



HND PROGRAM ASSESSMENT, FEES AND RULES OF PASSING AND FAILING

Fall 2015

ASSESSMENT GUIDELINES AND FEES

Colbourne College

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NORTHAMPTON MASTER IN BUSINESS ADMINISTRATION (TOP-UP) MBA

Mode of study: Live Online Classes

Duration Of L7 AND MBA: 24 MONTHS

Entry requirements: Admission to our Distance Learning MBA (Top-up) is based on applicants passing the Pearson Edexcel BTEC HND Level 7 Diploma in Strategic Management And Leadership delivered at Colbourne College in the first 16 Months, and having the required 2 years appropriate full time work experience prior to starting the course.

The 8 Months MBA (top-up) programme has been designed to enhance your knowledge and skills developed in previous postgraduate study. The MBA enables you to consider issues in an organisation wide or total business context. Skills in analysing business and organizational problems are emphasised. The focus of the programme is in developing holistic strategic thinking within an organisation.

The ability to recognise and exploit opportunities and the development of strategies and plans to cope with managing change are addressed. You will be instructed in management research techniques appropriate to Master's degree level learning to enable you to fulfil the demands of the programme assessment scheme and in particular, satisfactorily completion of a dissertation.

*This course is a 10 credit introductory module followed by a 50 credit project.

BUSINESS + MANAGEMENT (TOP-UP) BA (HONS) DEGREE (INCLASS / ONLINE)

 **Final Year Duration:** 8 MONTHS University of Worcester **in Jamaica**

 **Final Year Duration:** 8 -12 MONTHS Northampton **in the UK.**

 **Final Year Duration:** 16 MONTHS Monroe College **in the New York**

Mode Of Study: In-class **OR** 100% Online Learning

HND Specialisations: Management; Hospitality; Accounting; and Health and Social Care

Entry Requirements: Admission to the Distance Learning BA (Hons) Business and Management is based on applicants passing the NCC Education Level 5 Diploma in Business OR the Pearson Edexcel BTEC HND Level 5 Diploma in Business delivered at Colbourne College. The programme builds upon the vocational approach of HNDs and encourages you to take a critical and analytical approach to your understanding of business (particularly in the Strategic Management and Business Dissertation areas). The programme is challenging and hard work but you will gain a real sense of achievement, an improved skill set and increased career opportunities. It enables you to combine your business and management work with online learning study and give you the confidence to progress to Master's level study.

Applications will be considered by The Universities on an individual basis and will be subject to the normal entry requirements of the University such as English language proficiency.

COLBOURNE UNDERGRADUATE BUSINESS PROGRAM SPECIFICATIONS

NAME OF INSTITUTION:	<i>Colbourne College</i>	
ADDRESS:	6 Hillview Avenue, Kingston, Jamaica / 1110 Brickell Avenue, Suite 430, Miami, FL 33131	
TELEPHONE NO:	876-906-8085/ 876-857-5911 / 954-793-0424	
FACSIMILE NO:	876-906-8401	
ADMINISTRATOR'S E-MAIL:	admin@colbournecollege.com	
STUDENT SERVICES EMAIL	SSO@colbournecollege.com	
DEPARTMENT MANAGING PROGRAM:	Faculty	
TITLE OF PROGRAMME:	Pearson BTEC Level 5 Higher National Diploma in Business & Edexcel Level 7 Professional Diploma in Strategic Management & Leadership	
SPECIFICATION AND ACCREDITATION CODE:	L5 Validation #: 500/8239/5 & L7 Validation #: 501/0998/4 Validate With Ofqual Online: www.ofqual.uk.gov	
AWARDING BODY:	Pearson BTEC (of Pearson Plc; Pearson Edexcel; & Pearson College, London)	
PROGRAMME IDENTIFICATION:	Colbourne Undergraduate Program – Business And Management	
SPECIALIZATIONS	• Accounting	• Management
	• Health And Social Care	• Hospitality (with Travel And Tourism and Cabin Crew Training For Flight Attendants)
DETAILS OF ACCREDITATION AND APPROVALS:	<p>Colbourne College is registered by Ministry Of Education in Jamaica as a private tertiary institution and is a duly Appointed Representative for University Of Northampton, UK & Monroe College, NYC for Final Year(s) Degree Progression for BTEC holders.</p> <p>Colbourne College is an International School and Approved Pearson Edexcel Centre for the UK BTEC suite of management and business undergraduate and post-graduate programs which are generally acceptable internationally onto final year(s) of the Bachelor's and Master's Degrees. Pearson Edexcel also known as just Edexcel, is one of England, Wales and Northern Ireland's five (5) main examination boards. Pearson BTECs are accredited by the UK Office of Qualifications and Examinations Regulations (Ofqual) at www.ofqual.uk.gov.</p> <p>BTECs are also recognized in the United States for final year(s) university progression by NACES approved agency A2Z Evaluations, LLC. NACES agencies are recognized by the US Department Of States for evaluating foreign credentials for verification for US higher education and immigration purposes at state.gov/m/dghr/flo/125147.html</p>	
HEAD OF FACULY AND PROGRAM VERIFIER	<p>Maxine Samuels, PgD; MBA; CMgr FCMI, London; PhD (2014 -2017, Antioch, USA) Executive Director Of Programs & CEO, Colbourne College</p>	
	<ul style="list-style-type: none"> • <i>Antioch University, USA</i> (2014 – present) PHD In Leadership And Change Program – Organizational Management (COHORT 14) • <i>Chartered Management Institute of London, UK</i> (2013) Fellow And Chartered Manager • <i>University Of Sunderland, UK</i> (2013) Masters Of Business Administration (MBA) • <i>Colbourne College, JA</i> (2012) Pearson, UK L7 Postgraduate Diploma In Strategic Management And Leadership • <i>Colbourne College, JA</i> (2011) UK L5 Diploma In Business • <i>Colbourne College, JA</i> (2003) University Of Cambridge International Examinations, UK L3 Diploma In Business 	

