

**The London Institute  
of Banking & Finance**

# **BSc (Hons) Banking Practice and Management**

**(Full-time programmes of study)**



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## Programme Specification

### 1. GENERAL INFORMATION

UCAS Code	Award	Programme Title	Expected Duration	Mode of study
N310	BSc (Hons)	Banking Practice and Management	3 years	Full-time

<b>Credit Count</b>	<b>360 Credits</b>
<b>Teaching Institution</b>	The London Institute of Banking & Finance
<b>Awarding Institution</b>	The London Institute of Banking & Finance
<b>Relevant QAA benchmark(s)</b>	Finance (F); Business and Management (BM)

<b>Date of original production:</b> 13 August 2010	<b>Date of current version:</b> September 2016
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### 2. AIMS OF THE PROGRAMME

The programme aims to:

<b>01.</b>	Provide the student with opportunities to investigate and analyse a range of issues relating to the practice and management of banking and the wider financial services sector.
<b>02.</b>	Encourage the student to reflect on and engage in academic and practitioner debate on issues relevant to banking, financial markets and the financial services sector in general.
<b>03.</b>	Enable the student to apply specialised, up-to-date knowledge within specific areas of the banking sector, utilising a work-based learning approach where chosen.
<b>04.</b>	Enable the student to analyse and evaluate business cases in order to make and justify strategic and practical decisions/recommendations relevant to the management of banking services and activity.
<b>05.</b>	Develop the student's ability to identify customer needs and expectations and to manage provision of services to them.
<b>06.</b>	Increase the student's awareness of the importance of strategic, moral/ethical, social, economic and environmental issues within the banking sector in general.
<b>07.</b>	Provide opportunities for the student to develop the necessary skills and competencies to move on to further study within the discipline and to develop professionalism in the context of a banking sector managerial role.

### 3. PROGRAMME OVERVIEW

The BSc (Hons) in Banking Practice and Management draws upon the many years of experience held by The London Institute of Banking & Finance in educating banking professionals and our unrivalled understanding of the banking and financial services industry. The programme covers all the essential understanding that you need to prepare for a successful career in banking and financial services management. Crucially it reflects what employers tell us they are looking for from potential recruits.

In the first year (stage 1) you will get to grips with the workings of the sector both from an organisational point of view and in respect of the financial markets. You will also gain a thorough grounding in the essential concepts of risk that underpin financial decision making at every level, and an appreciation of the different customer groups and their financial needs.

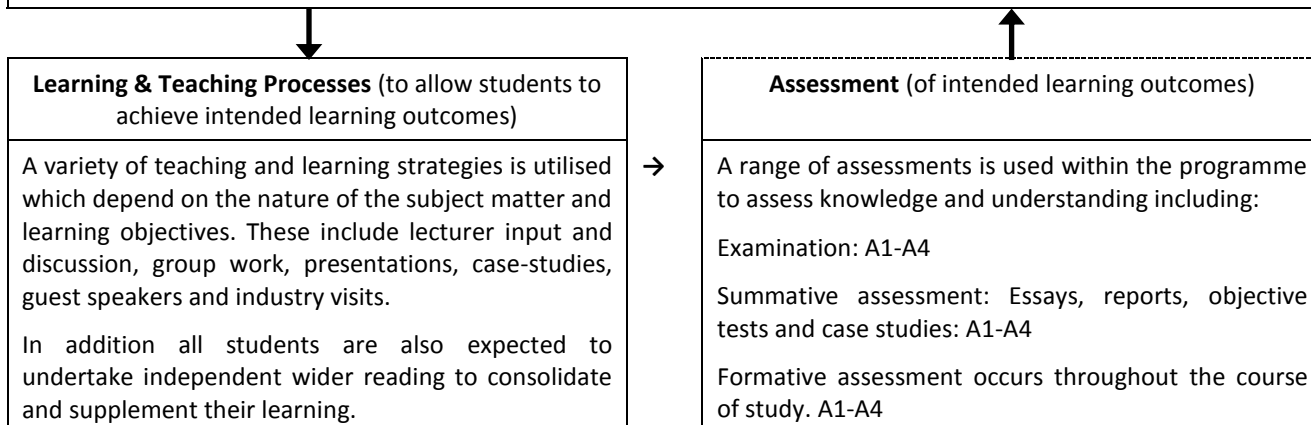
The second year (stage 2) builds specific understanding of the commercial environment in which banks operate and the principles of management and organisational effectiveness. There is also an opportunity to build specialist knowledge in retail or corporate financial services or to undertake a work placement within the industry.

