

Programme Specification

BSc (Hons) Property Management

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Section A Summary Programme Details

Title of Programme Award	BSc (Hons) Property Management	Credit Points	360
		Level of Award Refer QAA FHEQ	Level 6
Interim Awards			
1. Title	Diploma of Higher Education	Credit Points	240
		Level of Award Refer QAA FHEQ	Level 5
2. Title	Certificate of Higher Education	Credit Points	120
		Level of Award Refer QAA FHEQ	Level 4
Validation of Programme			
	Periodic review and revalidation activity	Date of last Programme validation	March 2013
		Date of next Periodic Review	March 2018
Professional Accreditation			
Accrediting Body	None	Date of last Programme Accreditation	n/a
		Date of next Periodic Review	
QAA Benchmark Statement (inc date)			
	Construction, property and surveying (2008)	Refer	QAA BSc Hons
Mode of Study	Supported Distance Learning		
Programme Commencement Dates			
	October 2013	October Semester	30 September 2013
		April Semester	31 March 2014
Date of Programme Specification	6 December 2013	Version	V2.00

Section B Rationale for the Programme; Entry Requirements; Progression and Summary Programme Information

Rationale for the programme	<p>The rationale for the programme is to present an internationally recognised programme in a flexible learning format, to facilitate students who wish to study at their own pace with a high quality learning experience. The programme widens access to study for students from worldwide destinations. It fulfils the needs of those who may wish to remain in employment while studying or who perhaps are not in a position, or do not wish to, attend a full-time or part-time degree programme. The programme provides for students to study at their own pace, allowing variable module/credit loads to be completed in each semester.</p> <p>The programme is for people who wish to gain an academic qualification relevant to property management and which provides a platform for studying a masters level qualification.</p>
Entry Requirements (Include International equivalence where the entry point has been confirmed)	<p>Entrants to this programme are normally required to have obtained:</p> <ul style="list-style-type: none"> • 2 A Level passes or an equivalent level of attainment through recognised qualifications. <p><u>OR:</u> Relevant work experience for mature entry</p> <ul style="list-style-type: none"> • English language proficiency <p>Recognised qualifications having an equivalent level of attainment include: HND/HNCs, professional qualifications from recognised institutions, certain armed forces qualifications and partially completed degrees. There are also a wide range of international qualifications that are deemed to be equivalent value.</p> <p>Applications are assessed in accordance with the CEM Admissions Policy.</p>
Accredited Prior Learning (APL) or Accredited Prior Experiential Learning (APEL) routes into the Programme	<p><u>The College accredits qualifications and work/professional experience within the CEM policy for accredited prior learning based on a matching of learning outcomes from prior study/work experience.</u></p> <p>The normal maximum level of accreditation is 180 credits. No level 6 credits are accredited on the basis of APL.</p> <p><u>Examples of accredited programmes include:</u></p> <ol style="list-style-type: none"> 1) CEM Diploma in Surveying Practice 2) CEM Diploma in Construction Practice

Programme Progression	For details of progression arrangements, please view the Undergraduate Programme Assessment, Progression and Award Regulations and the Academic and General Regulations for Students .

Awards	For details of the award, please view the Undergraduate Programme Assessment, Progression and Award Regulations and the Academic and General Regulations for Students .

Career Prospects	<p>The following provide a range of the types of careers that students pursue after completing this programme although appropriate professional qualification may have to be sought.</p> <p>Estate and property management</p> <ul style="list-style-type: none"> • Auctioneering, rating, taxation, property investment, portfolio management and rent reviews • Valuing for mortgages, rates, rents and inheritance tax • Facilities management, covering tangible assets, support services and people <p>Finance, investment and development</p> <ul style="list-style-type: none"> • Advising on development, land purchase or compensation for compulsory purchase • Financial aspects of real estate, including the sale, purchase and portfolio management of investment property and the financing of real estate projects • Working with and understanding the roles of bankers, accountants, developers and major institutional investors in real estate <p>Appraisal, agency and building management</p> <ul style="list-style-type: none"> • Valuing for purchase, sale, letting, investment, mortgage, rating, insurance, compensation or taxation • Negotiating for sale, purchase, leasing or auction • Managing and maintaining residential, commercial and industrial property <p>Planning & Development</p> <ul style="list-style-type: none"> • All aspects of urban and rural planning • Advising on economics, amenities, conservation and urban renewal schemes • Working with planners to implement plans within a given timescale and budget

Opportunities for Placements	There are no opportunities for placements on this programme.

