HIGHER EDUCATION

Foundation Degree Travel and Tourism Management

Full Time

PROGRAMME HANDBOOK 2022 - 2023

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1.1 Welcome from the Principal
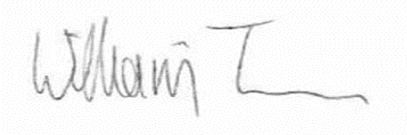
I am delighted to have this opportunity to welcome you and thank you for choosing to study a Higher Education course with us.

Our provision continues to be commended externally. In a recent HE inspection, carried out by the Higher Education Quality Assurance Agency in May 2016 (The QAA inspects all Universities and colleges) the high quality of our HE programmes was confirmed and it was noted that our approach to supporting and facilitating scholarly activity and the implementation of our new Virtual Learning Environment were areas of good practice.

We regularly seek the views of our students on the quality of their courses and use this information to make improvements. Student satisfaction is consistently high, with students commenting on the level of support provided and the quality of feedback they receive on their work.

At Leeds City College we know that the whole HE experience is at the heart of student success. That's why, in addition to the actual teaching and learning experience, our campuses have a friendly, supportive atmosphere and we offer a range of support services which cater for individual needs.

We hope you enjoy your time with us.

Bill Jones
Deputy Chief Executive & Principal of Leeds City College

1.2   Welcome from the course team

Welcome to the School of Law, Leadership & Business and in particular the Foundation degree in Travel and Tourism Management.

This handbook provides you with information about the Foundation Degree in Travel and Tourism Management, the school, your responsibilities as a student, support available to you, in addition to information about assessments and other regulatory issues.

Now that you have enrolled, our aim is to offer you all possible help and support to enable you to gain the qualification, prepare you to be successful in the field of Travel and Tourism and also for progression onto a BA (Hons) Degree top-up course if that is your choice.

The team is looking forward to meeting you and hopes that your time in Leeds is both enjoyable and successful.

Best wishes to you in your future studies.

Sarah Cook
Deputy Head of Business, Leadership & Management HE & Professional courses

1.3   Which School is my course in?

The School is HE Law, Leadership & Business. The Department Head is Nicola Johnson who oversees the area.

With Leeds being the UK's fastest growing city, and classed as the UK's biggest financial and business services centre outside of London, the Faculty is focused on offering degrees which encompass the needs of employers and learners and enhance the skills offered to those going on to work in industry and commerce. We cover learning in Business, Enterprise, Leadership & Management, Events Management, Travel, Tourism & Aviation, Law and Legal Studies.

1.4   What facilities are available?

Your course will be delivered in University Centre in dedicated faculty teaching rooms which contain the latest interactive teaching aids. There is also a dedicated Student Study zone and a Student Social zone for students to use in between classes.

1.5   What can I do once I graduate?

The Travel and Tourism industry is a dynamic, fast-paced sector offering a range of opportunities, the Foundation degree in Travel and Tourism Management covers a selected range of modules contextualised to the industry to ensure everything you learn will have a practical application for a career in industry and will enable graduates the opportunity to gain employment in Travel, Tourism as well as Marketing, PR, Operations, Logistics, Sales and Hospitality.

Upon completion of your course you will gain an internationally recognised qualification, which will develop your specific subject knowledge, give you a range of new skills and build your self-confidence. As well as developing project management and organisational skills this course equips you with both the business and creative skills to successfully plan and manage travel experiences as well as destinations worldwide.

Having completed the foundation degree in Travel and Tourism Management you then have the opportunity to progress on to the BA Hons Event Management (Top up) followed by Postgraduate study.

2   About your course

2.1   Welcome to the course

The Foundation Degree Travel and Tourism Management has been developed to meet the needs of both employers and students in this dynamic and fast-paced industry. It is aimed at those students who aspire to a career in Travel and Tourism Management and develops the knowledge, skills and attributes to become a professional within the sector, either setting up a business or progressing up the career ladder into management positions.

The programme has an industry-focused flavour that aims to equip learners with an appreciation of the vital aspect of ensuring national and international travel is planned and executed to a high standard, ensuring both client and customer needs are met and exceeded. As an industry that is increasingly reliant on knowledgeable professionals, the Foundation degree provides students with a well-rounded understanding of the sector and ensures that students have the best possible employment chances after completing their studies.

2.2   Aims of the course

The overall aims are to provide a contemporary and dynamic programme which ensures the development of graduates who meet the needs of employers and can demonstrate:
- A critical understanding of travel and tourism management, principles and practices.
- Practical management and vocational skills appropriate to a career in the travel and tourism sector.
- Cognitive, analytical and evaluation skills to support project work, problem-solving and decision making.
- Self-discipline and independence as learners studying travel and tourism capable of working in an interdisciplinary environment.
- Innovative and creative thinking that will benefit the fast-moving pace of the travel and tourism environment.
- An understanding of the economic contribution of the travel and tourism sector.

2.3   Course Learning Outcomes

The programme will enable students to develop the knowledge and skills listed below. On successful completion of the programme, the student will be able to:

Knowledge and Understanding

K1	Critically apply knowledge and understanding of key theories, concepts and principles relevant to management within the travel and tourism industry.
K2	Analyse and evaluate a variety of ideas, contexts and frameworks associated with the management of travel and tourism.
K3	Explore cultural, legal and ethical issues relevant to the travel and tourism industry.
	Cognitive Skills
C1	Analyse, apply and interpret information from a variety of sources.
C2	Contextualise theoretical knowledge and apply to situations within the travel and tourism industry.
C3	Employ balanced and supported arguments to critically explore aspects within travel and tourism.
C4	Demonstrate intellectual flexibility and openness to new ideas related to the management of travel and tourism.
	Practical/Professional Skills
P1	Operate ethically in situations of varying complexity and predictability requiring the application of a wide range of techniques
P2	Act with increasing autonomy, with reduced need for supervision and direction
P3	Develop management and leadership skills within a variety of situations required in travel and tourism.
	Key Transferable Skills
T1	Reflect systematically on performance to further develop learning.
T2	Use a range of communication methods appropriate to the context.

2.4   What will I learn?

Level 4		
Compulsory modules	**Credit points**	**Compensatable**
Academic Toolkit	20	Yes
The Travel and Tourism Industry	20	Yes
Understanding the Tourist	20	Yes
Introduction to Management in Travel and Tourism	20	Yes
Tourism, Events, Culture and Heritage	20	Yes
Introduction to Finance	20	Yes

Level 5		
Compulsory modules	Credit points	Compensatable
Innovation and Enterprise	20	Yes
Marketing and Consumer Behaviour	20	Yes
Contemporary Tourism Development	20	Yes
Managing People in Travel and Tourism	20	Yes
Research Project	40	No

2.5   How will I be taught?

The Teaching, Learning and Assessment Strategy aims to provide learners with an academic and work-based knowledge focus, the skills and development for their future careers and a curriculum of applied learning relevant to the travel and tourism sector.
- A blend of lectures, practical workshops, seminars, tutorials and guest speaker/ lecturer sessions
- Lectures and workshops will impart core principles and concepts and will be interspersed with student activities to promote engagement
- Group work will support the development of teamwork skills and be structured to ensure professional values are observed. This will be supported with tutor input and formative feedback through observation and peer reflection.
- A range of online resources will be used to monitor and track progress, learning and self-reflection
- Seminars will be scheduled to support social learning, academic research skill development, digital skills, communication and presentation skills
- Tutorials and sessions with Academic Skills Tutor will support individual students in accordance with their personalised learning plan.
- Students will have personal progress and development checks for the duration of the Foundation Degree which will help focus reflection and personal development as well as inform meetings with personal and module tutors
- Students will be encouraged and supported to take up part-time, vacation work or work experience in travel and tourism-related fields to ensure they are able to further develop their understanding and apply their learning. Where they are unable to get suitable employment or work experience, where possible the University Centre will assist them to arrange a relevant work related learning experience of two weeks minimum for the Level 5 Work-Related Learning module.
- Use of Google Classroom will be actively encouraged thus allowing for instant feedback on learners' work and an opportunity to enter into a dialogue with learners about their work away from the classroom.
- Where possible, additional off-site activities and visits will enrich the curriculum and support an appreciation of the professional workplace environment ensuring preparation for potential employment.