In the final year (stage 3) the focus is on developing and embedding core strategic concepts, enhancing decision-making ability and growing the detailed industry knowledge that is essential for a successful management career in banking and financial services. Throughout the programme you will have the opportunity to be introduced to, and interact with, financial services employers through visits, industry speakers and practical workshop activities.

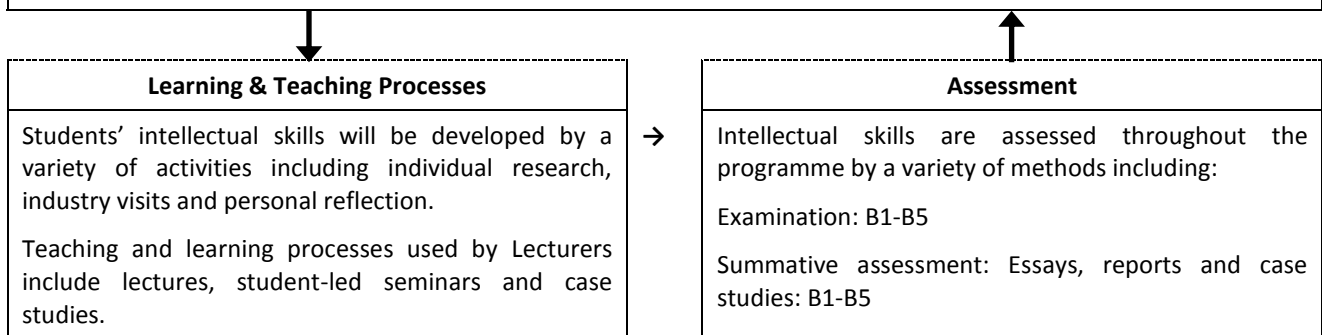
### 4. INTENDED LEARNING OUTCOMES OF THE PROGRAMME

**Please note:** The programme intended learning outcomes below are described at the Bachelor with Honours level (Level 6). Further information regarding programme intended learning outcomes for Exit Awards are given in Section 11.

