEARNING HOURS PER WEEK - FOUNDATION YEAR

SEMESTER	UNIT	WEEKS	HOURS PER WEEK
S1	Critical Thinking & Research	12	4
	Writing & Communication	12	4
	Introduction to Business Management	12	4
S2	Developing Professional Skills	12	4
	Marketing Fundamentals	12	4
	Business Management Foundation Project	12	4



4 Year BSc (Hons)

Business Management

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YEAR 0 LEVEL 3 BUSINESS MANAGEMENT

UNIT TITLE	GUIDED LEARNING HRs	INDEPENDENT STUDY HRs	CORE SPECIALIST	CREDIT VALUE	LEVEL
SEMESTER 1					
Critical Thinking & Research	48	152	CORE	20	3
Writing & Communication	48	152	CORE	20	3
Introduction to Business Management	48	152	CORE	20	3
SEMESTER 2					
Developing Professional Skills	48	152	CORE	20	3
Marketing Fundamentals	48	152	CORE	20	3
Business Management Foundation Project	48	152	CORE	20	3
TOTAL HOURS (YEAR 0)	288	912	CORE	120	3





4 Year BSc (Hons) Business Management

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4 YEAR PROGRAMME STRUCTURE

		SEMESTER 1		
		CORE		
Level 3 120 Credits	Critical Thinking & Research (20)	Writing & Communication (20)	Introduction to Business Management (20)	
Level 4 120 Credits	Introduction to Marketing & Digital (20)	Fundamentals of Business Management Practice (20)	Developing Life Practice "Developing your Practice" (20)	
Level 5 120 Credits	People Management (20)	Digital Psychology (20)	Professional Life Practice "Applying your Practice" (20)	
Level 6 120 Credits	Professional Life Practice "situating your practice" (20)	Applied Research Methods (40)		
		SEMESTER 2		
		CORE		
Level 3 120 Credits	Developing Professional Skills (20)	Marketing Fundamentals (20)	Business Management Foundation Project (20)	
Level 4 120 Credits	Business Finance (20)	Operation & Project Management (20)	Professional Life Practice "Exploring your practice" (20)	
Level 5 120 Credits	Work Based Learning (20)	Enterprise Innovation & Responsible Business Practice (40)		
Level 6 120 Credits	Business Objective Market Research & Portfolio (20)	Final Implementation Degree Project (40)		



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PROGRESSION REQUIREMENTS

AWARD TITLE	FHEQ LEVEL	CATS (CREDIT PTS)
Foundation Certificate	3	120
Certificate of Higher Education	4	120 (of which at least 90 must be at Level 4 or above)
Diploma of Higher Education	5	240 (of which at least 120 must be at Level 5)
Bachelor's Degree	6	300 (of which at least 60 must be at Level 6)
Bachelor's Degree with Honours	6	360 (of which at least 120 must be at Level 6)



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PROGRAMME ASSESSMENT

PERCENTAGE OF FINAL MARKS ASSESSED BY:	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
Exam	0%	0%	0%	0%
Coursework	100%	100%	100%	100%

Please note: Although there are no exams, there may be some in-class or online tests for some of the modules. In level 5, you will have a work placement

OVERALL GRADING

70 - 100%	—————	First Class Honours
60 - 69%	—————	Second Class Honours, Upper Division
50 - 59%	—————	Second Class Honours, Lower Division
40 - 49%	—————	Third Class Honours
0 - 39%	—————	Fail



METHODS OF ASSESSMENT

There are a number of methods of assessment. Your assignment(s) may have combinations of different assessment methodologies:

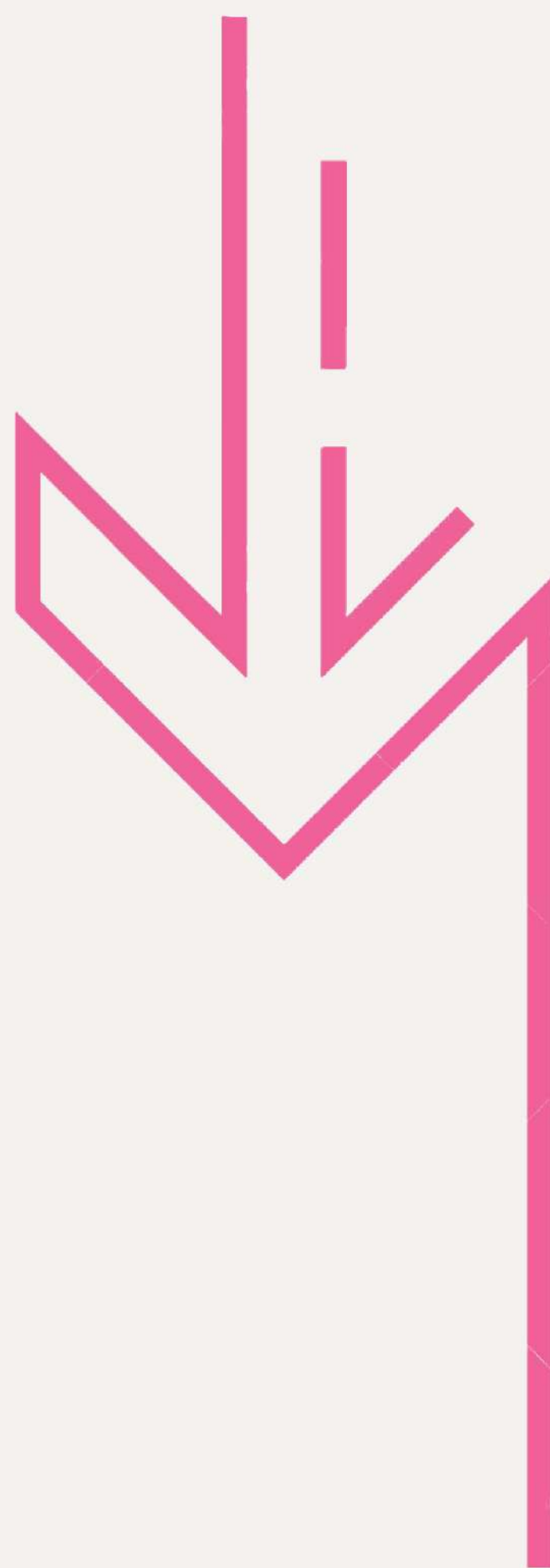
- ✦ Written Report
- ✦ Group Presentation/Group Discussion
- ✦ Presentations or Discussions
- ✦ Role Plays
- ✦ Portfolios
- ✦ Write-Up
- ✦ Essay

Formative Assessment is used in all modules of the programme to assess students progress relating to module briefs and an opportunity to offer feedback, feedforward and a diagnostic response. This is typically within a group or individual review held midway throughout each module though for latter modules in level six there are more formative assessment points.

Summative Assessment is held in the latter stages of each module and is the definitive assessment point where each assessment requirement is assessed. All Assessment involves moderation and verification. Written or aural feedback and clear feedforward will be provided shortly after assessment and there are opportunities for tutorials if you need further classification before the start of the next module.



STEPS FOR ADMISSION PROCESS



01

STEP 1 - Information, Advice, Guidance

- + Receive course information
- + Receive entry requirements of the course
- + Receive funding information about the programme and implications of student finance loan application
- + Receive information on expectations of the course & suitability of the programme based on student experience

02

STEP 2 - Application

- + Application for the available intake
- + Documents submission

03

STEP 3 - Test & Interview

- + In person tests and interview under exam conditions by Academic staff member
- + Notification about the outcome of the Test and Interview

04

STEP 4 - Data Checks

- + College will verify all qualifications through Qualification Check agency and employment documents through verification

05

STEP 5 - Receive outcome of the application

- + Students will be notified about the outcome of the test and interview and data checks on their application

01

PROVISIONAL ACCEPTANCE

If the student is successful in all the steps from 1 to 5, they will move to the last stage

Submission to RUL

At this stage the College will submit all the documents to RUL for approval

Student Finance Application

At this stage Student will complete student finance application

UCAS Application

At this stage Student will complete UCAS application

02

UNSUCCESSFUL

If the student is unsuccessful, they will be notified of the outcome and their application will be rejected

APPLICATION PROCESS



01. APPLICATION CHECKLIST

Students must bring the Original documents in person at the Campus and present the same to the Admission Officer.

Your application process will only start once you submit **ALL** the documents. Applicants who cannot submit the documentary evidence will have to visit the campus again when they have **ALL** the documents on them.

ENTRY REQUIREMENTS - UNDER 21

Students who are under 21 years can only apply through qualification route. Students are required to bring Level 3 Qualification (Ofqual approved) or equivalent.

ENTRY REQUIREMENTS - OVER 21

Students who are over 21 years are treated as Mature students. They can apply through Qualification route & provide Level 3 Qualification (Ofqual approved) or equivalent. In absence of qualifications they can apply through work experience route. In such cases we will require 3 months payslips, Employment contract, Employment reference for Employed applicants. Those who are Self employed will have to provide 3 months invoices, 2 year Tax return, Letter from Accountant, Supplier or client.

WHAT DOES THE CREDIBILITY CHECKS CONSIST OF?

- It includes checking your Immigration status
- It will help the Admission officer to check and judge your intention to study.
- It will help the Admission officer to collect information related to your background and identify concerns if any.



Be clear & concise
Be truthful
Share & provide factual info



Do not exaggerate
Do not over commit
Do not feel pressurised into making a decision



Do not attempt to cheat as you will be disqualified immediately and barred from applying.

