Undergraduate Programme Specification

Session	2026/27	**Last Modified**	3/9/25
Named Award Title	**Certificate of Higher Education (CertHE) Business**		
Award Title for Each Award	Certificate of Higher Education (CertHE) Business		
Date of Approval			
Details of Cohort Applies to	All cohorts starting from September 2025		
Awarding Institution	University of the West of Scotland	**Teaching Institution(s)**	University of the West of Scotland The Education Group London (TEG)
Language of Instruction & Examination		UWS awards are delivered and assessed in English. Regulation 2.6 stipulates that all applicants shall be expected to provide evidence of proficiency in the English language.	
Award Accredited by		n/a	
Maximum Period of Registration		2 years Please also refer to the "Authorised Interruption of Study" Guidance Notes [Authorised Interruption Guidance notes (uws.ac.uk)]	
Duration of Study			
Full-time	1 year	**Part-time**	n/a
Placement (compulsory)	n/a		
Mode of Study	☒ Full-time ☐ Part-time		
Campus	☐ Ayr ☐ Dumfries	☐ Lanarkshire ☒ London ☐ Paisley	☐ Online / Distance Learning ☐ Other (Please specify)
School	**Business and Creative Industries**		
Divisional Programme Board	**Accounting, Finance & Law**		
Programme Leader	S. Tetik		

Admissions Criteria

Candidates must be able to satisfy the general admission requirements of the University of the West of Scotland as specified in Chapter 2 of the University Regulatory Framework together with the following programme requirements.

For applicants whose first language is not English, Regulation 2.12 sets out the English Language Requirements in terms of IELTS. See details at - English Language Requirements | UWS | University of the West of Scotland

SQA National Qualifications:

Or GCE

Or SQA National Qualifications / Edexcel Foundation

Other Required Qualifications/Experience

This is a standalone programme aimed at mature UK students as part of UWS initiatives to widening participation to higher education. As such, applicants may or may not have a formal educational qualification but are expected to have relevant work experience as mature applicants, evidenced in a CV that is submitted as part of their application. It is anticipated that such work experience could come from (but is not limited to) the following areas:

- business / administrative roles
- service industries / hospitality sector
- care sector
- entrepreneurial roles / self-employment

All applicants to the programme will be interviewed and this process will include assessment of their English language skills and overall aptitude and ability to complete the programme successfully.

Further desirable skills pre-application

General Overview

The *Certificate in Higher Education (CertHE) Business* is a one-year qualification that prepares students for the world of business and the global environment in which business organisations operate.

Through six modules over three terms, the programme is designed not only to introduce students to key knowledge in relation to businesses and their environment that are essential for employment in a variety of business roles, but also to provide students with the opportunity to boost their employability skills and create a personalised career development plan to enhance future employment prospects, post-qualification. In addition, the programme also allows students to develop their core academic, ICT and numeracy skills that not only equip students with the skills to study effectively across all modules on the CertHE Business programme but also provide them with essential transferable skills that can boost employability in the world of work outside university. Therefore, the CertHE Business programme is designed across three strands:

- Introduction to key concepts related to business and the business environment
- Employability and career planning skills
- Academic, ICT and numeracy skills

Introduction to business and the business environment

Three of the modules, *Business Environment, Introduction to Accounting & Finance,* and *Introduction to Principles of Marketing,* provide students with the fundamental principles of the nature of business and the environments in which they operate. These modules explore the structure of business organisations, the various functions of businesses, including the management of people and resources, operations, technology, as well as the external environmental factors that impact the way in which businesses operate. Students will also gain an understanding of the role and purpose of business finance and accounting and develop skills in understanding and interpreting real-world business accounts and financial statements. Students will be introduced to the key principles and theories related to the vital business area of marketing, as well as developing the practical skills need to both understand business marketing plans and create a marketing plan for a business in a variety of contexts and scenarios.

Employability and career planning

The CertHE Business programme incorporates the University-wide *Aspire: Foundations for Success* module, where students build the academic, personal and professional skills needed to succeed. Through collaborative activities and guided self-reflection, students will apply goal-setting strategies in relation to career aspirations and to help connect current studies with future career goals. Students will have the opportunity to reflect on their current skills and employability attributes and, importantly, reflect on areas that may require further development to boost future employability and career prospects.

