

PROGRAMME SPECIFICATION

1	Awarding institution/body	University of Worcester
2	Teaching institution	Warwickshire College (Persnore College)
3	Programme accredited by	N/A
4	Final award	Higher National Diploma Higher National Certificate
5	Programme title	Animal Welfare and Management
6	Pathways available	N/A
7	Mode and/or site of delivery	Standard taught programme at Persnore College
8	Mode of attendance	2 year full-time (HND) 1 year full-time/2 year part-time (HNC)
9	UCAS Code	223DP (HND) <i>tbc</i> (HNC)
10	Subject Benchmark statement and/or professional body statement	Edexcel BTEC HN Briefing February 2010 QAA Biosciences Benchmark Statement 2007
11	Date of Programme Specification preparation/revision	Prepared June 2010 Approved Sept 2010

12 Educational aims of the programmes

The Higher National Diploma in Animal Welfare and Management aims to:

- provide students with all the necessary skills to function in a wide range of animal management settings;
- provide students with the opportunity to build on existing knowledge and experience and to further develop specific knowledge, skills and values relevant to the context of animal management;
- utilise different perceptions and ideas about animals as appropriate to enrich the learning experience of students;
- in the context of the study of animals, draw upon existing skills, knowledge and experience and assist students in the recognition of their strengths and weaknesses;
- enable students to identify and acknowledge personal development needs and implement appropriate development strategies;
- promote critical reflection and reflective practice;
- develop students' interpersonal and communication skills and enable students to identify, use and communicate relevant information effectively;
- give students the necessary skills and knowledge to confidently tackle problems in a range of animal management environments;
- develop a spirit of intellectual curiosity and academic enquiry

The Higher National Certificate in Animal Welfare and Management aims to:

- provide subject-specific knowledge, skills and understanding in Animal Welfare and Management;
- develop transferable skills in preparation for lifelong learning and a career in the Animal Welfare and Management sector;
- develop an ability to apply subject-specific knowledge and understanding to tackle familiar and unfamiliar problems in a range of Animal Welfare and Management environments;
- develop competence in practical skills appropriate to Animal Welfare and Management situations;
- develop the ability to identify, evaluate, use and communicate subject-specific information appropriately;

- enable students to work effectively both independently and with others, and develop self-management and responsibility for their own learning.

13 HND/HNC intended learning outcomes and learning, teaching and assessment methods

Knowledge and understanding:

1. Demonstrate knowledge, understanding, recognition and application of subject-specific theories
3. Develop the ability to apply underlying concepts and principles outside the context in which they were first studied
7. Have a knowledge of the current law and formal procedures relating to the animal care industry
8. Develop ability in animal management and its allied industries through effective use and combination of the knowledge and skills gained in different parts of the programme

Examples of learning & teaching:

- Lectures
- Videos
- Discussion
- Seminars
- Guest Speakers
- Visits
- Learning Channel

Assessment:

- Written report
- Presentation
- Poster
- Unseen examination
- Open book examination

Cognitive and intellectual skills:

2. Develop the ability to synthesise and critically evaluate information
4. Develop methods of acquiring and interpreting biological information with a critical understanding of the appropriate contexts for their use through the study of texts, original papers, reports and data sets in the field of animals and the related industries that serve them
10. Provide opportunity for specialist study relevant to individual vocations and contexts*

Examples of learning & teaching:

- a. Seminars
- b. Practicals
- c. Discussion

Assessment:

- Written report
- Open book examination
- Debate

Practical skills relevant to employment:

5. Undertake field and/or laboratory animal investigations in a responsible, safe and ethical manner

Examples of learning & teaching:

- Lectures
- Practicals

Assessment:

- Practical presentation

Transferable/key skills:

6. Recognising and respecting the views and opinions of the individual both in college and in the workplace
9. Develop the qualities and transferable skills necessary for successful employment and progression to further study or professional qualifications in related areas

Examples of learning & teaching:

- Discussion
- Seminars
- Guest speakers
- Directed study

Assessment:

- Written report
- Presentation
- Debate

*Applies to HND programme only

Mapping of Intended Learning Outcomes to Level 4 Modules (HND/HNC)