Study Support	<p>Student Learning Support</p> <p>The programme is delivered with an integral CEM online tuition model, providing students with access to CEM tutors and other students worldwide, through the College VLE.</p> <p>The CEM course administrator will act as the main point of contact to students throughout the duration of their programme. The academic team will guide and support students' learning. The CEM dedicated teams provide support for assignments, exams and technical issues. Each student, whatever their location, will have access to a wealth of library and online materials to support their studies.</p> <p>The Student Services Department has been accredited with the Matrix Standard, the unique quality framework for the effective delivery of information, advice and/or guidance on learning and work.</p> <p>The Induction Module</p> <p>All students are expected to complete the non-credit bearing Induction Module before the programme commences. The Induction Module is designed to equip students with the skills they need to study with CEM. Topics covered include:</p> <ul style="list-style-type: none"> Studying at a Distance Understanding your learning style How to manage your time Writing in your Own Words- A guide to how to reference your work Reading actively and critically Developing Academic Writing <p>The information on Writing in your Own Words is also provided in Cantonese, to reflect the large number of students that CEM has on its programmes from Hong Kong, and to ensure that all students understand the importance of correctly referencing in assessments.</p> <p>The resources within the Induction Module are available to students throughout the duration of their study with CEM.</p>
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Section C: Programme Aim and Learning Outcomes

Intended programme aim and learning outcomes are listed below.

C1 Programme Aim

The CEM BSc (Hons) in Property Management provides students with a rigorous understanding of the principles and practices involved in commercial property management, valuation, and planning and development surveying up to first degree level standard. The programme provides students with a progressive development of knowledge and skills over three stages of study.

The programme is designed to ensure that graduates have a stimulating and challenging education, which prepares them well for their professional career and to produce capable individuals with the potential to progress to professional status and prepare for advancement to Masters level qualification. Students will develop a broad range of skills which are transferable across other industries.

C2 Programme Learning Outcomes

A. Knowledge and understanding

Learning outcomes:

Learning and teaching strategy/assessment methods

By the end of the programme students should be able to demonstrate knowledge and understanding of:

- A1. the academic and theoretical principles specific for professional expertise in their chosen specialism;
- A2. the technology involved in constructing and maintaining a range of buildings and their associated services;
- A3. the legal background to working in the property industry;
- A4. the economics relating to property;

The teaching, learning and assessment (TLA) strategy for the Programme is guided by and consistent with the College-wide TLA strategy. The approach adopted is learner-centred but supported and guided, as appropriate to distance learning.

The knowledge required for each module is contained in the multi-media learning materials provided and is enhanced by webinars as appropriate. Learning materials include formative self-assessment questions with feedback. Detailed feedback is also given on tutor-assessed work. Progressively through the Programme, students are encouraged to

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C2 Programme Learning Outcomes	
A. Knowledge and understanding	
<p>A5. the management of organisations and product services relating to property;</p> <p>A6. the principal methods of property valuation;</p> <p>A7. the nature of urban and regional planning and its effects on property;</p> <p>A8. the methods required to undertake a research project.</p>	<p>undertake independent study and enquiry to broaden their knowledge and understanding of the subject</p> <p>Assessment</p> <p>Knowledge is tested through a combination of coursework and unseen examinations. The final year Project is a piece of individual research work. All summative assessment is subject to rigorous moderation policies.</p>
B. Cognitive skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
<p>By the end of the programme students should be able to demonstrate how to:</p> <p>B1. think logically and critically in evaluating relevant theoretical and practical issues;</p> <p>B2. analyse and solve complex problems using appropriate models and methods;</p> <p>B3. transfer appropriate knowledge and methods from one topic to another within or between modules;</p> <p>B4. select and apply appropriate quantitative techniques of analysis and appraisal;</p> <p>B5. communicate clearly and concisely at a professional level on programme related issues;</p> <p>B6. organise programme related tasks into a structured form;</p> <p>B7. plan, conduct and write a report on an independent project.</p>	<p>These skills are developed through interaction with multi-media learning resources and through undertaking student-centred learning activities. This approach is tutor-guided and formative feedback on these skills is given appropriate emphasis.</p> <p>Assessment</p> <p>The format of the coursework assignment and examination questions will include practical situations requiring logical and critical thought, analysis and problem solving. More straight forward problems will be used at level 4 (particularly in Law and Management), but at Levels 5 and 6 students will be required to transfer the knowledge from previous modules and apply it to solve particular problems. Quantitative analysis skills are developed in economics, finance and valuation modules, whilst essay writing and report writing skills are practised and assessed within a number of modules.</p> <p>All summative assessments require students to organise and structure the tasks in order to complete them. The Project module develops</p>

