

1. Programme Title(s) and UCAS code(s):

Diploma (HE) in Lifelong Learning and Industrial Relations

2. Awarding body or institution:

University of Leicester

3. a) Mode of study:

Part-time

b) Type of study:

Distance Learning

4. Registration periods:

Normal 19 months, maximum 24 months

5. Typical entry requirements:**Entry at Diploma (HE) in Lifelong Learning and Industrial Relations:**

Successful completion of the Year 1 (Certificate) course in Lifelong Learning and Industrial Relations, or the Certificate in HRM, **OR** academic qualifications equivalent (in content and level) to the Certificate;

AND substantial relevant work experience (for example in a trade union or training role).

For candidates whose first language is not English, IELTS 6.5 or above is required.

6. Accreditation of Prior Learning:

See typical entry requirements

7. Programme aims:

- Provide a structured curriculum that builds on the BSc Year 1 Certificate in Lifelong Learning and Industrial Relations;
- Develop students' ability to evaluate current practice, particularly in human resource management, industrial relations and training.
- Provide core subject knowledge in the areas of workplace learning, the sociology of work and industrial relations;
- Equip students with the skills necessary to apply and evaluate this knowledge.
- Provide the foundation for study at Year 3 level.

8. Reference points used to inform the programme specification:

- University of Leicester Learning and Teaching Strategy:
<http://www2.le.ac.uk/offices/sas2/quality/learnteach>

- University of Leicester Employability Strategy:
http://www2.le.ac.uk/offices/ssds/about_us/service-info/departmental-strategies/employability-strategy?searchterm=employability%20strategy
- QAA Guidelines for preparing programme specifications:
<http://www.qaa.ac.uk/academicinfrastructure/programSpec/default.asp>
- Discussion with BSc external examiner;
- Discussion with DL partners and overseas agents.

9. Programme Outcomes:

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
(a) Discipline specific knowledge and competencies		
(i) Mastery of an appropriate body of knowledge		
Demonstrate knowledge and understanding of a range of debates in industrial relations and human resource development (HRD).	Course material builds subject knowledge; This is reinforced by non-assessed review exercises, via online discussion and tutorial support (including assignment feedback).	Essay assignments (Modules 1 – 5); Case Study (Module 6)
Discuss and evaluate competing arguments.	The approach taken is to critically evaluate concepts and models in terms of their theoretical rigour and their implications for practice.	All assessed work
(ii) Understanding and application of key concepts and techniques		
Demonstrate an understanding of a range of concepts in the study of HRD, the sociology of work and industrial relations	Core course material (module texts); directed reading; tutorial support.	Essay assignments (Modules 2-5); Case study;
Apply theoretical concepts in these fields at the level of the workplace or organisation	Review exercises (non-assessed); online discussion. The link between theory and practice is a key feature of the BSc as a whole.	Specifically LM2501 and LM3502; All other modules assignments require some application of theory to policy/practice.
Evaluate and apply competing theoretical approaches.	This is central to the approach taken in all modules and is included in review exercises.	Essay assignments; Blackboard discussion (non-assessed).
Demonstrate an appreciation of the appropriate use of evidence in evaluating ideas and policies.	Review exercises and associated course material. Tutorial support.	Case study (Module 6) and all module assignments
(iii) Critical analysis of key issues		
Analyse and evaluate current practice with respect to competing models and theoretical perspectives.	This is a central aim of the course. All modules include some critical, comparative evaluation of policy and practice. Skills are developed by structured study of the module material and are reinforced via tutorial support and online discussion.	All assessed work, but particularly the Case study assignment (Module 6)..
(iv) Clear and concise presentation of material		