ILO	HAWM 1110	HAWM 1120	HAWM 1130	HAWM 1140	HAWM 1210	HAWM 1220	HAWM 1230	HAWM 1240
1	x	x	x	x	x	x	x	x
2	x	x	x	x	x	x	x	
3				x	x	x		x
4		x	x		x			x
5	x	x		x		x		
6			x	x		x		x
7				x		x		x
8	x	x	x	x	x	x		x
9	x	x	x	x	x	x	x	x

Mapping of Intended Learning Outcomes to Level 5 Modules (HND only)

ILO	HAWM 2310	HAWM 2320	HAWM 2330	HAWM 2340	HAWM 2410	HAWM 2420	HAWM 2430	HAWM 2440
1	x	x	x	x	x	x	x	x
2		x	x	x		x	x	x
3		x	x	x	x	x	x	
4	x		x	x			x	x
5	x		x				x	
6		x						
7		x	x			x	x	
8	x	x			x	x		
9	x	x	x	x	x	x	x	x
10			x				x	

14 HND/HNC assessment strategy

The assessment strategy is designed to enable students to demonstrate their achievement of the programme aims, and is consistent with the UW Assessment Policy. Assessments encompass both formative and summative elements as appropriate.

- Modules will have a maximum 4000 word (or equivalent) limit for assessments
- Assessments are aligned with programme aims and Module Learning Outcomes and learning and teaching methods
- All Module Learning Outcomes are assessed
- All assessments provide an opportunity for achievement of all grades

14.1 Assessment Methods

A range of assessment methods that enable students to demonstrate achievement of Learning Outcomes and the transferable skills inherent within them are used. These include:

- Written assignments in a variety of formats, e.g. Scientific Report, Case Study, Standard Operating Protocol
- Oral presentations
- Examinations
- Debate
- Poster

14.2 Grading Criteria

- Grading Criteria are provided with the assessment brief in Module Handbooks
- Grading Criteria are provided for each assessment item
- UW Generic Grading Criteria are customised to reflect the assessment task and

Learning Outcomes assessed

15 HND/HNC programme structures and requirements

AWARD MAP

LEVEL 4 (HND/HNC)				
Module Code	Module Title	Credits (Number)	Status Mandatory (M) or Optional (O)	Prerequisites
Semester 1				
HAWM 1110	Animal Behaviour 1	15	M	None
HAWM 1120	Animal Management	15	M	None
HAWM 1130	Business Communication and IT	15	M	None
HAWM 1230	Animal Physiology	15	M	None
Semester 2				
HAWM 1140	Animal Collections and Habitat Creation	15	M	None
HAWM 1210	Animal Nutrition	15	M	None
HAWM 1220	Animal Welfare	15	M	None
HAWM 1240	Health and Complementary Therapies	15	M	None

LEVEL 5 (HND)				
Module Code	Module Title	Credits (Number)	Status Mandatory (M) or Optional (O)	Prerequisites
Semester 3				
HAWM 2330	Specialist Study 1	15	M	None
HAWM 2340	Project Planning and Customer Care	15	M	None
HAWM 2410	Animal Behaviour 2	15	M	None
HAWM 2420	Canine and Feline Psychology	15	M	None
Semester 4				
HAWM 2310	Animals in Nature	15	M	None
HAWM 2320	Reproduction and Genetics	15	M	None
HAWM 2430	Specialist Study 2	15	M	HAWM 2330
HAWM 2440	Business Management and Marketing	15	M	None

The HND and HNC programmes are modular-based. Each module has a credit value of 15 Credit Accumulation and Transfer Scheme (CATS) Credits. The nominal time for each 15-Credit module is 150 hours.

HND Requirements

The programme comprises the 16 mandatory modules listed above, 8 at Level 4, and 8 at Level 5. Students must successfully achieve 120 credits at Level 4, and 120 credits at Level 5 (240 in total).

HNC Requirements

The programme comprises the 8 mandatory modules listed above. Students must successfully achieve 120 credits at level 4.