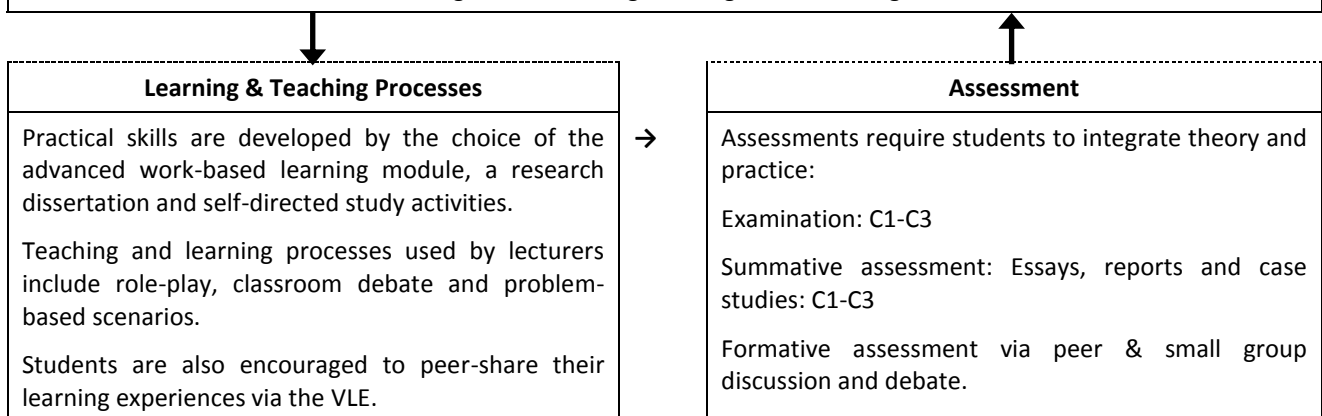
<b>A. Knowledge &amp; Understanding</b>	
Should have knowledge of:	
<b>A1.</b>	The range of organisations in the banking sector, the wider financial services institutional framework within which they operate, and the products and services they deliver. <i>F3.2. BM 3.4</i>
<b>A2.</b>	The processes, procedures and practices required for the effective management and governance of banking organisations within the financial services sector. <i>F3.2. BM 3.6.</i>
<b>A3.</b>	Subject-specific theories, empirical evidence and concepts relating to banking and financial services generally and how these apply in a practical work environment. <i>F3.2</i>
<b>A4.</b>	Financial services, markets and banking practice as evolving disciplines that need to respond to the constantly changing legal and regulatory environment. <i>F3.2</i>



<b>B. Intellectual Skills</b>	
Should be able to:	
<b>B1.</b>	Apply higher-level cognitive skills of reflective practice, including analysis, synthesis and evaluation. <i>F4. BM 3.9</i>
<b>B2.</b>	Utilise qualitative problem solving and decision making skills. <i>F4.1. BM 3.9</i>
<b>B3.</b>	Utilise quantitative problem solving and decision making skills. <i>F3.2 F4.. BM 3.9</i>
<b>B4.</b>	Critically evaluate statements, arguments and evidence. <i>F4.1</i>
<b>B5.</b>	Understand the inter-relationships between the various subject disciplines within banking and financial services and assimilate these coherently to provide effective solutions. <i>BM 3.3</i>



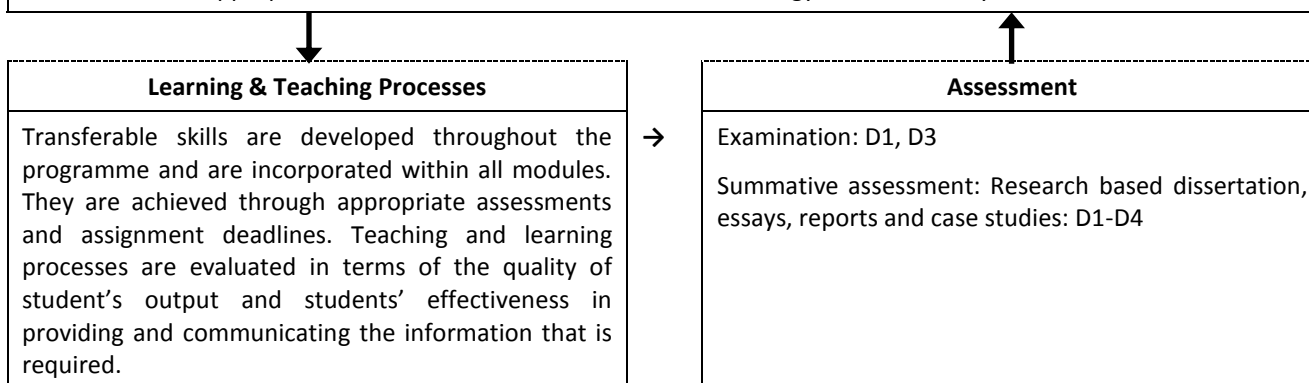
<b>C. Practical Skills</b>	
Should be able to:	
<b>C1.</b>	Conduct meaningful research into issues relating to banking practice and management and the wider financial services sector. <i>F4.1. BM 3.9</i>
<b>C2.</b>	Apply theories, models, and frameworks to the management and practice of banking and financial services organisations and reflect upon their effectiveness. <i>BM 3.6</i>
<b>C3.</b>	Understand how organisations respond to the drivers and implications of changes in the wider financial sector and how these changes affect strategic management thinking. <i>BM 3.2</i>



