

Programme specification

1. Overview/ factual information

Programme/award title(s)	FD Aviation Management & Operations Certificate of Higher Education in Aviation Management & Operations FD Aviation Management & Operations (with Pilot Studies) Certificate of Higher Education in Aviation Management & Operations (with Pilot Studies)
Teaching Institution	Craven College
Awarding Institution	The Open University (OU)
Date of first OU validation	May 2013
Date of latest OU (re)validation	March 2018
Next revalidation	
Credit points for the award	Foundation Degree: 240 Certificate of Higher Education: 120
UCAS Code	FD Aviation Management & Operations N855 FD Aviation Management & Operations (with Pilot Studies) H462
Programme start date	September 2018
Underpinning QAA subject benchmark(s)	General Business and Management Subject Benchmarks 2015
Other external and internal reference points used to inform programme outcomes	Foundation Degree qualification benchmark (2010) SEEC Credit Level Descriptors for Higher Education (2016)
Professional/statutory recognition	
Mode(s) of Study (PT, FT, DL, Mix of DL & Face-to-Face)	Full-time and Part-time
Duration of the programme for each mode of study	FT 2 years, PT 3 years
Dual accreditation (if applicable)	
Date of production/revision of this specification	Version 2 / January 2020 The information contained here is believed correct at the time of distribution. The college reserves the right to make changes (with approval from The Open University) that result from on-going monitoring and evaluation
<p>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.</p> <p>More detailed information on the learning outcomes, content, and teaching, learning and assessment methods of each module can be found in student module guide(s) and the student handbook.</p> <p>The accuracy of the information contained in this document is reviewed by the University and may be verified by the Quality Assurance Agency for Higher Education.</p>	

2.1 Educational aims and objectives

The programme aims to:

- Provide a programme of study with a focus on the air transport sector and in line with current practice
- Provide the aviation industry with entrants educated to a higher level
- Provide a programme that encourages working with others and the development of personal skills
- Provide insight at the operational level into the air transport industry, its current environment and its future
- Prepare students for progression to level 6 of higher education and to further enhance employability and career development

2.2 Relationship to other programmes and awards

(Where the award is part of a hierarchy of awards/programmes, this section describes the articulation between them, opportunities for progression upon completion of the programme, and arrangements for bridging modules or induction)

The course is a foundation degree with two pathways:

- Aviation Management and Operations
- Aviation Management and Operations (with Pilot Studies).

Following successful completion of the foundation degree, students may progress to the BSc (Hons) Air Transport Management (Top-up) at Craven College.

2.3 For Foundation Degrees, please list where the 60 credit work-related learning takes place

The Foundation Degrees contain three Work Related Learning modules, one module at level 4 and two modules at level 5. The Work Related Learning modules underpin the students' industry knowledge by ensuring that specific aspects are addressed and contextualised to the industry.

Although there are 60 credits identified as Work Related Learning, all modules studied are industry related, to prepare graduates for the workplace.

Level 4 Health, Safety & Security

Students study the Health, Safety & Security module at level 4, which focuses on the need to acquire specialist health, safety and security knowledge relevant to the vocational area. The module allows students to study a working environment and provides them with the opportunity to develop knowledge, skills, understanding and practice necessary for employment in their chosen field.

2.3 For Foundation Degrees, please list where the 60 credit work-related learning takes place

Level 5:

Human Resource Management in the Workplace.

At level 5, students will study Human Resource Management in the Workplace which will develop their practical knowledge and develop skills through case studies of human resource management, in a range of different organisational settings within the aviation industry. The module focuses on how human resource management can add value to organisations.

Aviation Management & Operations students will also study Project Management at level 5, where they will learn about the importance of project management and the range of stakeholders involved in project planning and the roles and responsibilities.

FD Aviation Management & Operations (with Pilot Studies) students will also study Human Performance & Limitations as work-related learning, where they will develop a basic understanding of how the human body responds physically and psychologically to a range of external influences, which is essential to safe flight operation. This will underpin the theoretical knowledge for those students wishing to study their PPL/CAA exams externally.