2.6   How will I be assessed?

The assessment process is an integral part of teaching and learning and, as such, supports and complements the learning strategy, in order to ensure that the required outcomes are achieved.

The aim is to achieve learning through which knowledge is based on both understanding and application. Both the task and the assessment criteria are clearly explained to students within the module handbook. Assessment strategies used within the course include methods such as practice-based assignments, case studies, presentations, projects, problem-based scenarios, simulations, portfolios, reflective assignments, negotiated learning contracts and examinations. Formative feedback is given throughout the course in response to embedded learning activities within class, thus informing learning development. This includes verbal, and in some cases written feedback on class activities, short assessments and Q&A.

See Appendix 3 for Assessment Grid

You will have opportunities to engage in a range of activities in addition to your Higher Education studies, volunteering, student societies, playing in College sports teams and being a student academic representative.

3   Student Support System

3.1 Higher Education Development Office

The Higher Education Registry Office has an overarching responsibility for the operation of the Higher Education provision.

We are committed to providing a supportive and positive environment for all members of our community. However, we recognise that there will be times in everybody's University life when things do not go as well as they would wish. In times like these, there is a comprehensive support and welfare structure available to help with all kinds of different problems. If you have a question or want information or need help over and above that which your tutors are able to provide then contact the Higher Education Registry Office. If we cannot help you immediately, we will let you know who can help you, and in many cases, book an appointment for you if required.

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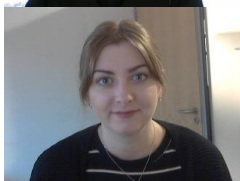
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Jo Tyssen
HE Business Development Manager
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0113 2354510

Sophie Clayton
NCOP Outreach Officer
Sophie.clayton@ucleeds.ac.uk
0113 2354661

3.2   Who is going to teach me?

Your module lecturers are the members of the College staff who you will have most contact with. Their job is to manage and deliver their part (module) of your programme of study, assess and grade your work, and also give you continuous feedback on how you're doing.

Lecturers aim to develop adult, professional relationships with students. You are encouraged to voice any concerns that you might have about your work with the lecturer concerned.

Our job is to do all we can to help you succeed but we can't do this unless you talk to us about anything that is worrying you.

You will be allocated a personal tutor whose job it is to deal with any problems that can't be settled at lecturer level, plus more general concerns that you might have, for example any problems you might have which may be affecting your work.

The Deputy Head has overall responsibility for the running of the Travel & Tourism Management Degree and the well-being of the students.

The department has a number of roles that are assigned to staff. Listed below are the team members and their key roles and research interests.

![University Centre Leeds logo]

Head of Department Nicola Johnson Contact: 0113 284 6362 Email: nicola.johnson@ucleeds.ac.uk	Nicola is the Head of HE Law, Leadership & Business. She oversees the running of the department and her responsibilities include setting budgets, target setting, managing staff, ensuring compliance with the various regulations and managing resources.
Deputy Head of Leadership & Business Sarah Jane Cook Contact: 0113 235 4415 Email: sarah.cook@ucleeds.ac.uk	Sarah has extensive lecturing experience delivering and managing programmes across a wide range of subjects including business management, leadership, business operations, marketing, finance and HR. She has worked for over 27 years in international business in Senior Management roles. She has extensive experience in Business Operations having been responsible for a $9 billion operation; she has worked for a number of years as an HR consultant in strategic outsourcing mega deals (>$500m and above); developed resource management solutions for large services operations; implemented large business change transformations. She has managed international teams delivering global efficiency programmes. She has lived and worked in Paris managing both global and European teams. She has worked with a large variety of commercial clients in the US, Africa, Middle East, Europe and Asia Pacific specifically in the Oil & Petroleum, Communications, Manufacturing, Food & Drink and IT sectors. She holds a BA (Hons) in Business, a PGCE in Lifelong Learning, and commenced a Masters in September 2018 which will involve carrying out research relating to business leadership in commercial education organisations. She holds Fellowship of HEA.

University Centre Leeds

Programme Manager - Business, Enterprise and Management
Eloise Layton
Contact: 0113 235 4824
Email: eloise.layton@ucleeds.ac.uk

Eloise has been a lecturer at Leeds City College for three years and has taught a range of subjects in Further and Higher Education including Human Resources, Marketing, Customer Service and Business Environment.

She spent ten years previously running a business with her partner where she was the Company Secretary. Prior to that, she spent 10 years working in one of the UK's biggest car dealerships in accounts and administration.

She completed her BA (Hons) in Business and Management at the College where she received a first class with honours. She also holds a PGCE and is currently studying towards her Master's Degree in Company Law.

Tracey Principessa - Course leader/Lecturer Travel & Tourism Management
tracey.principessa@ucleeds.ac.uk

Tracey has been a lecturer in HE Travel & Tourism at Leeds City College for over 8 years and has taught a range of topics including Customer Service, Marketing, Aviation operations, Professional development, Technology in Tourism and Leadership & Management. She previously taught at the college in FE Travel & Tourism, ESOL and languages.

Before teaching she worked in the tourism and hospitality sector in Spain and Italy for TUI. She also worked in the sales and marketing department of a UK tour operator.

Tracey holds a PCET/PGCE Cert Ed. L5 DTLLS and QTLS
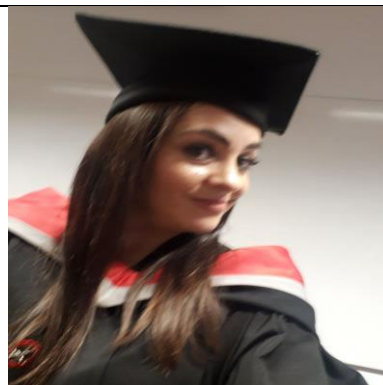
Leah Hughes - Lecturer
leah.hughes@ucleeds.ac.uk

Leah lectures in the HE Business department and has been teaching in Travel, Tourism and Aviation since 2007

Leah also gained experience overseas working for a tour operator and then went on to work as airline cabin crew for two leading UK airlines.

Leah holds BA Honours in Business and French. A Postgraduate Diploma in Post Compulsory Education and Training (PCET) at Level 7 and a Masters degree in Tourism and Hospitality Management at Leeds Beckett University.

Becky lectures in the HE Business department and has taught across a range of modules on the Business, Enterprise and Management, Events Management, and Travel and Tourism Foundation Degree courses.

Prior to lecturing, she held managerial and senior roles in revenue, sales, and marketing in the hotel, hospitality, tourism, and events industries. She has also owned and managed her own business for the past 11 years that generates leads and ideas on social media and boosts sales conversions in the same sectors.

Becky has a BA Hons in Tourism Management and is involved in running and delivering various training events primarily for events professionals and hospitality teams, as well as delivering events under the umbrella of Sales and Marketing Director for 'The Female Hospitality Network'.

Becky Whitaker - Lecturer
becky.whitaker@ucleeds.ac.uk

David works as the University Centre's student support manager, offering support in a range of subjects across the pastoral programme. This new role has been specially designed to assist students' general wellbeing and provide a point of contact for further support.

Prior to this role, David gained 6 years' experience as a college lecturer teaching on the Sport, Exercise and Science Level 3 programmes. He is currently advancing his knowledge by studying for a Masters in Physical Activity and Health, with the aim of conducting further research in this field.