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B. Cognitive skills

	project planning, management and independent research and report writing skills.
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C. Practical and professional skills

Learning outcomes:	Learning and teaching strategy/ assessment methods
<p>By the end of the programme students should be able to demonstrate how to:</p> <p>C1. locate information sources and assemble and present information in a variety of contexts;</p> <p>C2. collect, record, analyse and present technical material;</p> <p>C3. use quantitative techniques appropriately;</p> <p>C4. write report standard English;</p> <p>C5. communicate effectively with clients about technical matters relating to property appraisal, acquisition, management and disposal, including aspects of sustainability.</p> <p>C6. carry out valuations for different types of property and for different purposes, taking into account factors such as planning and legal issues, and choosing an appropriate methodology;</p> <p>C7. give basic consultancy advice on a range of property matters covered in the syllabus including issues associated with investment or sustainability;</p> <p>C8. adopt an ethical approach with clients and colleagues.</p>	<p>The tutorial team has extensive professional experience and contacts and the learning resources have been developed with practical and professional relevance in mind.</p> <p>The subject themes of the programme introduce the theoretical foundations at level 4 and develop them in an increasingly applied and specialised context through level 5 and 6.</p> <p>Assessment</p> <p>Assessment of skills 1- 8 is undertaken mainly through module coursework.</p> <p>Skills 3-7 are also assessed through unseen examination.</p> <p>Skill 8 is assessed mainly through the project.</p>

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D. Key/transferable skills	
Learning outcomes:	Learning and teaching strategy/ assessment methods
<p>By the end of the programme students should be able to demonstrate how to:</p> <p>D1. communicate effectively including the use of CIT;</p> <p>D2. develop keyboard and computer skills using applications such as MSWord and MExcel;</p> <p>D3. be self-motivated and manage time effectively and efficiently;</p> <p>D4. be reflectively self-critical;</p> <p>D5. attain and apply research skills;</p> <p>D6. develop a capacity for independent thought.</p>	<p>The assessment tasks provide the incentive to develop these skills, the Induction module sets out their importance, and the coursework feedback provides guidance and encouragement in developing them.</p> <p>Skills D3 and D5 are developed through all the required coursework but are developed particularly through the Project module.</p> <p>Assessment</p> <p>Formative self-assessment (e.g. quizzes and activity tasks) are used to develop D1 and D6, whereas more summative coursework and examination assessment tests the acquisition of skills D2 to D6. The assessed project submission tests skill D5.</p>

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Section D Programme Structure

Stage Structure - Stage 1

Exit award: Certificate of Higher Education. 120 credit points

Compulsory modules (Fast track)	Credit points	Elective modules	Credit points
<u>October (O) and April (A)</u>			
Induction	0		
<u>October (O) Semester</u>			
Legal Studies	20	[None]	
People and Organisational Management	20		
Financial and Resource Management	20		
<u>April (A) Semester</u>			
Economics	20	[None]	
Building, Environment, Technology and Simple Construction	20		
Building, Environment, Technology and Framed Structures	20		

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Programme Structure - Stage 2

Exit award: Diploma of Higher Education: 240 credit points

Compulsory modules	Credit points	Elective modules	Credit points
<u>October (O) Semester</u>			
Property Law	20	[None]	
Development Process and Appraisal	20		
Planning Policy and Practice	20		
<u>April (A) Semester</u>			
Economics of Property and Construction	20	[None]	
Valuation – Context and Principles	20		
Valuation – Core Methods	20		

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Programme Structure -Stage 3

Exit award: BSc Property Management (with or without Honours) 360 credit points.