2.4 List of all exit awards

Certificate of Higher Education in Aviation Management & Operations (Level 4)
Certificate of Higher Education in Aviation Management & Operations (with Pilot Studies) (Level 4)

3. Programme structure and learning outcomes, both pathways

<u>Programme Structure - LEVEL 4 Full Time Year 1</u>					
Compulsory modules	Credit points	Optional modules	Credit points	Is module compensatable?	Semester runs in
Development of the Air Transport System	20			Yes	1
Personal & Professional Development	20			Yes	1
Managing Customer Service in an Aviation Environment	20			Yes	1
Airline Operations	20			Yes	2
Health, Safety and Security in Air Transport	20			Yes	2
Airport Operations	20			Yes	2

Part-time structure:

<u>Programme Structure - LEVEL 4 Part Time Year 1</u>					
Compulsory modules	Credit points	Optional modules	Credit points	Is module compensatable?	Semester runs in
Development of the Air Transport System	20			Yes	1
Personal & Professional Development	20			Yes	1
Airline Operations	20			Yes	2
Health, Safety and Security in Air Transport	20			Yes	2

Programme Structure - LEVEL 4 Part Time Year 2 (Semester 1)					
Compulsory modules	Credit points	Optional modules	Credit points	Is module compensatable?	Semester runs in
Managing Customer Service in an Aviation Environment	20			Yes	2
Airport Operations	20			Yes	2

Intended learning outcomes at Level 4 are listed below:

Learning Outcomes – LEVEL 4	
3A. Knowledge and understanding	
Learning outcomes:	Learning and teaching strategy/ assessment methods
A1(4): Demonstrate fundamental knowledge of the development, the scope and the operational procedures of the air transport sector	Teaching and learning to include: Lectures, independent reading, guest speakers, visits, seminar sessions Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, case study, essay, examination
3B. Cognitive skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
B1(4): Demonstrate awareness of the significant, contextual, current and emerging theories and principles relating to aviation	Teaching and learning to include: case studies, discussion, individual and group activities

3B. Cognitive skills	
	Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, essay, examination

3C. Practical and professional skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
C1(4): Demonstrate understanding of a range of current procedures and practices to ensure safe and efficient flight operations	Teaching and learning to include: Seminar sessions, discussion, feedback from tutors and peers Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, reflective journal

3D. Key/transferable skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
D1(4): Communicate ideas and principles effectively in speech and writing, using visual and ICT media as tools where appropriate	Teaching and learning to include: Tutorials, LRC induction, seminar sessions to include discussion, presentations, individual and group activities, ICT activities, feedback from tutors and peers, Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, reflective journal, case study, examination

[Certificate of Higher Education in Aviation Management & Operations

Or

Certificate of Higher Education in Aviation Management & Operations (with Pilot Studies)]

The programme splits at Level 5 and there are two pathways.

Aviation Management & Operations pathway

<u>Programme Structure - LEVEL 5 Full Time</u>					
Compulsory modules Aviation Management & Operations pathway	Credit points	Optional modules	Credit points	Is module compensatable ?	Semester runs in
Decision Making in Air Transport Management	20			Yes	1
Introduction to Air Transport Economics	20			Yes	2
Principles of Leadership and Management	20			Yes	1
Business Development and Marketing in Air Transport	20			Yes	1
Human Resource Management in the Workplace	20			Yes	2
Project Management	20			Yes	2

Part-time structure:

<u>Programme Structure - LEVEL 5 Part-time Year 2 (semester 2)</u>					
Compulsory modules Aviation Management & Operations pathway	Credit points	Optional modules	Credit points	Is module compensatable ?	Semester runs in
Decision Making in Air Transport Management	20			Yes	1
Introduction to Air Transport Economics	20			Yes	2

Programme Structure - LEVEL 5 Part-time Year 3					
Compulsory modules Aviation Management & Operations pathway	Credit points	Optional modules	Credit points	Is module compensatable ?	Semester runs in
Principles of Leadership and Management	20			Yes	1
Business Development and Marketing in Air Transport	20			Yes	1
Human Resource Management in the Workplace	20			Yes	2
Project Management	20			Yes	2

Intended learning outcomes at Level 5 Aviation Management & Operations pathway are listed below:

<u>Learning Outcomes – LEVEL 5</u>	
3A. Knowledge and understanding	
Learning outcomes:	Learning and teaching strategy/ assessment methods
A2(5): Demonstrate knowledge of the development, the scope and the operational procedures of the air transport sector	Teaching and learning to include: Lectures, independent reading, guest speakers, visits, seminar sessions Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, case study, essay, examination

3B. Cognitive skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
B2(5): Demonstrate and utilise knowledge of contextual, current and emerging theories and principles relating to aviation	Teaching and learning to include: case studies, discussion, individual and group activities Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, essay, examination
3C. Practical and professional skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
C2(5): Demonstrate understanding of a broad range of current procedures and practices to ensure safe and efficient flight operations	Teaching and learning to include: Seminar sessions, discussion, feedback from tutors and peers Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, reflective journal
3D. Key/transferable skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
D2(5): Communicate ideas, principles and arguments effectively in speech and writing, using visual and ICT media as tools where appropriate	Teaching and learning to include: Tutorials, LRC induction, seminar sessions to include discussion, presentations, individual and group activities, ICT activities, feedback from tutors and peers, Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, reflective journal, case study, examination

[Foundation Degree in Aviation Management & Operations]