Student Support Manager
David Tipple
Contact: 0113 235 4669
Email: david.tipple@ucleeds.ac.uk

Jo lectures in the HE business department and supports students who want to improve their grades or are struggling with the certain aspects of academic assessment. She helps students develop a range of skills including referencing, paraphrasing and academic writing, and can assist with interpreting and responding to tutor feedback.

Jo has a BA (Hons) in English and a PGCE in English Literacy and ESOL.

Academic Skills Coaching Tutor
Joanne Mead
Contact: 0113 235 4669
Email: joanne.mead@ucleeds.ac.uk

For each module, the module leader will set out the preferred method of communicating general information about that module to you, which may be by e-mail or notices posted on the VLE.

3.3   What study facilities are available in the Learning Resource Centre (LRC)?

Leeds City College LRCs are located across its campuses and centres. The main HE-supporting library is located in the University Centre. LRCs provide accessible and supportive study facilities for students, including multiple spaces for individual and group study, personal computers, and multifunctional devices for printing, photocopying, and scanning.

Information about LRC opening hours, contact details, facilities and resources is available on the LRC website, accessible from the College's Student Intranet, and the College's G suite for Education

What learning and research resources are available?

The LRC's learning and research resources are provided in a range of formats relevant to student needs, including:

- an extensive collection of printed books and e-books, including reading list titles and other academic books, fiction, non-fiction, and comics;

- a broad range of online periodicals, including academic journals, magazines and newspapers;
- other collection items, including DVDs, audiobooks, and games; and
- academic and study skills support guides.

HE students are entitled to borrow up to ten collection items at a time. Most items will have automatic renewals up until the end of the academic year unless reserved by another student. There are also one-week loan items, and reference items that may be consulted in the LRC but not borrowed. **PLEASE NOTE:** Students must present their student ID card to borrow books and other LRC collection items. Fines apply to items not returned when reserved by another person or by a final due date.

The LRC's online resources are made available through the LRC website, which is accessible on or off campus. Students may search the LRC's book collection and directly access e-book and e-journal collections using the LRC's online discovery tool 'Search+'.

How can I get advice and support?

HE students are supported by a team of librarians, based both in the campus LRCs and in the University Centre Library. Students also have their own full time HE and Research Librarian based at University Centre. Librarians work with curriculum staff to ensure that relevant, accessible resources are available to students. Librarians provide dedicated support to HE students in developing their academic literacy and study skills. Support sessions are available on Web and LRC-based research skills, academic referencing, academic reading and writing, and study skills. One-to-one and group support sessions may be booked with librarians in person, by email, or through the LRC website. Students will be introduced to their librarian during College induction.

A team of Study Support Officers are also available in LRCs to assist students with locating and borrowing books and other materials, using LRC facilities, and making the most of the College's learning and study resources.

3.4   Study Facilities

Our University Centre provides a range of study facilities, accessible only to Higher Education students, in the Study Zone and library, where you can seek help with academic writing, referencing etc. In the Study Zone you will find a combination of individual and small group study areas with access to PCs. In addition to the provision of PCs there are also a small number of MACs available for use.

Our other campus' also provide HE specific study spaces which will be pointed out to you during your induction.

4 **Your responsibilities as a student**

4.1 **What are my responsibilities?**

It is your responsibility as a student to comply with the scheme, course and module requirements for attendance and for completion of assessments. This includes meeting deadlines for assessments. In order to achieve this you should be aware of the following Core Principles:

- Be Respectful – For example, ensure your interactions are always respectful and professionally conducted and College facilities are appropriately used.

- Be Sensitive – For example, be aware of your language and behaviour to ensure it respects others and recognises diversity.

- Be Understanding – For example, ensure there is mutual respect by listening to others (be aware your voice may be more easily heard in some venues than others).

- Be Punctual – For example, make sure you arrive, start and finish on time. Let the appropriate person know if you are delayed. To avoid disruption to others, late entry to a session/appointment may not be possible.

- Be There – For example, actively participate to get the most out of the time available.

- Be Prepared – For example, make sure you have done the necessary preparatory work. If insufficient preparation has been done it may not be possible for the planned activity to take place. Students who have attempted but had difficulty with preparatory work should bring this to the attention of the relevant staff member.

- Be Considerate – For example, use mobile phones and electronic devices with an awareness of how this might impact on others.

Please note that the College has a Behaviour Policy which can be found at https://www.leedscitycollege.ac.uk/wp-content/uploads/2019/10/behaviour-policy-2018-19.pdf

4.2 **Where can I find out about general student regulations?**

These are available via the following https://ucleeds.ac.uk/related-documentation

4.3 **What if I'm an international student?**

There are new requirements relating to immigration procedures in the UK with the introduction of the Points-Based System. Information is available at:
http://www.leedscitycollege.ac.uk/courses-apprenticeships/international/

4.4   Are there any guidelines about attendance?

The modules on the course will help you to develop both skills and academic knowledge. Most modules will require you to undertake formative work, which will help you to apply your knowledge and understanding, which in turn will help you to achieve a good grade in the summative assessments. Therefore it is important that you attend regularly. Research has demonstrated a clear link between attendance and success rates therefore we recommend that a minimum attendance of 80% is maintained.

The college policy is to withdraw a student from a course if they do not attend for 4 consecutive weeks. The Student Loans Company will be informed of your withdrawal and will then stop any future payments to your account. Therefore, it is important that you contact your Deputy Head of Department if you are going to be absent for any length of time.

During your course of study, there will be times when you are not able to attend classes because of illness, personal and domestic crises. It is therefore all the more important that you do attend when you are able to otherwise it is very easy to lose the thread of what is going on and become disheartened.

We do not advise that you take holidays in term time. Please see the HE calendar in Appendix 1 for details.

If you are absent you must telephone or email your personal tutor to notify them. Doctor's notes will be required for absences of more than a couple of days or recurring illness. Please keep your module tutors informed if you are having difficulty attending you classes for whatever reason. We are here to support you but cannot do that unless you keep us informed of problems you are experiencing.

Please note – Those students who are eligible for a bursary will find that their payments will be cancelled if they have not met the minimum attendance requirement, and we do not receive a sick note covering any periods of absence, and/or are not up-to-date with their assessed work. (please see the Bursary Policy on the VLE for full details)

If you are absent through illness immediately prior to an examination or assignment deadline and wish to submit a case for mitigating circumstances, you must provide us with details and any available evidence as soon as possible.

If you are absent through illness on the day of an examination or assignment deadline, you must also provide us with details and any available evidence as soon as possible.

Depending on the nature of your illness you may be able to apply for Mitigating Circumstances. For information please see the Student Guide to Extensions and Mitigation which can be found on the VLE.

You can hand in or send medical certificates to Sarah Cook (sarah.cook@ucleeds.ac.uk)

Notification of infectious disease

If you have been diagnosed with or have had contact with an infectious disease, you must notify us in writing within 24 hours of diagnosis. You must not return to College until a medical practitioner's certificate of clearance has been submitted.

4.5   What do I do if I am going to be absent?

In case of absence from College, you should contact Sarah Cook sarah.cook@ucleeds.ac.uk or your module tutors: tracey.principessa@ucleeds.ac.uk   leah.hughes@ucleeds.ac.uk   becky.whitaker@ucleeds.ac.uk joanne.mead@ucleeds.ac.uk

4.6   How do I withdraw from my course?

If you are considering withdrawal from your course you should speak to your personal tutor or the Students' Union to discuss your reasons. If there is a problem, College or Students' Union staff may be able to help.