ONLY ORIGINAL DOCUMENTS ARE ACCEPTED

- VALID PASSPORT AND BRP CARD
VALID SHARE CODE (GENERAL) FOR EU STUDENTS
- LAST 3 MONTHS UTILITY BILL, COUNCIL TAX OR BANKSTATEMENTS
- AN EMPLOYMENT REFERENCE WHICH IS VERIFIABLE
- LEVEL 3 QUALIFICATION (RECOGNISED BY OFQUAL)
- QUALIFICATION EQUIVALENT TO UK LEVEL 3 FROM YOUR HOME COUNTRY
- CEFR LEVEL B2 IN ALL 4 COMPONENTS OF THE ACADEMIC INTERVIEW PROCESS (LISTENING, READING, WRITING, SPEAKING)

02. CREDIBILITY CHECKS

On submission of **ALL** mandatory documents required; Admission officer will start your application process. The process can take up to 30-45 minutes and includes a Credibility interview with the Admission officer.

03. ACADEMIC CHECK

Successful candidates based on the Credibility check conducted will be taken to a supervised room where they will take the Academic Test under Exam environment.

04. ACADEMIC INTERVIEW

Following the Test; candidates will be booked to undertake an Academic interview with the Academic team.



Be confident
Be honest
Give as much information as possible about yourself
Share your education background, work experience
Identify the skills you have and how your work experience has enriched your life.



Do not exaggerate
Do not over commit
Do not lie
Do not use deceitful means

05. VERIFICATION CHECKS

While the outcome of your application is awaited; Admission Officer will:

Submit your Qualification through a thirdparty verification agency to verify your Qualification.

Contact your employer to verify your employment references and any documents you have submitted as part of your application

Please note that Admission officer will wait for the outcome of the Verification checks conducted and until such time your application will remain pending for outcome.

ADMISSION CHECKS



How will these checks be conducted?

01

PERSONAL DETAILS CHECKS

Ensure that all information captured must match the documents provided by students such as

- + DOB
- + First Name and Last Name
- + Mobile number
- + Email address
- + Nationality
- + Ethnicity
- + Gender
- + Title

02

CAMPUS CHOICE

- + Students must be placed in the campus as per the admissions policy.
- + Proof of address must be checked for any potential forgery by asking the student to provide additional document such as Utility bill, Council tax bill

03

QUALIFICATION VERIFICATION

- + 100% of Qualifications submitted by students will be verified through external Qualifications verification agency
- + Students must be notified of this at the time of admission

04

EMPLOYMENT VERIFICATION

- + Employment documents submitted by students will be verified by emailing employers copies of the documents to verify the authenticity of the same.
- + Students must be notified of this at the time of admission

05

IMIGRATION STATUS CHECKS

- + Share code must be verified by Staff
- + Students photograph on application form must match with their photo in passport, immigration status documents
- + Name on application and immigration status should match as per the passport



Co-operate with the Admission office while the checks are being conducted.
Give all the information Admission officer needs in order to submit your file for verification.
Be Patient.



Do not threaten the Admission officer.
Do not pressurise the Admission officer.

CO-OPERATION, HONESTY AND PATIENCE IS THE KEY



FAQ's

01

I have applied for the programme. I have submitted all my documents and completed the Test and interview process. Please can you tell me how much time it will take to find out if I am accepted or not?

01

All applicants apply for the program and have to complete the due process as listed in the guide. The College will complete the verification checks which are part of the admission process. This checks involve external agencies as we are dependant on their response in order to determine the outcome. We cannot comment on the timeframe as this checks can take longer. This is outside our control and hence we request you to be patient and cooperate with the Admission staff while those checks are ongoing.

02

My Application is rejected. I wish to appeal against the decision.

02

All applicants are notified of the rejection with the reason for rejection. You can appeal against the decision by emailing complaints@oxfordbusinesscollege.ac.uk

03

My student finance is approved; but my application is rejected; so what will happen now?

03

All applicants who are approved and issued an offer by University through UCAS will be confirmed by University after 14 days of starting the classes. Attendance will be checked after which your Registration will be confirmed after 14 days of class start. Applications which are rejected by Admissions will have their Student finance cancelled. Students who are not accepted will have to contact SFE and cancel their application otherwise the University will notify SFE about their non-registration as they were not approved by the University.





THINGS TO REMEMBER



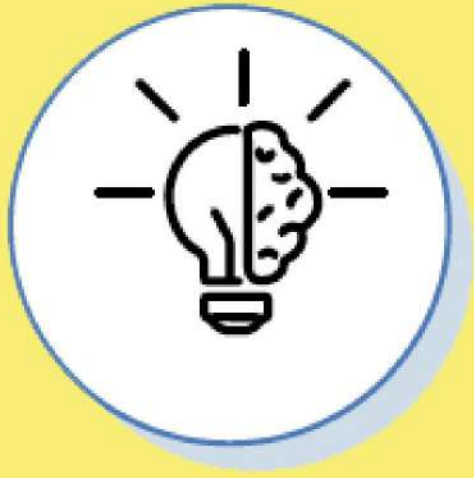
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Oxford Business College can only submit your application and supporting documents to Ravensbourne University London for approval



02

Ravensbourne University London has the final approval of your application.



03

Students should review and read all the guidance available and visit our website and understand the requirement of the programme



04

Students can cancel their application up to the Enrolment Stage. At Enrolment Stage they have 14 days to cancel



05

Students have the right to complaint and appeal during their application process by emailing complaints@oxfordbusinesscollege.ac.uk