Throughout the modules on CertHE Business, there is a focus on development of graduate attributes and employability skills, such as:

- digital skills
- numeracy
- communication and presentation skills
- critical thinking
- teamwork skills

Academic, ICT and numeracy skills

The modules *Academic Skills* and *Digital & Numeracy Skills* that are studied in the first term of the programme help students to develop the core skills that are essential for successful study in higher education and that will be used across all subsequent modules on the programme. Students will gain an understanding of the key academic conventions and skills that they need to complete the CertHE business programme, such as academic writing, communication and presentation skills, carrying out elementary academic research, and understanding the core principles of academic integrity and how to reference sources. Students will also gain an appreciation of the appropriate use of generative AI tools in academic work. In addition, students will develop their competence and confidence in the use of computers, digital tools and applications that are vital for successful academic study, as well as refreshing and developing numeracy skills that are needed to process and evaluate numerical information in a business context. Throughout, these modules are designed to provide students with transferable skills in all these areas that can be used in the world of work outside university in addition to allowing students to maximise their academic success on the CertHE Business programme.

Typical Delivery Method

All modules on the *CertHE Business* programme are delivered through face-to-face teaching mode on campus, whereby students are given every opportunity to participate in engaging and interactive sessions with teaching staff and fellow students. In this way, students are able to experience a highly interactive and supportive learning environment in which there are opportunities to work collaboratively in teams to share ideas and enhance understanding, engage in discussions regarding new ideas, concepts and theories related to

the subject of study, ask questions, and seek clarification and receive feedback on progress.

Teaching and learning sessions use a variety of tools, technologies and methodologies to deliver core concepts and knowledge, such as interactive presentations and lectures, practical tutorials, group discussions, collaborative tasks and online activities.

To consolidate, reinforce and apply new ideas and knowledge acquired in the on-campus teaching and learning sessions, modules will also typically have a series of asynchronous activities that students can access electronically and complete at their own pace and at a time suitable to them outside of the timetabled on-campus sessions.

All teaching and learning material for each module is made available electronically through the University's Virtual Learning Environment (VLE), enabling students to prepare, review and reinforce their understanding at a time suitable to them and at their own pace.

Any additional costs

There are no additional costs associated with this programme, except in relation to travel to London campus.

Graduate Attributes, Employability & Personal Development Planning

Graduate attributes are the skills, personal qualities and understanding to be developed through university experience that will prepare students for life and work in the 21st century. UWS is committed to helping students develop these transferable skills and abilities so that they can graduate in the knowledge that they can make a difference to society. The UWS Graduate Attributes were created to reflect the range of skills, qualities and abilities students can develop at UWS which will help to prepare them for success beyond university study.

UWS graduates will be:

- **Universal** - globally relevant with comprehensively applicable abilities, skills and behaviours
- **Work ready** - dynamic and prepared for employment in complex, ever-changing environments which require lifelong learning and resilience
- **Successful** - as a UWS graduate with a solid foundation on which to continue succeeding and realising potential, across various contexts

Through studying and graduating from UWS, students will develop attributes across three dimensions:

- **Academic** – knowledge, skills and abilities related to high-level academic study
- **Personal** – qualities and characteristics of well-rounded, developed, responsible individuals
- **Professional** – skills, aptitudes and attitudes required for professional working life in the 21st Century

The CertHE Business programme is well placed to provide students with a comprehensive range of graduate attributes that are particularly relevant for the business environment, with employability and personal development planning a key feature running throughout the programme modules.

Work Based Learning/Placement Details

Work-based learning / sandwich placement is not offered as part of this programme.

Attendance and Engagement

In line with the Student Attendance and Engagement Procedure, Students are academically engaged if they are regularly attending and participating in timetabled on-campus teaching sessions, asynchronous online learning activities, course-related learning resources, and complete assessments and submit these on time.

Students should also reference the 'BCI Guidance on Implementation of the Revised Student Attendance and Engagement Procedure', which details the School attendance and engagement requirements and how this will be monitored for attendance.

Equality and Diversity

The University's Equality, Diversity and Human Rights Procedure can be accessed at the following link: UWS Equality, Diversity and Human Rights Code.

Aligned with the University's commitment to equality and diversity, this programme supports equality of opportunity for students from all backgrounds and learning needs. Using the VLE, material will be presented electronically in formats that allow flexible access and manipulation of content.

Module Co-ordinators will ensure that language is inclusive and culturally sensitive within any university-created material. However, some external resources, such as textbooks or websites, may still contain outdated or non-inclusive terminology, and students will be made aware of this.