### D. Transferable Skills and Personal Qualities

Should be able to:

- D1.** Articulate concepts and arguments with clarity, conciseness and rigour using a range of media. *F4.1*
- D2.** Learn independently and enhance skills of self-reflection and criticality. *F4.1 BM 3.9*
- D3.** Manage time and resources, work with colleagues, and prioritise workloads effectively. *BM 3.9*
- D4.** Use appropriate communication and information technology skills effectively. *F4.1 BM 3.9*



### 5. SUMMARY OF ASSESSMENT STRATEGY

A range of assessment tools will be used including examinations, written assessments, reports and projects, case studies and business proposals. All modules, except Advanced Work-Based Learning, are assessed on the basis of summative assignment(s) and / or examination. Advanced Work-Based Learning is assessed on the basis of a final, reflective portfolio. Each module specification provides full details of the assessment strategy employed.

During their modules students receive feedback on their progress on completion of the formative assignments. Students receive feedback forms on completion of the summative assignment(s) and after the module exam(s), which include feedback and the mark for the assignment(s) / exam(s).

## 6. THE STRUCTURE OF THE PROGRAMME

The structure of the programme is set out below. This programme is offered in full-time mode only. Students on the full-time programme will study each stage/Level over an academic year normally from September – June. Students are advised of their study timetable at the start of the programme.

### Stage 1 / Year 1 Programme structure and credits Credits

#### Level 4

**Note:** All modules are at FHEQ Level 4.

<b>Core</b>	
Financial Markets and Risk	30
<b>Compulsory</b>	
Marketing in Financial Services	30
Assessing Financial Performance	30
Fundamentals of Leadership and Management	30

### Stage 2 / Year 2 Programme structure and credits Credits

#### Level 5

**Note:** All modules are at FHEQ Level 5.

<b>Core</b>	
Financial Services: The Commercial Environment	30
<b>Compulsory</b>	
Organisational Management in Financial Services	30
<b>Options:</b>	
Retail Financial Services	30
Commercial and Corporate Financial Services	30

### Stage 3 / Year 3 Programme structure and credits Credits

#### Level 6

**Note:** All modules are at FHEQ Level 6.

<b>Core</b>	
Strategic Management in Financial Services	30
Research-based Dissertation	30
<b>Options, a choice of two from:</b>	
Globalisation of Financial Markets	30
Risk Management in Banking	30
Corporate Lending	30
Wealth Management	30
Advanced Work-Based Learning	30

## 7. CURRICULUM PROGRESSION: INTENDED LEARNING OUTCOMES

The core / compulsory modules are intended to provide students with the key analytical and underpinning knowledge frameworks, which provide a firm base for a broad range of subject disciplines relevant to the financial services industry.

The option modules build upon the underpinning knowledge and skills acquired at each level. The options have a more specialised technical orientation and are designed to specifically apply, reflect upon and evaluate theory and practice relevant to the financial services industry.

## 8. STUDENT INDUCTION SUPPORT AND DEVELOPMENT

(in order to deliver the learning outcomes)

The support provided to students will follow The London Institute of Banking & Finance's Code of Practice for Quality Assurance, Chapter 6: Student Support and Guidance, which sets out the teaching and learning responsibilities of the various stakeholders. A summary of the main provision available is set out below:

### **Student induction**

Students enrolled on the programme will be provided with an initial induction / induction materials, including a Programme or Student Handbook, background and structure to the programme and individual modules and supporting learning environment. Integral to the student induction is a student study plan. The student induction materials will be available on-line through the mylibf virtual learning environment.