Compulsory modules	Credit points	Elective modules	Credit points
<u>October (O) Semester</u>		<u>October (O) Semester: one module from:</u>	
Commercial Property Management	20	Professional Surveying Practice	20
		Planning and Environmental Law	20
		Construction Law	20
<u>April (A) Semester</u>		<u>April (A) Semester: one module from:</u>	
Strategic Facilities Management	20	Applied Valuation	20
		Statutory Valuations	20
		Investment	20
<u>April (A) and October (O) Semester</u>			
Project	40		

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Distinctive features of the programme:

- The interactive induction module
- The flexibility to choose the start date – two intakes per academic year (April or October Semester)
- The flexibility for students to choose the pace of their study (for students who are working full time it is recommended that they limit their studies to 80 credits in a calendar year initially)
- The ability to switch degree programme pathway at the end of Stage 1 (common Level 4 modules for all CEM BSc (Hons) programmes)
- Wide ranging elective modules offered in Stage 3
- The ability to interact with students from different programmes and in varied geographical locations locally and internationally via the VLE
- International professional, personal and academic networking opportunities
- Availability of exit routes, via the Certificate of Higher Education or Diploma of Higher Education for those who leave the programme part-way through

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Section E Curriculum map

This table indicates which study units assume responsibility for delivering (X) and assessing (A) particular programme learning outcomes.

Stage	Study module/unit	A1	A2	A3	A4	A5	A6	A7	A8	B1	B2	B3	B4	B5	B6	B7	C1	C2	C3	C4	C5	C6	C7	C8	D1	D2	D3	D4	D5	D6
		1	Economics	X A			X A					X A			X A	X			X A	X A							X	X	X	X
Building, Environment, Technology and Simple Construction	X A		X A							X A							X A	X A							X	X	X	X		X
Building, Environment, Technology and Framed Structures	X A		X A							X A							X A	X A							X	X	X	X		X
Legal Studies	X A			X A						X A	X A			X A			X A	X A							X	X	X	X		X
People and Organisational Management	X A					X A					X A			X A			X A	X A		X A			X A		X	X	X	X		X
Financial and Resource Management	X A					X A					X A		X A	X A			X A	X A		X A			X A		X	X	X	X		X
2	Economics of Property and Construction	X A			X A					X A		X A					X A	X A							X	X	X	X		X A
	Valuation – Context and Principles	X A					X A						X A				X A	X A	X A			X A		X	X	X	X		X A	

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	Valuation – Core Methods	X A				X A					X A			X A	X A	X A			X A			X A	X A	X A	X A	X A
	Property Law	X A		X A				X A	X A		X A			X A	X A					X A	X A	X A	X A			X A
	Development Process and Appraisal	X A				X A								X A	X A			X A	X A		X A	X A	X A	X A		X A
	Planning Policy and Practice	X A					X A							X A	X A					X A	X A	X A	X A			X A
3	Commercial Property Management	X A			X A				X A					X A	X A				X A	X A	X A	X A	X A	X A		X A
	Project	X A					X A			X A	X A	X A	X A	X A	X A				X A	X A	X A	X A	X A	X A	X A	X A
	Strategic Facilities Management	X A			X A				X A	X A				X A	X A		X A			X A	X A	X A	X A			X A
	Electives	X A																								
	Professional Surveying Practice	X A	X A						X A					X A	X A					X A	X A	X A	X A			X A
	Investment	X A							X A					X A	X A					X A	X A	X A	X A			X A
	Applied Valuation	X A				X A			X A	X A				X A	X A	X A	X A	X A	X A	X A	X A	X A	X A	X A		X A
	Construction Law	X A		X A			X A	X A						X A	X A					X A	X A	X A	X A			X A
	Planning and Environmental Law	X A		X A			X A	X A						X A	X A					X A	X A	X A	X A			X A
	Statutory Valuations	X A				X A			X A					X A	X A				X A	X A	X A	X A			X A	