16 QAA Academic Infrastructure

The HND and HNC are designed with reference to the Academic Infrastructure, a means of describing academic standards in terms of the academic level students are expected to achieve and, in broader terms, the content that will be covered. This includes the Framework for Higher Education Qualifications (FHEQ), which provides details of the academic level expected within each year of the course and Edexcel's BTEC HN Briefing February 2010

A key reference in the development and management of higher education courses is the QAA Code of Practice for the Assurance of Academic Quality and Standards in Higher Education. The QAA Code of Practice plays a central role in shaping this programme as well as key aspects of the course such as approaches to admissions policy, assessment procedures and quality assurance through the appointment of External Examiners to oversee the course.

17 HND/HNC support for students

17.1 Induction

Course induction to include:

- issue of Induction timetable;
- enrolment at Warwickshire College (WC) and University of Worcester (UW);
- campus tours (WC and UW);
- meetings with key staff and Student Services (WC and UW);
- LRC tour and induction (WC and UW);
- IT induction (WC and UW);
- introduction to Students Union and 'Fresher' activities (WC and UW);
- identification of special needs support/equal opportunities requirements;
- introduction to the Course Handbook and timetables;
- introduction to Course Committee structure and student representatives;
- assessment procedure and schedules;
- module outlines;
- tutorial programme (to include Study Skills).

17.2 Tutorial Support

Students are supported in a number of ways including:

- Allocation of a Personal Academic Tutor who will provide group and individual support;
- Module Leaders who will provide specific educational guidance;
- Receipt of a Course Handbook and Module Handbooks;
- Access to appropriate Virtual Learning Environment (Learning Channel/SOLE);
- Access to Study Skills Centre for learning support (WC);
- Access to Student Services, including the Welfare Team (WC and UW)

18 HND/HNC admissions policy, criteria and procedures

Admissions Policy:

The University aims to be accessible; it is committed to widening participation and encouraging diversity in the student population. Pershore College works closely with central student support services, including the Admissions Office, the Disability and Dyslexia Service and the International Office, to support students from a variety of backgrounds. We actively encourage and welcome people from the widest range of economic and cultural backgrounds, and value the contribution of mature learners.

Entry requirements:

The minimum entry requirements are 4 GCSEs (Grade C or above) including English and Maths plus a minimum of 1 A'level or equivalent Level 3 qualification, e.g. BTEC National Diploma, with a UCAS Tariff score as stated in the University prospectus..

The University will also consider applications from candidates holding qualifications outside the UCAS Tariff, including those awarded by professional bodies and overseas qualifications (including the European Baccalaureate).

Information on eligibility for accreditation of prior learning for the purposes of entry or

advanced standing is available from the University webpages or from the Registry Admissions Office (01905 855111).

Admissions Procedures:

Non-standard entry students, such as mature students, may be asked to attend an Initial Advice and Guidance (IAG) interview.

Full-time HND applicants apply through UCAS (*223DP*)

Full-time HNC applicants apply through UCAS (*tbc*)

All part-time applicants apply directly to University of Worcester (UW)

Mature Students:

We welcome applicants who hold alternative qualifications/experience and mature students who can demonstrate the ability to benefit from the course and show their potential to complete the course successfully. Although recent preparatory study at an appropriate level (e.g. an Access to Higher Education Diploma) is recommended, students may be considered on the basis of prior evidenced professional/work experience and/or other assessment procedures, and the assessment of personal suitability. University Admissions office staff can offer information, advice and guidance on this process.

Accreditation of Prior Learning:

Students with relevant previous study at HND or degree level or extensive experience may be considered eligible for Accreditation of Prior Learning.

Please contact the Registry Admissions Office for further information or guidance on 01905 855111.

Admissions/selection criteria:

All applications received by the deadline date are considered and offers are made on the basis of meeting the following criteria:

Does the candidate have the required number of GCSE's in the correct subjects?

Does the candidate have an A' level equivalent qualification?

Does the candidate meet the required UCAS tariff score for the subjects they have taken?

Does the candidate have a satisfactory reference (for most this will be on the UCAS form)

Does the candidate satisfy any other recognised UW entry route (mature student, APEL, foundation/access course)?