### **Support**

#### Full-Time Students

Full-time students will study on a semester basis supported by module lecturers, the Programme Manager and the Student Services Officers. The weekly timetable will be advised at the start of the programme.

Tuition support will be provided throughout the programme by module lecturers. However, the Programme Manager and the Student Services Officers of The London Institute of Banking & Finance are also able to answer queries and provide support on matters relating to a student's course of study.

In the first year there will be approximately 12 – 14 hours face-to-face teaching contact time per week. As with any programme at degree level, students will also be expected to undertake a considerable amount of independent study. On-line discussion forums will support developing abilities to critique and challenge models. Students will learn the theoretical frameworks and explore their practical application through research and report writing, via work-based exposure and via debate and discussion with fellow students.

#### Advanced Work-Based learning

For this module students will undertake learning within the workplace and are required, in consultation with their chosen placement provider, to undertake a variety of activities and keep a personal reflective journal. Students will be allocated an-appointed Work-Based Learning Lecturer and a workplace supervisor.

#### Academic / vocational experience

We ensure a blend of academic and vocational experience within our lecturing team. Many of our lecturers have themselves worked in the financial services industry and this enables them to help students understand how the theory relates to practice. In addition, throughout the duration of their studies students will have the opportunity to hear from a variety of guest lecturers, many of whom hold senior positions within the industry and as such are able to provide unrivalled insight and understanding of the subjects under discussion.

We strongly encourage work-based learning, either as part of the course itself or as a complimentary activity to support students' studies and future employment prospects. The course team can provide assistance to you in identifying and securing suitable placements and works with employers to ensure that any placements are adding genuine value to students' studies and experience.

Throughout their course of study, students will have the opportunity to join (online) seminars in academic writing with

integrity and research skills. Students will also have sessions on CV writing skills and interview techniques.

### Learning Materials

A core text and list of recommended reading will be provided for each module together with additional web-based learning sources. However, in recognition of the rapidly changing environment that encapsulates the financial services sector it is noted that resources are subject to update and review at the discretion of the module team. Students are advised to refer to the module study guide for the most up-to-date reading resources.

Students will be provided with access to the VLE Learning Environment containing the learning materials and access to KnowledgeBank, which includes links to appropriate module readings. In addition students will have (telephone and email) access to their Lecturer, the Programme Manager, the Student Services Officers and KnowledgeBank staff.

## 9. CRITERIA FOR ADMISSION

Students must be able to satisfy the general admissions criteria of The London Institute of Banking & Finance.

Entry requirements for the **BSc (Hons) in Banking Practice and Management** are:

<b>A Levels</b>	Grades BBC/BBB from top three A Levels depending on subjects studied, excluding General Studies, Critical Thinking and Citizenship Studies
<b>BTEC qualifications (QCF)</b>	<b>Extended Diploma</b> - DDM <b>Diploma</b> - D*D* plus another qualification, ie AS/Certificate in Financial Studies (CeFS) at grade C or above or an A Level or the Diploma in Financial Studies (DipFS) <b>Subsidiary Diploma</b> – D* plus two A Levels or one A Level and DipFS at grades BC or above
<b>International Baccalaureate (IB) Diploma</b>	Overall score of 30 with a minimum Maths score of 6 at subsidiary level (SL) or 5 at higher level (HL) <b>New tariff</b> Overall score of 168 with at least 88 points at higher level and a minimum Maths score of 6 at subsidiary level (SL) or 5 at higher level (HL)
<b>Students are also required to hold:</b>	
<b>GCSE</b>	Grade B or above in Mathematics (or equivalent) Grade C or above in English Language (or equivalent)
<b>IELTS (or equivalent)</b>	Score of 6.0 or above with no element below 5.5

Applicants for a full-time BSc (Hons) programme may be interviewed and will be required to submit a piece of written work (personal statement) as part of their UCAS application to enable an assessment to be made of their suitability for the programme.