The programme complies with university regulations and guidance on inclusive learning and teaching practice. In all cases you are advised to speak to the relevant Module Co-ordinator to ensure that specialist assistive equipment, support provision and adjustment to assessment practice can be put in place, in accordance with the University's policies and regulations.

Programme structures and requirements, SCQF level, term, module name and code, credits and awards (Chapter 1, Regulatory Framework)

Learning Outcomes

SCQF LEVEL 7 Learning Outcomes	
Knowledge and Understanding	
A1	Develop and demonstrate an integrated knowledge and understanding of key concepts, theories and principles that underpin business organisations in the modern global environment
A2	Appreciate the multi-disciplinary nature of business in a global context, including business organisation & management, marketing, and business accounting & finance
A3	Demonstrate an understanding of personal values, strengths, and areas for development, recognising how these shape academic, personal, and professional growth.
A4	Demonstrate an understanding of the key academic skills and attributes required for successful study in higher education
A5	n/a
Practice - Applied Knowledge and Understanding	
B1	Apply knowledge of key principles, concepts and theories of business and business environments to a range of business contexts, situations and scenarios
B2	Apply appropriate digital/ICT and numeracy skills to assess and evaluate range of business contexts, situations and scenarios
B3	Apply knowledge of the key principles and conventions of higher education academic study to produce a variety of academic assignments in appropriate formats
B4	n/a
B5	n/a
Communication, ICT and Numeracy Skills	
C1	Select and use a range of communication and ICT skills to gather information and convey ideas related to the discipline in a well-structured and coherent form
C2	Select and apply relevant digital skills, tools, applications and practices to produce a range of appropriately formatted academic and professional outputs
C3	Use appropriate digital and numeracy skills to present, manipulate and interpret numerical data, statistical information and graphical data in business-related contexts
C4	n/a
C5	n/a
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation	
D1	Identify and implement appropriate evaluation techniques and frameworks relevant to the business context and environment under investigation
D2	Apply various methods and approaches to solving routine problems in a variety of business contexts

D3	Use appropriate frameworks to reflect on ambitions, assess progress, and evaluate feedback to set future goals, in relation to academic, personal and professional growth
D4	n/a
D5	n/a
Autonomy, Accountability and Working with Others	
E1	Exercise initiative and independence in engaging with a variety of learning activities to further own knowledge and skills in the discipline
E2	Work respectfully in collaboration with others in defined learning activities and tasks
E3	Engage in reflective processes to assess own goals and progress, and identify areas for further development
E4	n/a
E5	n/a

Level 7 Modules

CORE

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				1	2	3	
7	LNDN07007	Academic Skills	20	☒	☒	☒	[1]
7	LNDN07008	Digital & Numeracy Skills	20	☒	☒	☒	[1]
7	LNDN07009	Business Environment	20	☒	☒	☒	[1]
7	APPD07001	Aspire: Foundations for Success	20	☒	☒	☒	[2]
7	LNDN07010	Introduction to Accounting & Finance	20	☒	☒	☒	[1]
7	LNDN07011	Introduction to Principles of Marketing	20	☒	☒	☒	[1]

Footnotes for Core Modules

[1] In accordance with paragraph 3.9 of the Regulatory Framework, a pass is achieved for these modules, and credit is gained, when the School Assessment Board has awarded an aggregate mark of at least 40%, with no component lower than 30%,

[2] In accordance with paragraph 3.10 of the Regulatory Framework, this module does not have marks or grades and is recorded as 'Pass' or 'Fail'.

Level 7 Modules

OPTION

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				1	2	3	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	

				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
Footnotes for Option Modules							

Level 7
Criteria for Progression and Award
Please refer to UWS Regulatory Framework for related regulations

In accordance with paragraph 1.11 of the UWS Regulatory Framework, students achieving 120 credits at SCQF Level 7 or above are eligible for the award *Certificate of Higher Education (CertHE) Business*.

A Distinction can be awarded for CertHE in accordance with paragraph 3.23 of the UWS Regulatory Framework.

Regulations of Assessment

Candidates will be bound by the general assessment regulations of the University as specified in the University Regulatory Framework.

An overview of the assessment details is provided in the Student Handbook and the assessment criteria for each module are provided in the module descriptor which forms part of the module pack issued to students. For further details on assessment please refer to Chapter 3 of the Regulatory Framework.

To qualify for an award of the University, students must complete all the programme requirements and must meet the credit minima detailed in Chapter 1 of the Regulatory Framework.

Version no: 1

Change/Version Control

What	When	Who