Aviation Management & Operations Pathway (with Pilot Studies) Pathway

<u>Programme Structure - LEVEL 5 Full Time</u>					
Compulsory modules Aviation Management & Operations (with Pilot Studies) pathway	Credit points	Optional modules	Credit points	Is module compensatable ?	Semester runs in
Decision Making in Air Transport Management	20			Yes	1
Principles of Leadership and Management	20			Yes	1
Business Development and Marketing in Air Transport	20			Yes	1
Human Resource Management in the Workplace	20			Yes	2
Human Performance & Limitations	20			Yes	2
Navigation	20			Yes	2

Part Time structure:

<u>Programme Structure - LEVEL 5 Part Time Year 2 (semester 2)</u>					
Compulsory modules Aviation Management & Operations – with Pilot Studies pathway	Credit points	Optional modules	Credit points	Is module compensatable ?	Semester runs in
Human Performance & Limitations	20			Yes	2
Navigation	20			Yes	1

Programme Structure - LEVEL 5 Part Time Year 3					
Compulsory modules Aviation Management & Operations – Pilot Studies pathway	Credit points	Optional modules	Credit points	Is module compensatable ?	Semester runs in
Decision Making in Air Transport Management	20			Yes	1
Principles of Leadership and Management	20			Yes	1
Business Development and Marketing in Air Transport	20			Yes	1
Human Resource Management in the Workplace	20			Yes	2

Learning Outcomes – LEVEL 5	
3A. Knowledge and understanding	
<u>Learning outcomes:</u>	<u>Learning and teaching strategy/ assessment methods</u>
A2(5): Demonstrate knowledge of the vocational and operational procedures of the sector	Teaching and learning to include: Lectures, independent reading, guest speakers, visits, seminar sessions Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, case study, essay, examination

3B. Cognitive skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
B2(5): Demonstrate and utilise knowledge of the sector	Teaching and learning to include: case studies, discussion, individual and group activities Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, essay, examination
3C. Practical and professional skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
C2(5): Demonstrate understanding of a broad range of current procedures and practices to ensure safe and efficient flight operations	Teaching and learning to include: Seminar sessions, discussion, feedback from tutors and peers Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, reflective journal
3D. Key/transferable skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
D2(5): Communicate ideas, principles and arguments effectively in speech and writing, using visual and ICT media as tools where appropriate	Teaching and learning to include: Tutorials, LRC induction, seminar sessions to include discussion, presentations, individual and group activities, ICT activities, feedback from tutors and peers, Assessment: Formative assessment in seminar sessions and submission of draft for feedback, range of summative assessment techniques utilised e.g. presentation, report, reflective journal, case study, examination

[Foundation Degree in Aviation Management & Operations (with Pilot Studies)]

4. Distinctive features of the programme structure

- **Where applicable, this section provides details on distinctive features such as:**
 - **where in the structure above a professional/placement year fits in and how it may affect progression**
 - **any restrictions regarding the availability of elective modules**
- where in the programme structure students must make a choice of pathway/route**

This programme is a Foundation Degree with two pathways at Level 5, Aviation Management & Operations and Aviation Management & Operations (with Pilot Studies). The programme has been developed with the aim of fulfilling the needs of industry taking into consideration the geographical location.

The programme uses the General Business and Management Subject Benchmarks 2015 as a guide. In particular, 3.4, with its focus on Organisations is relevant to the modules on Managing Customer Service and Human Resource Management. In addition, 3.6 of the Benchmark Statement has been key in insuring that all relevant theoretical approaches are included, for example in The Principles of Leadership and Management and the Business Development and Marketing in Air Transport modules.

During the first year of study the students share a broad-based curriculum and combined pathways. This enables a good general introduction and allows students the opportunity to change pathways if they wish in the second year.

In the second year of study the two pathways specialise with the Management route students focussing on operational management. Students tend to progress into careers in various areas such as ground-handling, security or customer service and the programme reflects this breadth.

The FD Aviation Management & Operations (with Pilot Studies) has been developed to provide underpinning knowledge and understanding for those wishing to embark on a career as a pilot or in ground operations management. The combination of technical training with development of research and analytical skills will provide a broad base to continue learning or improve job progression. The Aviation Management & Operations (with Pilot studies) will give students a valuable insight into key aspects of mandatory knowledge required for the industry. Students may also choose to study independently for their Private Pilot Licence (PPL) alongside their Foundation Degree. Teaching staff are able to advise students about companies who offer the PPL. To qualify as a PPL holder, a Class 2 medical certificate issued by a CAA Authorised Medical Examiner (AME) is also required.

By following this course, students are able to study for a Foundation Degree whilst obtaining theoretical knowledge in key areas.