If you decide to withdraw from your course or programme of study, you must notify us in writing. This notification must be sent immediately to the Deputy Head of Department, Sarah Cook sarah.cook@ucleeds.ac.uk and be copied to the HE Registrar Co-ordinator at the following email address: heregistrar@ucleeds.ac.uk

4.7   What do I do if I change my details?

Whenever you change your address and contact details, particularly your mobile phone number, you should inform the Deputy Head of Department, Sarah Cook immediately. This will ensure we can always contact you in an emergency.

The school will inform you of cancelled classes as soon as possible via text to the mobile phone number we have for you on our contact records. It is your responsibility to ensure that we have your most up-to-date mobile phone number.

5   Assessment

Your work is assessed in terms of its ability to demonstrate the learning outcomes for the module. You'll see the exact assessment criteria in each module handbook. The levels of achievement are categorised in percentages.

For each module of study, you will complete summative assessments. In addition, lecturers may set "formative" assessments as part of the learning process. These formative assessments are important as they give you a chance to obtain feedback on your performance before your summative assignments. At the end of the module, a mark is awarded based on the evidence of the summative assessments.

5.1   How will I get my results and feedback on my work?

You will normally receive written comments, verbal feedback or group feedback on your work within 3 working weeks of submission of your work. Your module leader will advise as to the format of the feedback. These results must be considered as interim until they are ratified by a board.

Feedback on your progress comes in many different forms including written comments about your work, verbal comments from your tutors in class or on a one-to-one basis, discussions with peers in the classroom

or outside it, electronic discussion, emails, feedback grids and generic feedback proformas. Receiving and acting on feedback is a continuous part of your learning experience and will help you to develop knowledge about your strengths and weaknesses and improve your learning and performance. Previous students have advised that it is important that you:

- Do not be afraid to acknowledge your successes
- Reflect on the feedback you receive and think about what you have done well and how you could improve. For example, you could keep all of your feedback together and draw up an action plan based on common areas of strength or concern
- Try not to focus on the mark and ignore the feedback. If you have done well, your feedback will tell you why and if you haven't, it will suggest ways in which you can improve
- Consider the marks you are given and if you are disappointed in them, give yourself some time before going back to the feedback to look for ways to improve
- Try not to take negative feedback personally. It is given to help improve
- Do not be afraid to approach tutors and lecturers for more feedback. Asking questions can be an important part of receiving feedback – and remember, your peers can be a valuable source of information too
- Use feedback to self-assess your work against the assessment criteria, where possible. This can help you to address any areas you need to improve on.

5.2   Where can I find the University's assessment regulations?

Your progression from Level 4 to Level 5 and achievement at level 5, and your graduation and classification, are all subject to satisfying the University's assessment and progression regulations. These regulations are available via the following
https://ucleeds.ac.uk/wp-content/uploads/2019/12/OU-Regulations-Nov-2019.pdf

5.3   What is the marking scheme?

For each module, you will complete one or two assessments. In addition, tutors will set ungraded or formative assessments as part of the learning process. These formative assessments are important as they give you a chance to obtain feedback on your performance before your summative assessments.

At the end of the module an overall module mark is awarded based on the evidence of the summative assessments.

Please refer to the Assessment Regulations (as above)

% Scale Score	Performance Standard
70+	Excellent pass
60-69	Very Good pass
50-59	Good Pass

40-49	Pass
0-39	Fail

Overall grades – Foundation Degrees

In order to determine the overall grade for your foundation degree, the average of the grades you achieved across both years of study will be considered and applied as follows:

Overall Grade	Percentage
Distinction	70% - 100%
Merit	60%-69%
Pass	40%-59%

Please note that the above table is a guide only. For more specific information regarding grading of modules and awards please refer to the Assessment Regulations which can be found on the VLE

5.4   Will I have to follow a word limit?

All module specifications and assessment briefs will detail the word count for each task and it is important that you work within this, as this will help to develop your evaluative and analytical skills. It is your responsibility to submit work which is within the specified limit and to include a word count on all written assessed course work. If you go beyond this limit assessors will disregard the part of assessed work which exceeds the specified limit by 10% or more.

For example if the word count for the piece of work is 2,000 words, once your tutor has read the first 2,200 words they will then stop reading and disregard the remaining words. If it is considered that you have falsified the word count on an item of your course work, you will be subject to Student Disciplinary action.

The word limit does not include footnotes and bibliographies (or appendices if relevant).

The reason for this is that it is part of the assessment to work to the word limit. This develops your analytical and evaluative skills as you have to be selective as to which information you include and leave out.

5.5   Academic Appeals

Your module lecturer will explain to you how the criteria have been applied to produce your mark.   If you wish to appeal the decision of an Assessment Board, you may do so but only under specific grounds and after your results have been ratified by an Assessment Board. Please note that this is not a procedure to challenge academic judgement. If you feel you have grounds for an academic appeal you will need to contact the HE Policy and Compliance Officer to put forward a claim for an academic appeal. The Assessment Regulations can be found on the VLE

Please note : You may not appeal on the grounds of academic judgement.

5.6   How and where do I hand in an assignment?

For each summative assignment a deadline for submission/presentation of the work will be set. Completing the work within this time period and meeting the deadline is part of the assignment.

Work must be handed in according to the instructions given by the module tutor, which will be detailed in the module handbook. **In the majority of cases this will be via Turnitin.**

Only work that is ready by the agreed deadline can hope to qualify for a good grade.

You will be required to submit all of your assessments onto Turnitin UK.

PLEASE NOTE : Computer failure will not be accepted as a reason for late submission.

Students must submit assignments in the following format.
- Assignment feedback sheet
- Assignment task sheet
- Assignment
- Bibliography
- Turnitin report

5.7   Can I submit a draft?

The following guidelines have been drafted to promote consistency across the Higher Education provision within Leeds City College.

When can I submit a Draft?
The latest date for draft submissions to be submitted will be 2 weeks prior to the hand in date for the assessment. You must remember that it could take up to a week for the tutor to give you feedback so you may wish to submit your draft earlier than 2 weeks before the deadline so that you have more time to incorporate the feedback into your work.

How much can I submit?
The draft submission should be no longer than 25% of the maximum words for the assessment component e.g. for a 2000 word report a draft of up to 500 words could be submitted.

How many times can I submit a draft?
You are allowed to submit one draft submission per assessment component.

What form can the draft take?
Draft submissions can consist of:

- Assessment plans – so that the tutor can give comments regarding whether you are on the right lines.
- Extracts – for comments on style.
- Referencing – for the tutor to check that your referencing style is correct.

- Reference materials to see if your reading is wide enough for the assessment.
- Data tables.

The above are examples of what could be submitted and is not meant to be an exhaustive list. Drafts can be submitted electronically or in hard copy.

5.8   What do I do if I can't meet a deadline for an assignment?

It is the responsibility of all students to attend examinations and to submit work for assessment by the set date.

Extensions to submission date

There may be times when, for reasons outside your control, there may be circumstances that prevent you from submitting a summative assessment on time or attending an examination.

It is important that you discuss your situation as soon as possible with an appropriate member of staff, such as your Module Leader or Deputy Head of Department, who will be able to provide you with guidance on the most appropriate course of action from the following list:

- A *Short Extension* - usually for 5 working days (not available for a resit attempt);
- *Suspension of study* for a period of up to 2 years;
- Alternatively, if your problems are exceptional and outside of your control, you can apply for *Mitigating Circumstances.*

If you realise that you are not going to meet the agreed deadline date because of illness or other exceptional circumstances, you must request an extension using the appropriate form. It is important to note that an extension will only be granted when it is clear that exceptional circumstances are preventing you from completing your work on time. Please make sure that you follow the guidance provided on the form and attach appropriate evidence. Please see the Student Guide to Extensions and Mitigation for full details.