### Mature applicants

To be considered for mature entry to any Undergraduate programme students will be required to meet the following criteria:

- Be aged 21 or over
- Unable to meet the standard entry criteria for the programme

Mature students are required to hold GCSE Mathematics at minimum grade B (or equivalent) and English Language at minimum grade C (or equivalent) or an IELTS score of 6.0 or above with no element below 5.5 (or equivalent).

Mature applicants are required to submit a current CV supported by a 500 to 600 word statement indicating why they have chosen to undertake the programme and how it will support their career plans. If applicants do not meet the minimum entry criteria for GCSE (or equivalent) in Mathematics they should briefly describe their mathematical ability as part of their statement. If invited to progress, an interview will be held.



Students may be required to successfully complete the Financial Markets and Risk module as Continued Professional Development, prior to being accepted into the programme.

#### **International students**

Students should visit UCAS to apply for entry. More information is available on the [International Students'](#) webpage.

### **10. ASSESSMENT**

Assessment strategies have followed The London Institute of Banking & Finance's Code of Practice for Quality Assurance, Chapter 7: Assessment.

To support and maximise student engagement reflecting the academic / practitioner blend of the programme, assessments are designed to be as 'authentic' as possible to the kind of tasks students may be expected to undertake when joining a financial services organisation in the future.

A range of assessment tools will be used including examinations, written assessments, reports and projects, case studies and business proposals.

Advanced Work-based Learning: For this module student performance, as demonstrated in the final reflective report, will be assessed against the module learning outcomes and the assessment criteria published in the AWBL guidelines.

The regulations for generic assessment strategies are defined within The London Institute of Banking & Finance's [General and Academic Regulations for Students](#).

### **11. CREDIT AND AWARD**

Requirements for successful completion, classification rules; procedures for the finalisation of results at module and programme level:

The **BSc Banking Practice and Management** is made up of 360 credits. 1 credit approximates to 10 student effort hours, and the total course thus requires an average of 3600 hours effort. The course consists of 120 credits at Level 4; 120 credits at Level 5 and 120 credits at Level 6. On successful completion of the full programme, students will be awarded the **BSc (Hons) Banking Practice and Management**.

Grades for the **BSc Banking Practice and Management** are awarded in accordance with The London Institute of Banking & Finance's General and Academic Regulations for Students. Students should be aware of the regulations governing the award of credit and the arrangements for compensation, condonement and the capping of marks. Students should also be aware of the regulations relating to the resitting of assessment components and / or the retaking of modules. This information is contained within sections 7, 8 and 9 of The London Institute of Banking & Finance's [General and Academic Regulations for Students](#). Students may also be able to take individual modules of the course as a part of executive education programmes.

The **time limit** for each level of study on undergraduate programmes, for registrations after 1 September 2011 will be:

- two years for full-time study

#### **Exit Awards:**

In line with The London Institute of Banking & Finance's General and Academic Regulations for Students, the following will apply:

Students successfully completing one or more levels of an Honours degree but who, for whatever reason, do not complete the whole programme will become eligible for an exit award such as a certificate or diploma as appropriate. Non-Honours Bachelor degrees are awarded in line with the credit requirements set out in the General and Academic Regulations for Students. In the event of subsequent achievement of a higher award, then the exit award may be withdrawn.

Level 4: Students who achieve a minimum of 120 credits at Level 4 and who successfully meet the requirements of the programme, but who do not continue with their studies will be awarded a **Professional Certificate in Banking (PCertB)**. Please refer to the programme specification for PCertB for further details.

Level 5: Students who achieve a minimum of 240 credits with a minimum of 120 credits achieved at Level 4 and a minimum of 120 achieved at Level 5 and who successfully meet the requirements of the programme but who do not continue with their studies will be awarded a **Professional Diploma in Banking Practice and Management (PDipBPM)**. Please refer to the PDipBPM programme specification for further details.