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
Present clear and structured analyses of complex issues and debates within a strict word limit.	Academic writing skills module; Review exercises in all modules; Formative guidance as part of assignment feedback.	Academic Writing Skills module (which includes skills in précis, essay planning and précis; Essay- assignments
(v) Critical appraisal of evidence		
As with (iii), this is a central feature of the course. Students should be able to: Utilise evidence from academic research and other sources to evaluate propositions.	Academic Writing Skills module; Assignment feedback; tutorial support; online discussion; The case study assignment is an exercise in analysing and interpreting secondary data.	Specifically the Case Study assignment;. Students are encouraged to evaluate evidence, for example from the workplace, in all assessed work.
(vi) Other discipline specific competencies		
Examine and evaluate current practice (in the fields of Industrial Relations and HRD/ Workplace Learning).	Course material evaluates policy and practice using various academic/theoretical models; This approach is reinforced by review exercises, online discussion and tutorials	Essay assignments; Case Study (Module 6)
(b) Transferable skills		
(i) Written communication		
Express ideas clearly and coherently as part of a logically structured argument	These skills are developed throughout the course, but particularly during the preliminary study skills module. Detailed feedback on assessed work includes formative guidance on expression, essay structure and presentation	All assessed work.
(ii) Problem solving		
Address practical problems in the fields of industrial relations and HRD with skills and knowledge from the course	All modules make the link between theory and practice. Review exercises call on the student to evaluate concepts and models with respect to workplace practice. The case study (Module 6) is a small-scale exercise in researching a specific issue within the student's own organisation.	A focus on problem-solving is part of the case-study assignment (Module 6), which requires students to analyse a work-based issue. The practical focus also runs through all modules and review exercises.
(iii) Information handling		
Identify, analyse and interpret appropriate information from a range of sources, .	Academic Writing Skills module; tutorial support throughout the course	Review of literature in all assessed work; appropriate use of qualitative and quantitative data in the case study (Module 6)..
(iv) Skills for lifelong learning		
Deal confidently with new knowledge and apply this reflectively to the student's own work situation	All components of the course are designed to build skills and the confidence to tackle study at Year 3 level. The starting point for this is the Academic Writing Skills module	Essay assignments; case study assignment.

10. Progression points:

In order to progress to Year 3 a student must achieve an average of 45%.

In cases where a student has failed to meet a requirement to progress he or she will be required to withdraw from the course

11. Special features:

This course is specifically designed for working adults. It has the following features:

- (a) It is taught entirely by distance learning;
- (b) On successful completion, students may choose to exit with the Diploma, or to progress to Year 3.

12. Indications of programme quality

External examiners' reports

Appendix 1: Programme structure (programme regulations)

BSc Year 2 – Diploma (HE) in Lifelong Learning and Industrial Relations

Curriculum: All candidates will take the following core modules:

Module Code	Module Title	Core/Option	Credit Rating
LM1500	Academic Writing Skills - Undergraduate	C	0
LM2501	Workplace Learning and Human Resource Management	C	20
LM2508	Work and society	C	20
LM2503	Management in Organisations	C	20
LM2507	Employee relations	C	20
LM2506	Culture and the International Context	C	20
LM3502	Case Study	C	20

Assessment:

- (i) Each of the modules LM2501, LM2508, LM2503, LM2507 and LM2505 (listed above) is assessed by an assignment of 3,000-4,000 words.
- (ii) Module LM3502 is assessed by a report of 2,000-3,000 words.
- (iii) Candidates may be permitted to resubmit the written assignments for one or more of the modules as required by the examiners.

Qualifications Awarded:

Candidates who have successfully completed 120 credits and met all of the assessment requirements for each module and do not wish to progress to the BSc Year 3 programme, will be awarded the Diploma (HE) in Lifelong Learning and Industrial Relations. Students who achieve an overall (average) result of 45.00% or above will be eligible to proceed to BSc Year 3 BSC Honours Year programme.

Appendix 2: Module specifications

See module specification database <http://www.le.ac.uk/sas/courses/documentation>

Appendix 3: Skills matrix

Programme Learning Outcomes	Year 2 Modules 1 – 3	Year 2 Module 4 - 5	Year 2 Module 6
(a) Discipline specific knowledge and competencies			
<i>(vi) Other discipline specific competencies</i>			
Express ideas clearly and coherently as part of a logically structured argument			X
(b) Transferable skills			
<i>(i) Written communication</i>			
Demonstrate ability to reflect and express ideas clearly and coherently	X	X	X
<i>(ii) Problem solving</i>			
Address practical problems in the fields of industrial relations and HRD with skills and knowledge from the course			X
<i>(iii) Information handling</i>			
Identify, analyse and interpret appropriate information from a range of sources, .	X	X	X
<i>(iv) Skills for lifelong learning</i>			
Deal confidently with new knowledge and apply this reflectively to the student's own work situation	X	X	X