Applications for Mitigation should be submitted prior to the assessment deadline, however can be submitted up to 5 working days after the assessment deadline. In exceptional circumstances late applications, submitted up to 5 working days late may be considered, if there is a valid reason for the lateness. Please note any forms submitted after this time will not be considered.

NB Extensions are an exception rather than the norm.

Please note that short extensions are only available for first submissions.

Fit to Sit/Submit

The College's Extenuating Circumstances and Mitigation regulations are based on the Fit to Sit/Submit principle. This means that when you take an assessment you are declaring yourself fit to take the assessment.

If you feel that you are not fit to take the assessment then you may wish to apply for an extension or submit a claim for your extenuating circumstances to be considered by the Mitigation panel.

In the event that you do not take an assessment and have not submitted a claim for extenuating circumstances, then your assessment will normally be recorded as a non-submission.

If extensions are granted, your work will be marked as if it was handed in on time. Work that is late and which is not covered by extensions or mitigation will be penalised in accordance with the Assessment regulations.

If you need to request an extension, please contact your module tutor..

Late submission

If you fail to submit work by the published date without approval, but submit within six calendar days it will be marked and then subject to the following penalties.

Submission within 6 calendar days will be capped at 40.

Submission that is late by 7 or more calendar days: submission refused, mark of 0.

5.9   What if I have extenuating circumstances and require a longer extension?

What follows is a brief summary of the Extenuating Circumstances Regulations. A student guide is available on the VLE

You are strongly recommended to read these Regulations. They provide a detailed explanation of Extenuating Circumstances and the procedures expected to be followed when you feel that your performance in a summative assessment would be affected.

Extenuating Circumstances are defined as unforeseen and unpreventable circumstances outside the control of the student, which may significantly affect performance and/or attendance in a summative assessment and could not have been remedied in the time available.

The College recognises that there may be times when your circumstances are such that you cannot complete assessments to the best of your ability, are unable to attend an examination, or are unable to meet an assessment deadline due to adverse circumstances beyond your control. In such circumstances, the Extenuating Circumstances Regulations enable you to request that your situation is taken into consideration. You are expected to have taken reasonable steps to ensure that you could not have prevented the circumstances from taking place. It is your responsibility to notify the Deputy Head of Department sarah.cook@ucleeds.ac.uk of any Extenuating Circumstances, which you feel will affect your ability to undertake a summative assessment.

Remember, any application you make has to be approved and may not be granted.

Students can apply for Extensions, or Mitigating Circumstances for all forms of summative assessment. You can also apply for Mitigating Circumstances for re-sit opportunities offered by the relevant Examination Board. However, Short-Extensions will not normally be allowed for re-sits because of the need for timely progression to the next stage at the beginning of the academic year.

It is important that you discuss your situation with a tutor who will be able to provide guidance on the most appropriate course of action. In circumstances that are likely to affect your progress over a longer time period, you may be advised to suspend your studies until the circumstances no longer have an impact on your studies.

The following points will help you when submitting an application:

Do

- Review the grounds for applying for extenuating circumstances (see Student Guide to Extensions and Mitigation).
- Seek guidance from your Module Tutor or Personal Tutor if you are experiencing difficulties in completing your work on time.
- Meet with a tutor prior to the submission/examination date.
- Discuss with a tutor whether an extension would be appropriate.
- Request an extension where you are unable to meet the deadline.
- If applying for Mitigation submit an application that covers all module assessments you are taking during the period of difficulty.
- Submit the application prior to the submission/examination date and for claims of Mitigating Circumstances within 5 working days from the submission or examination date.
- Complete all sections of the form.
- Include evidence to support your application.
- Make sure that you have received a receipt from the Deputy Head of Department when you submit your application.

Don't
- Apply for any formative assessment pieces of assessment that do not count to your overall module mark.
- Use evidence that is undated or solely from family members supporting your application. You have to provide independent evidence.

If you need to request an extension, please contact your Module Leader or the Deputy Head of Department.

5.10   Re-sit

If you have submitted an in-course assessment by the defined hand-in deadline and are deemed by the Module Leader not to have passed the assessment or if you have failed to submit anything (non-submission), following the assessment board you may be permitted to re-sit the module assessment. If this is the case the resulting mark achieved for the final piece of work will be capped at the pass mark (40%). Only one re-sit opportunity is possible for any assessment component.

Suitable feedback will be provided to students who are offered a re-sit and a hand-in deadline will be set for the re-sit.

Key points
- Always submit something for every assessment.
- You must attempt all assessments at the first opportunity.
- You must do each assessment (essay, project, report, portfolio, exam etc.) for every module. You should do this even if you don't think you can fully complete them.
- You do not have an automatic right to resit or to repeat a year of study.
- The maximum mark that can be awarded for reassessed components is 40%.

See the Assessment Regulations for full details. These are available via the following
https://ucleeds.ac.uk/wp-content/uploads/2019/12/OU-Regulations-Nov-2019.pdf

5.11   Re-study

If, following a re-sit you are still unable to pass a module, the Board of Examiners may, at its discretion, permit one of the following repeat options:

(a)   Partial retake as fully registered student:

(i)   You would not be permitted to progress to the next stage of the programme but must repeat the failed modules and/or components in full during the following academic year,

(ii)   You would have full access to all facilities and support for the modules and/or components being repeated,

(iii)   The marks that can be achieved for the modules and/or components being repeated will be capped at the module and/or component pass marks,

(iv)   You would retain the marks for the modules and/or components already passed,

(v)   No further resit opportunities would be permitted.

(b)   Partial retake for assessment only:

(i)   As above except that access to facilities and support will be limited to certain learning resources for the module(s) and/or component(s) being repeated. Participation will only be allowed for relevant revision sessions and assessments.

(c)   Full retake:

(i)   This is only permitted where you have extenuating circumstances;

(ii) You do not progress to the next stage of the programme but instead repeat all the modules in the current stage during the following academic year,

(iii) You have full access to all facilities and support,

(iv) The marks that can be achieved are not capped, and you would normally be entitled to the resit opportunities available. However, you would not be able to carry forward any credit from previous attempts at the stage.

Please note that there would be a charge for any re-study opportunity offered

6   Academic and student regulations

6.1   Where can I find the University's academic regulations?

Your progression from level 4 to level 5 and achievement at level 5, your graduation and classification, are all subject to satisfying the University's assessment and progression regulations. These regulations are available on our website.

If you have any difficulty accessing or understanding the information, please discuss this with your module tutor.

6.2   What is Academic Misconduct?

What follows is only a brief summary of the Academic Misconduct procedure and should be read in conjunction with the Student Guide to Academic Misconduct which is available on the VLE.

You are strongly recommended to read the guide. It provides a detailed explanation of academic misconduct, the procedures which must be followed when an academic misconduct offence is suspected and the possible penalties.

In order to avoid academic misconduct, the College is committed to continually educating its students on how to develop good academic practice and writing skills. The following support is available and it is recommended that you take advantage of this:

● Advice and guidance from the Students' Union.
● Facility for students and staff to use plagiarism e:detection software - Turnitin
● Briefings on academic misconduct provided at student induction events and during relevant modules

Academic misconduct is defined by the College as any activity or attempted activity which gives an unfair advantage to one or more students over their peers and is treated very seriously.

To ensure that students are treated fairly and equitably, academic misconduct is divided into the following two types:

Academic Negligence: This is regarded as the least serious offence and covers first time minor offences. It includes plagiarism that is small in scale, not related to the work of other students, and which is considered to have resulted from ignorance or carelessness.

Academic Malpractice: This covers extensive paraphrasing of material with no acknowledgement of the source, systematic failure to reference, cheating, collusion and subsequent cases of Academic Negligence.