Note: The London Institute of Banking & Finance *does not* award interim qualifications. For example, a student registered for an Honours degree will not *automatically* be awarded a certificate or diploma of higher education on completion of the required number of credits.

## 12. PROGRESSION AND ASSESSMENT REGULATIONS

Progression and Assessment regulations are as set out in The London Institute of Banking & Finance's General and Academic Regulations for Students. Students should also familiarise themselves with The London Institute of Banking & Finance's Code of Practice for Quality Assurance and the Student Charter.

Details of procedures and deadlines for submission of assessed assignments, penalties applied for late submission and the procedure for requesting an extension to an assignment submission deadline are all published in the Programme Handbook.

## 13. COURSE DISTINCTIVENESS

The London Institute of Banking & Finance has made employability a cornerstone of all our programmes and is focused on producing graduates that have the critical combination of knowledge, practical skills and understanding that can be applied in the professional world.

The BSc Banking Practice and Management programme cover the essential understanding that students need for a successful career and crucially reflect what employers look for from potential recruits and future leaders and major banks include The London Institute of Banking & Finance qualifications within their management development programmes. Work-based learning is strongly encouraged throughout the programme.

Holders of BSc Honours qualifications are eligible to apply for Chartered Associateship of The London Institute of Banking & Finance upon demonstration of two years relevant work experience in financial services.

## 14. GRADUATE DESTINATIONS

Graduates of this course would normally go on to careers in retail financial services or corporate banking and would be particularly well placed to enter executive and management trainee schemes. Typical future roles for graduates include leadership positions in the central functions of large institutions or areas such as branch or regional management, corporate lending and credit, relationship management and product development. The programme is also an excellent foundation for the study of finance at a higher level such as The London Institute of Banking & Finance MSc in Banking Practice & Management and Chartered Fellowship.

**15. CURRICULUM MAP OF MODULES AGAINST INTENDED LEARNING OUTCOMES OF THE PROGRAMME**

Module Title and Code			Knowledge & Understanding				Intellectual Skills					Practical Skills			Transferable Skills & Personal Qualities			
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Yr	Code	Module title	C/O	A1	A2	A3	A4	B1	B2	B3	B4	B5	C1	C2	C3	D1	D2	D3	D4	
Year 1	4MFS	Marketing in Financial Services	CP	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
	FMRI	Financial Markets and Risk	C	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	D	D	DA	
	4AFP	Assessing Financial Performance	CP	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	D	D	DA	
Year 2	4FLM	Fundamentals of Leadership and Management	CP	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
	5ORM	Organisational Management in Financial Services	CP	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
Year 3	COEN	Financial Services: The Commercial Environment	C	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
	RETA	Retail Financial Services	O	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
	5COM	Commercial and Corporate Financial Services	O	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
	SMIF	Strategic Management in Financial Services	C	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
	6DIS	Research-based Dissertation	C					DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA
	6CAL	Corporate Lending	O	DA		DA		DA	DA	DA	DA	DA	DA	DA	DA		DA	D	D	DA
	6RSK	Risk Management in Banking	O	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA	DA		DA	D	D	DA
6GFM	Globalisation of Financial Markets	O	DA		DA	DA	DA	DA	DA		DA	DA	DA	DA	DA	DA	D	D	DA	
	WEM A	Wealth Management	O	DA	DA	DA	DA	DA	DA	DA	DA		DA	DA	DA	DA	D	D	D	
	AWBL	Advanced Work-Based Learning	O		DA	DA		DA	D	D	DA	D	D	DA	D	DA	D	D	D	

**Legend for cells**

**D = skills are taught or developed by students within this module**

**A = skills are assessed within this module**

**C = core module**

**O = option module**

**CP = compulsory module**