Students studying both pathways will be given assessment briefs that are relevant, realistic and based on issues that are viewed as key to the development of the air transport industry. The College has links with Swissport, Jet2.com, and Leeds Bradford Airport and employers are consulted regarding assessment design such as provision of live briefs.

The Scheme Core Module of Personal & Professional Development, delivered at Level 4 to both groups serves as an introduction to study at this level. This module helps students to identify, practise and reflect on study techniques, academic research and written work. Students also undertake independent research to develop their research skills and update their knowledge of sustainable development in the aviation industry, and address internal challenges towards sustainability such as efficiency, capacity and profitability

5. Support for students and their learning

Students have access to the College guidance, support and advice systems through the Student Support Services representatives. Email and telephone contacts are available in the course handbook and on MOODLE. A sample handbook is available on the College website and following enrolment, students access the actual handbook via MOODLE. When students begin the programme they receive information on the following:

- Course documents and reading lists
- Advice on using the electronic resources
- Information on admission and induction arrangements
- Information about the Specialist Learning Support Centre
- Information regarding Disabled Students' Allowance (DSA)
- Pastoral and welfare support
- Careers information and guidance
- Academic guidance and tutorial support
- Guidance on using MOODLE

All students will attend College at the beginning of their programme of study for Induction and to be familiarised with the course and its requirements. They will also experience a range of icebreaker and introduction techniques to forge group cohesion. Following this, students will normally attend the College according to the course timetable. Students will also have the opportunity to meet the staff in Student Support Services, the Learning Hub and the Specialist Learning Support Centre.

Staff associated with the programmes will negotiate and provide individual support through individual tutorials, meetings or other contact, which could also be carried out electronically.

6. Criteria for admission

- Level 3 qualification equivalent to 48 UCAS tariff points (formerly 120 UCAS points), i.e. 2 A Levels or a Subsidiary Diploma)
- English Language and Maths at GCSE grade C / 4 or equivalent
- Those with relevant modules from compatible HNCs or Foundation degrees may be able to transfer credit. Students without the necessary qualifications but with relevant work experience are encouraged to apply

7. Language of study

English

8. Information about non-OU standard assessment regulations (including PSRB requirements)

N/A

9. Methods for evaluating and improving the quality and standards of teaching and learning.

Evaluation of teaching and learning is assessed through peer observations, module evaluations, and students' responses to questionnaires and focus groups, in addition to students' comments in HE Operational and course meetings.

All teaching staff of more than 40 hours per year are required to have achieved a recognised teaching qualification in addition to their subject/sector qualifications/experience. Improvements are facilitated through group and individual staff development. There is a HE Staff Development Programme in addition to the College Staff Development Programme, both of which focus on raising standards in teaching and learning as well as individual tutors' Continuing Professional Development. Improvements in teaching and learning are recorded in the College's annual monitoring report and any required improvements in an action plan. Action plans are validated internally in addition to the scrutiny by the Open University and are reported to the Governors' Learning Teaching & Assessment Committee. The action plan is monitored during the year during performance reviews which involves updating any improvements identified in-year.

The Scheme Management Board is responsible for the development and oversight of the HE academic work of Craven College and will report on academic standards to the Principal and the Board of Governors.

10. Changes made to the programme since last (re)validation

Change of title and changes of some modules studied at level 5 for the FD Aviation Management & Operations (with Pilot Studies).

Annexe 1: Curriculum map

Annexe 1 - Curriculum map

It is important that assessment prepares students for and actually assesses the programme learning outcomes. The shaded areas in the table below indicates which study units assume responsibility for delivering (shaded) and assessing (☐) particular programme learning outcomes.

Level 4 Programme outcomes					
Level	Study module/unit	A1(4)	B1(4)	C1(4)	D1(4)
4	Development of the Air Transport System		✓		
	Personal & Professional Development				✓
	Health, Safety and Security in Air Transport			✓	
	Airline Operations	✓			
	Airport Operations	✓			
	Managing Customer Service in an Aviation Environment		✓		

Aviation Management & Operations Programme outcomes					
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Level	Study module/unit	A1(5)	B1(5)	C1(5)	D1(5)
5	Decision Making in Air Transport Management		✓		
	Introduction to Air Transport Economics		✓		
	Principles of Leadership and Management	✓			
	Business Development and Marketing in Air Transport	✓			
	Human Resource Management in the Workplace				✓
	Project Management			✓	

Aviation Management & Operations (with) Pilot Studies Programme outcomes					
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Level	Study module/unit	A1(5)	B1(5)	C1(5)	D1(5)
5	Decision Making in Air Transport Management		✓		
	Human Performance & Limitations			✓	
	Principles of Leadership and Management	✓			
	Business Development and Marketing in Air Transport	✓			
	Human Resource Management in the Workplace				✓
	Navigation			✓	