If suspected of academic misconduct, you will be required to attend either an informal or formal meeting and if subsequently found guilty, you will receive a penalty, the most serious of which can be exclusion from the College. The processes and penalties are described in The Student Guide to Academic Misconduct. If you are found guilty of academic misconduct after the end of your course, any award that you have received may be withdrawn. This can be done after you have graduated.

The following tips may help you to avoid academic misconduct:

Do

- Familiarise yourself with the regulations and penalties that can be incurred. For professional programmes, a single case of academic misconduct may result in you being discontinued from your course.
- Make sure that you know how to correctly acknowledge other people's work or opinions, and get feedback from your Tutor on whether or not you are doing this correctly.
- Take care when making notes from books or articles. Always keep a record of whether your notes are a paraphrase of the source or a direct quotation, so that you don't inadvertently include quotes without proper acknowledgement (this is a frequently cited reason students give when accused of academic misconduct).
- Seek support from your Module or Personal Tutor if you are experiencing difficulties in completing your work on time.

Don't

- Cut and paste (or reproduce) chunks of material from electronic sources or books/articles (even if you acknowledge the source, material not stated as being a direct quotation will make you vulnerable to an accusation of academic misconduct).
- Loan your work to other students (if it is then copied, you may be accused of academic misconduct).
- Borrow work from current or previous students.
- Submit the same work for different assessments.
- Get someone else to do your work (essay-writing web sites don't always keep their promises and have been known to inform universities of students who have purchased work).

6.3   Are there any regulations relating to use of social media?

Social media provides wonderful opportunities for life and for learning. The term social media describes the online tools, websites and services that people use to share content, profiles, opinions, insights, experiences, perspectives and media itself. These tools include social networks, blogs, message boards, podcasts, microblogs, livestreams, social bookmarking, wikis and vlogs. The feature that all these tools, websites and

services have in common is that they allow conversations and online interactions between groups of people. These guidelines are not intended to deter individuals from using these communication tools but are necessary to help protect staff and students and to prevent them damaging the college either inadvertently or intentionally.

All students should be aware that failure to follow these guidelines could lead to disciplinary action, and in more serious cases could be considered gross misconduct and may lead to exclusion.

Leeds City College is committed to the responsible use of social media. The College may routinely monitor social media and it reserves the right to instruct relevant parties to remove unauthorised sites. Any information posted on social media sites must comply with the Data Protection Act.

For further information and full details please refer to the Student IT and Social Networking Policy which can be found on the Student Intranet.

6.4   Are there any regulations relating to research?

All work related and research projects will have to be agreed by your tutor to make sure that your plans conform to the College's Research Ethics Guidelines. These can be found on the VLE.

7   Quality Control

The course is not subject to an external examination regime. All student work is continually assessed by the lecturers and is subject to internal and external moderation.

A range of checks and safeguards is in place to ensure that the qualification you receive at the end of the course continues to be acceptable to the College, HE institutions and employers.

The Foundation degree in Travel & Tourism Management is awarded by Leeds City College. In order to be able to offer this qualification, the College has gained awarding powers, by meeting strict criteria on things like staffing, resources and quality systems. The College is also subject to inspections undertaken by the QAA (Quality Assurance Agency) in order to ensure that prescribed quality standards are being maintained.

Finally all of your tutors will have been observed in action by the College's Learning Observation Team. All Leeds City College tutors have to be observed annually.

7.1   End of Year Procedures

Once you have completed all of your assessments and these have been marked, moderated and seen by the External Examiner, your tutor will compile your mark profile. These profiles will then be submitted to the Examination Board.

The Examination Board looks at the mark profiles of each student and will make a decision as to whether you can progress onto the next level or whether you have passed the course.

NB. If you have not paid your fees in full your profile will not be presented to the Examination Board and you will not be able to proceed into the second year or receive your award.

Within 15 working days of the Board, the Chair of the Examination Board will write to you informing you of the decision of the Board and will give you a copy of your grade profile. If you, when you consider your grade profile, think you might have grounds to request an Academic Appeal (see the Academic Appeal Regulations/Guide for information relating to grounds) you must initially engage in an informal discussion with the Higher Education Policy and Compliance Officer within 10 days of the results being published.

Any issues that cannot be resolved through an informal discussion may result in the submission of an application for an Academic Appeal – please see the Student Guide to Appeals, which can be found on the VLE, for further information.

N.B. **It is your responsibility to ensure that the Deputy Head of Department and your module tutor have your correct address. The College will not be responsible for results which are sent to old addresses if you have not updated your contact details. If you do not receive your results within the agreed time it is your responsibility to contact the Higher Education Registry Assistant on (0113 2354419) to obtain a replacement letter.**

7.2   Programme specification

A programme specification is a concise description of your course's aims and objectives and how you will be taught and assessed to achieve the required learning outcomes. It includes information on admissions, course structure and the maintenance of academic standards. This can be found via the following https://ucleeds.ac.uk/programme-specifications/

7.3   External Examiners

Students often ask questions about how we know that their degree is broadly of the same standard as degrees awarded for similar courses by other universities. In the UK we have a system called external examining which is one of several ways that we confirm that standards are met. An external examiner is generally an experienced lecturer from another university who offers an independent view as to whether the work of students on the course is of the correct standard. The external examiner does this by looking at a sample of work (e.g. assignments, exam answers, dissertations), discussing the work with your lecturers and attending the assessment boards to endorse results. They then produce an annual report which tells us about any concerns they have and any good practice they have identified. The external examiners' reports are made available to students on the VLE.

The main external examiner for your course is to be confirmed. Sometimes, your modules may have a different external examiner and your module leader can provide details on request.

Please note that students are not permitted to contact external examiners directly and external examiners will not respond to any communication from individual students. If you have any concerns about your course then please speak to your Deputy Head of Department.

8   Have your say

8.1   Student course representatives

Our College is committed to ensuring that the views of students are heard and responded to. This is partly achieved through course-level student course representatives, which are recruited across all courses.

Each course will elect a representative whose responsibility it will be to represent the course group at Course Committee meetings.

Course Committee meetings are an essential part of the College's quality assurance process and provide opportunities for both staff and students to use a range of feedback and indicators to ensure that issues affecting students on the course are promptly dealt with alongside s broader discussion of academic matters.

Course Committee meetings will take place twice per academic year – dates for your Course Committee meetings are:

Thursday 4th November 2021
Thursday 31st March 2022
Thursday 23rd June 2022

Course Representatives will also be invited to a Student Pathway meeting in May. This provides an opportunity for all Higher Education Student Representatives to meet together to discuss issues and share good practice.

Our College and the Students' Union work together to raise awareness of student academic representation and to provide training and development for elected representatives. The Students' Union office is located in the Park Lane Campus and they can be contacted at su.enquiries@leedscitycollege.ac.uk

8.2   Module evaluation

We value your feedback. Our College undertakes module evaluations to give you the opportunity to tell us what you think about module delivery, assessments and the learning resources available to you. We are interested in hearing about areas that have exceeded your expectations as well as those that have not met your needs or requirements. There is also a free text comments section where you can submit additional remarks and suggestions.

Module evaluations are confidential and completed anonymously. This feedback is used at both course and faculty level so that the student experience can be continuously improved. By undertaking module evaluations you can help us to refresh and revise our module delivery to enhance the learning experience and continue to improve upon our academic provision.

8.3   Your feedback

There are many ways that you can tell us about your experience here at our College. The Students' Union runs regular meetings where you can come along, meet students from other courses, and discuss your concerns with members of staff from across all faculties and services.

The faculty will also organise a Course Committee meeting to cover your course and level twice yearly, where you can give feedback on your experience of the course to a range of academic staff. Any issues noted at these groups will be fed into the formal monitoring and review process.

If you are entering into your final year you may also be invited to participate in the National Student Survey. This is a survey for all final year students in all universities in England and the results are made public to help prospective students make choices about where and what to study. Again these results are used by staff on your course to make improvements and to share good practice. Your feedback matters – so take these opportunities to get involved.