19 HND/HNC methods for evaluating and improving the quality and standards of teaching and learning

- Annual reviews of the quality of the programme (AER and Action Plan) including:
 - External Examiner report
 - Link Tutor report
 - Course Survey results in the context of annual National Student Survey
- Internal Verification of all Module Handbooks, examinations, and a 10% sample of student work
- External Examiner – annual visit, meet students, comment on examination papers, view sample of student work, presence at examination board meetings, comment on proposed changes to programmes/modules
- End of module evaluation considers student feedback
- Student Focus Group meetings (each Semester)
- Course Committee considers issues important to students (each Semester)

- Lesson Observation by Advanced Teaching Practitioners
- Staff Review and Development with targeted CPD and training goals
- Staff attendance at Warwickshire College HE conference (3 per year)
- Teacher accreditation course for new teaching staff
- Mentoring system for staff new to HE teaching

20 HND/HNC regulation of assessment

Requirements to pass modules

- Modules are assessed using a variety of assessment activities which are detailed in module specifications.
- The minimum pass mark is D- for each module.
- Students are required to submit all items of assessment in order to pass a module, and in some modules, a pass mark in each item of assessment may be required.
- Some modules have attendance requirements.
- Full details of the assessment requirements for a module, including the assessment criteria, are published in the Module Handbook.

Submission of assessment items

- Students who submit course work late but within 5 days of the due date will have work marked, but the grade will be capped at D- unless an application for mitigating circumstances is accepted.
- Students who fail to submit an item of assessment lose their right to reassessment in that module, and will be required to retake the module.
- Students who submit work later than 5 days but within 14 days of the due date will not have work marked unless they have submitted a valid claim of mitigating circumstances.
- For full details of submission regulations see URF.

Retrieval of failure

- Students are entitled to resit failed assessment items for any module that is awarded a fail grade, unless the failure was due to non-attendance or non-submission.
- Reassessment items that are passed are graded at D-.
- If a student is unsuccessful in the reassessment, they have the right to retake the module (or, in some circumstances, take an alternative module).

Requirements for Progression

- Students at Level 4 may be permitted to progress to Level 5 when they have passed at least 90 credits at Level 4.
- A student who fails 90 credits or more due to non-submission will be required to withdraw from the University.
- Students who pass less than 90 credits but have submitted all items of assessment will be required to retake modules.

Requirements for Awards

Award	Requirement
HNC	120 credits at Level 4
HND	120 credits at Level 4 and 120 credits at Level 5

These awards are not classified.

Institute-level Examination Boards review and confirm results for modules, and the Board of Examiners considers students' mark profiles to make decisions about progression and awards as appropriate.

21 HND/HNC indicators of quality and standards

- Annual Evaluation Report
- External Examiner reports
- National Student Survey Results
- Warwickshire College Investors in People kite mark renewed in 2006
- Warwickshire College IQER process

In November 2005, the University was audited by the Quality Assurance Agency. The audit confirmed confidence in the University's management of the quality of its academic programmes and the standards of its awards. The QAA particularly commended the University's supportive ethos and range of departmental and central services provided to students and staff in support of its mission to deliver an excellent inclusive higher education. The University will be audited next in 2011.

In February 2009 and February 2010, Warwickshire College underwent the QAA's Integrated Quality and Enhancement Review (IQER) process with a focus on Assessment (in 2009) and Work-Based and Placement Learning (in 2010). The results were very positive and areas of good practice were recognised across a wide range of activities.

22 HND/HNC career opportunities and links with employers

Employers recognise that HND and HNC graduates are equipped with the skills to work independently and in a team, communicate effectively, respond constructively to feedback, and produce a coherent and reasoned argument. These courses are designed to prepare students for future careers in the animal care industry. Students can further their education in this field via the HND Animal Welfare and Management course (HNC students), the BSc Hons Animal Care Science (top-up) (HND students), or specialise in areas such as behaviour, conservation or business management.

The following career opportunities would be available to students on completion of the HNC or HND: animal care industry, animal collections, charitable trusts, overseas expeditions, self employment, research and experimental companies and education.

The Animal Care Industrial Liaison Group meets regularly at Pershore College, where a range of employers from different branches of the animal care industry advise the College on educational issues in their various areas of interest.

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in each Module Handbook and Course Student Handbook. The accuracy of the information contained in this document is reviewed by the University and may be checked by the Quality Assurance Agency for Higher Education.