8.4   What happens with my feedback?

We take your comments very seriously and you can find out what actions have been taken in response to your feedback through your Course Representative, the Students' Union, your tutors or your course Moodle page.

8.5   How would I make a complaint?

We always hope that your experience of the college and your course will be a positive one, however, at times things do go wrong. If you have cause for complaint we would encourage you to talk to your Deputy Head of Department in the first instance, however if you wish to make a formal complaint you will find information on the VLE – Complaints Process

9   Where to get help

9.1   Student Support

We are here to make sure that your time with us is as trouble-free as possible. If you have a question or want information or need help over and above that which your tutors are able to provide then contact the Higher Education Registry Office. If we cannot help you immediately, we will let you know who can help you, and in many cases, book an appointment for you if required.

The College provides a good support system but can only help if you use it. If you do have problems contact either your tutor or a member of the Higher Education registry staff.

9.2   The Virtual Learning Environment (VLE)

All programmes are supported by the College's VLE which provides a range of resources, activities and information for students. The College utilises Google Classroom as a VLE and you will find that there is a section that provides general information, made available to all Higher Education students, in addition to a programme specific area, which only students on your programme will have access to. It is important that you familiarise yourself with both areas to ensure that you have access to all the relevant information you need.

9.3   Students' Union advice

If you need independent advice, information or representation, the Students' Union Advice Service provides a free, confidential and non-judgemental advice service.

The service is staffed by professionals, who are specialists in providing information and advice on all regulations, policies and procedures, including academic appeals, student complaints, disciplinary hearings, cheating and plagiarism.

9.4   Safety, health and well-being

Fire safety procedures

Fire prevention is everyone's responsibility. You can help to prevent fires by:

- Good housekeeping
- Safe use of electrical and gas appliances
- Observing our College no-smoking policy

Fire information

Fire information is present on Fire Action Notices displayed in all College buildings. These are normally present in corridors or inside classrooms.

They inform you of the appropriate action to take, the location of the nearest Fire Alarm Call Point, the location of fire fighting equipment and the location of fire assembly points.

All fire exit routes are clearly identified. You should take the opportunity to familiarise yourself with the location of fire exit routes and fire assembly points for the buildings that you may use in the course of your studies.

If you discover a fire

If you discover a fire, you should sound the alarm by operating the Fire Alarm Call Point. You should report the circumstances and site of fire by calling 999 – indicated on the Fire Action Notice.

Do not tackle the fire unless you have been trained to do so. Evacuate the building to the fire assembly point indicated on the Fire Action Notice. Do not re-enter the building until officially authorised to do so.

Fire evacuation

On hearing the Fire Alarm, everyone should proceed calmly to the nearest available safe fire exit, as indicated by the green and white fire exit signage. Please assist visitors.

Follow the route to get out of the building and continue on to the fire assembly point so as not to impede the remaining evacuees exiting the building.

Take appropriate action to assist mobility impaired persons or wheelchair users to a safe refuge.

- Do not stop to collect belongings and do not try to leave by your usual entry route unless this is the way indicated by the escape signs.
- Do not attempt to use the lifts.
- Do not restrict emergency service access routes.
- Do not re-enter building until officially authorised to do so

Evacuation is practised through fire drills. However, you should regard any continuous sounding of the alarm as a fire incident and act accordingly.

Disabled students

You are expected to declare any disability that would affect your safety in the event of a fire, e.g. hearing impairment or the use of a wheelchair.

If you are referred to the Disability Adviser, a Personal Emergency Evacuation Plan (PEEP) will be developed for you, as appropriate.

First Aid

First Aid Notices (green and white) are displayed in all College buildings alongside the Fire Action Notices (predominantly blue and white) and alongside, or adjacent to, each First Aid box. Each first Aid Notice gives the following information:

- The location and contact number of the nearest First Aiders(s)
- The location of the nearest First Aid box
- The College emergency telephone number 3333 (Park Lane campus – for other campus' please check
- Other emergency contact numbers

The names and telephone numbers of the nearest First Aiders can also be obtained from the Health and Safety team at health&safety@leedscitycollege.ac.uk

Accident and incident reporting

All accidents, incidents and dangerous occurrences must be reported to, and recorded by College staff.

Accident report forms (HS1) are available on the intranet.

Policy statement

Leeds City College Corporation accepts both moral and legal responsibility as an employer to ensure; so far as is reasonably practicable, the safety, health and welfare at work of all its employees. The College will ensure to conduct its undertakings in such a way that persons not in direct college employment (i.e. students, contractors and members of the general public) who may be affected, are not exposed to risks to their safety and health. In addition, the College will actively endeavour to limit the adverse effects on the environment in which operations are carried out.

All safety, health and welfare matters will be treated as a management responsibility equal to that of any other managerial function.

Leeds City College Corporation is committed to continuous improvement in health and safety performance and to attaining the highest possible practice standards throughout the college.

University Centre Leeds

Appendix A   **Calendar 2022-2023**

College Weeks	Commences Monday	Calendar	HE Weeks
1	25-Jul-22		
2	01-Aug-22		
3	08-Aug-22		
4	15-Aug-22		
5	22-Aug-22		
6	29-Aug-22		
7	05-Sep-22		
8	12-Sep-22	**INDUCTION WEEK**	
9	19-Sep-22	**START OF TEACHING**	1
10	26-Sep-22		2
11	03-Oct-22		3
12	10-Oct-22		4
13	17-Oct-22		5
14	24-Oct-22	**HALF TERM**	
15	31-Oct-22		6
16	07-Nov-22		7
17	14-Nov-22		8
18	21-Nov-22		9
19	28-Nov-22		10
20	05-Dec-22		11
21	12-Dec-22		12
22	19-Dec-22	**CHRISTMAS HOLIDAYS**	
23	26-Dec-22	**CHRISTMAS HOLIDAYS**	
24	02-Jan-23	**BANK HOLIDAY MONDAY**	13
25	09-Jan-23		14
26	16-Jan-23		15
27	23-Jan-23	**SEMESTER 2 STARTS**	16
28	30-Jan-23		17
29	06-Feb-23		18
30	13-Feb-23	**HALF TERM**	19
31	20-Feb-23		20
32	27-Feb-23		21
33	06-Mar-23	**MID-YEAR EXAM BOARDS**	22

34	13-Mar-23		**23**
35	20-Mar-23		**24**
36	27-Mar-23	**EASTER HOLIDAY**	
37	03-Apr-23	**EASTER HOLIDAY**	
38	10-Apr-23	**EASTER HOLIDAY**	**25**
39	17-Apr-23		**26**
40	24-Apr-23		**27**
41	01-May-23		**28**
42	08-May-23		**29**
43	15-May-23		**30**
44	22-May-23		
45	29-May-23	**HALF TERM**	
46	05-Jun-23		
47	12-Jun-23		
48	19-Jun-23		
49	26-Jun-23	**END OF YEAR EXAM BOARDS**	
50	03-Jul-23		
51	10-Jul-23		
52	17-Jul-23		

The College main sites will be closed for the days stated above and also to students on the Staff Development Days.

- Some programmes may vary from the 2 semester calendar. Students will be informed of these dates at the start of their programme.
- Students may take additional leave for festival days associated with their practised religion. Tutors must be notified in advance.

Appendix 2 Learning Outcome Grids
Level 4

	L4 Outcome Key											
Module Titles	K1	K2	K3	C1	C2	C3	C4	P1	P2	P3	T1	T2
Understanding the Tourist	✔				✔	✔		✔				
The Travel and Tourism Industry	✔	✔	✔		✔		✔					✔
Tourism, events Culture and Heritage			✔	✔				✔	✔			✔
Introduction to Finance		✔		✔		✔		✔				✔
Introduction to Management	✔				✔					✔	✔	
Academic Toolkit	✔						✔		✔	✔	✔	

Level 5

	L5 Outcome Key											
Module Titles	K1	K2	K3	C1	C2	C3	C4	P1	P2	P3	T1	T2
Managing People in Travel and Tourism	✔			✔		✔		✔		✔		✔
Marketing and Consumer Behaviour	✔		✔		✔	✔				✔	✔	
Contemporary Tourism Development		✔	✔	✔			✔				✔	
Innovation and Enterprise	✔	✔			✔		✔	✔	✔			
Research Project	✔	✔			✔	✔			✔			✔

Appendix 3 Assessment Grids
Level 4

Module Titles	Methods								
	Lectures	Student led/ interactive/ shared learning seminars	Case Studies	Skills workshops	Simulations	Group activities	Guest speakers	Presentations	Discussion forums
Understanding the Tourist	✔	✔	✔	✔	✔	✔		✔	
The Travel and Tourism Industry	✔	✔	✔	✔		✔	✔	✔	✔
Tourism, events Culture and Heritage	✔	✔	✔		✔		✔	✔	✔
Introduction to Finance	✔	✔	✔			✔		✔	✔
Introduction to Management	✔	✔	✔		✔	✔	✔	✔	
Academic Toolkit	✔	✔		✔					✔

Level 5

Module Titles	Methods								
	Lectures	Student led/ interactive/ shared learning seminars	Case Studies	Skills workshops	Simulations	Group activities	Guest speakers	Presentations	Discussion forums
Managing People in Travel and Tourism	✔	✔	✔	✔	✔	✔	✔		✔
Marketing and Consumer Behaviour	✔		✔					✔	✔
Contemporary Tourism Development	✔	✔	✔			✔		✔	✔
Innovation and Enterprise	✔	✔		✔		✔	✔	✔	✔
Research Project	✔			✔	✔	✔			

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Appendix 4 Assessment Timetable, level 4

HE Calendar 2022-23

FD T&TM FT Level 4

College Weeks	Commences Monday	Calendar/Assessment Deadlines	HE Weeks
1	25-Jul-22		
2	01-Aug-22		
3	08-Aug-22		
4	15-Aug-22		
5	22-Aug-22		
6	29-Aug-22		
7	05-Sep-22	**Enrolment**	
8	12-Sep-22	**Enrolment**	
9	19-Sep-22	**SEMESTER 1 STARTS**	**1**
10	26-Sep-22		**2**
11	03-Oct-22		**3**
12	10-Oct-22		**4**
13	17-Oct-22	**Academic Toolkit - Task 1 Professional Discussion**	**5**
14	24-Oct-22	**HALF TERM**	
15	31-Oct-22		**6**
16	07-Nov-22	**The Travel and Tourism Industry - Task 1 Report**	**7**
17	14-Nov-22		**8**
18	21-Nov-22	**Understanding the Tourist - Task 1 Report**	**9**
19	28-Nov-22		**10**
20	05-Dec-22		**11**
21	12-Dec-22		**12**
22	19-Dec-22	**CHRISTMAS HOLIDAYS**	
23	26-Dec-22	**CHRISTMAS HOLIDAYS**	
24	02-Jan-23	**BANK HOLIDAY MONDAY** **The Travel & Tourism Industry - Task 2 Group Discussion**	**13**
25	09-Jan-23	**Understanding the Tourist - Task 2 Presentation**	**14**
26	16-Jan-23	**Academic Toolkit - Task 2 Reflective Report**	**15**
27	23-Jan-23	**SEMESTER 2 STARTS**	**16**
28	30-Jan-23		**17**
29	06-Feb-23		**18**
30	13-Feb-23	**HALF TERM**	
31	20-Feb-23		**19**

32	27-Feb-23	Tourism Events and Culture - Task 1 Report	20
33	06-Mar-23	**MID YEAR EXAM BOARDS**	**21**
34	13-Mar-23	**Intro to Management in Travel & Tourism - Task 1 Case study - class based assessment**	**22**
35	20-Mar-23		**23**
36	27-Mar-23	**Introduction to Finance - Task 1 Presentation**	**24**
37	03-Apr-23	**EASTER HOLIDAY**	
38	10-Apr-23	**EASTER HOLIDAY**	
39	17-Apr-23		**25**
40	24-Apr-23		**26**
41	01-May-23		**27**
42	08-May-23	**Intro to Management in Travel & Tourism - Task 2 Reflective report**	**28**
42	15-May-23	**Tourism Events and Culture - Task 2 Presentation**	**29**
44	22-May-23	**Introduction to Finance - Task 2 Report**	**30**
45	29-May-23	**HALF TERM**	
46	05-Jun-23		
47	12-Jun-23		
48	19-Jun-23		
49	26-Jun-23	**END OF YEAR EXAM BOARDS**	
50	03-Jul-23		
51	10-Jul-23		
52	17-Jul-23		

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FD T&TM FT Level 5
HE Calendar 2022-23

College Weeks	Commences Monday	Calendar/Assessment Deadlines	HE Weeks
1	25-Jul-22		
2	01-Aug-22		
3	08-Aug-22		
4	15-Aug-22		
5	22-Aug-22		
6	29-Aug-22		
7	05-Sep-22	**Enrolment**	
8	12-Sep-22	**Enrolment**	
9	19-Sep-22	**SEMESTER 1 STARTS**	**1**
10	26-Sep-22		**2**
11	03-Oct-22		**3**
12	10-Oct-22		**4**
13	17-Oct-22		**5**
14	24-Oct-22	**HALF TERM**	
15	31-Oct-22	Innovation & Enterprise Task 1 - Report	**6**
16	07-Nov-22		**7**
17	14-Nov-22	Contemporary Tourism Dev. Task 1 - Case study report	**8**
18	21-Nov-22		**9**
19	28-Nov-22	Marketing & Consumer Behaviour Task 1 - Case study report	**10**
20	05-Dec-22		**11**
21	12-Dec-22		**12**
22	19-Dec-22	**CHRISTMAS HOLIDAYS**	
23	26-Dec-22	**CHRISTMAS HOLIDAYS**	
24	02-Jan-23	**BANK HOLIDAY MONDAY** Contemporary Tourism Dev. Task 2 - Presentation	**13**
25	09-Jan-23	Innovation & Enterprise Task 2 - Presentation	**14**
26	16-Jan-23	Marketing & Consumer Behaviour Task 2 - Presentation	**15**
27	23-Jan-23	**SEMESTER 2 STARTS**	**16**
28	30-Jan-23		**17**
29	06-Feb-23		**18**
30	13-Feb-23	**HALF TERM**	
31	20-Feb-23		**19**

32	27-Feb-23		**20**
33	06-Mar-23	**MID YEAR EXAM BOARDS**	**21**
34	13-Mar-23	Managing People in T&T Task 1 - Report	**22**
35	20-Mar-23		**23**
36	27-Mar-23		**24**
37	03-Apr-23	**EASTER HOLIDAY**	
38	10-Apr-23	**EASTER HOLIDAY**	
39	17-Apr-23		**25**
40	24-Apr-23	Research Project Task 1 - Literature review 60%	**26**
41	01-May-23		**27**
42	08-May-23	Managing People in T&T Task 2 - Roleplay	**28**
42	15-May-23		**29**
44	22-May-23	Research Project Task 2 - Results presentation and personal statement 40%	**30**
45	29-May-23	**HALF TERM**	
46	05-Jun-23		
47	12-Jun-23		
48	19-Jun-23		
49	26-Jun-23	**END OF YEAR EXAM BOARDS**	
50	03-Jul-23		
51	10-Jul-23		
52	17-Jul-23		