AIMS OF THE UNDERGRADUATE BUSINESS ADMINISTRATION PROGRAM

Colbourne Undergraduate Business Administration Program combines essential business skills and managerial strategies that are essential in the formation of a successful businessperson. The program teaches fundamental and transferrable business skills, with emphasis on both local and international business environment. The primary aim of the program is to equip the students with specialized knowledge to enter the workforce as well rounded business persons and provide the essential pre-requisite for further studies. This is a foundation degree-level program equivalent to years one and two of the Bachelor's Degree in Business Administration. The program is targeted at potential future business leaders. It further aims to provide a broad understanding of the relevant principles and practice of business management, preparing students for careers in a wide range of employment sectors with specialism courses in accounting, human resources management, management and travel and tourism. The program combines theoretical study of contemporary management with an understanding of the strategic and operational context of businesses. A strong emphasis is placed on employability with students undertaking a range of practical assignments, field and case study as well as mandatory work placement.

The program requires two years of coursework beyond the high school diploma, and is acceptable as minimum of 60 undergraduate college credits in Jamaica and the United States and 240 Credits in the UK.

PROGRAMME OUTCOMES; KNOWLEDGE, UNDERSTANDING AND SKILLS, AND OTHER ATTRIBUTES

The undergraduate business programs at Colbourne College engage students in an integrated course of study of sufficient breadth and depth to prepare them for careers in business and management. The units in the program are so organized to ensure that students achieve core learning abilities and competencies including, but not limited to, college level written and oral communication; college-level research and quantitative skills; information literacy; and the habit of critical analysis of data and argument. In addition, it actively fosters an understanding of business and management; civic responsibility; the ability to work with others; and the capability to engage in lifelong learning.

To pass the course students must demonstrate their ability to apply theory and practice to produce results. Students are assigned field study as a part of the research component of the course. Field study supports the teaching and learning of problem-solving skills and critical thinking skills which are essential for enhancing the students' achievements. In turn, the students must show evidence including but not limited to identifying and applying concepts, analyzing and solving problems, estimating and interpreting results, and stating results and appropriate conclusions using correct terminologies.

The faculty provides initial and midpoint support to the students and ensures that course objectives and learning outcomes are met.

Students are required to engage in an in-depth, focused, and sustained program of study as part of their undergraduate business program.

TEACHING, LEARNING AND ASSESSMENT STRATEGIES

1. **One Final Year Quiz** comprising of 100 questions valuing **20%** of the course grade. This is an online quiz to be completed in 75 minutes. This is done **week 13 of the semester**.
2. **One Group Activity**. This is an Oral Presentation that values **10%** of the course grade. This takes place **week 6 of the semester**.
3. **Term Paper. This is a Research Based Case Study valuing 60% of the course grade**
Term Papers 1- 4 is a research based project with written report and individual presentation. The Term Paper values **60%** of the course grade. The Term Paper has three primary sections;

Section one: Introduction (Planning and Carrying out the Research/Investigative Study)

Section two: Findings And Discussion (Answering the Questions /Assessment Criteria)

Section three: Recommendations And Conclusion (Summarizing & Advising best approaches)

4. **Term Paper Defense/Individual Presentation: 10%**

Each student is required to orally defend each term paper presented. The Presentation values **10%** of the coursework grade. **Students must pass the oral defense of the Term Paper to be awarded a PASS on the Term Paper.**

ASSESSMENT RULES

PASSING AND FAILING THE FINAL YEAR QUIZ

- ✚ Pass Mark for the Quiz is 50% or higher. Students with pass grade earn 20 Marks on the unit.
- ✚ If you fail this assessment you must retake a supplementary paper with 8 Case-based Essay Questions valuing 20%.
- ✚ The Resit of the quiz is completed at your request. You must submit a Resit Request Form at least four (4) weeks before the date that you are requesting to do over the paper.
- ✚ The Resit Fee is US\$25.00 for the unit. This must be paid before submitting the Request Form.
- ✚ To access the online quiz you will be sent an email with instructions 5 minutes prior to start time.
- ✚ Test Grades are available immediately upon completion of the quiz.
- ✚ Students who miss this exam on the scheduled date for any reason automatically is eligible for resit.

This exam cannot be taken after the exam is posted on the assigned time and date.

GRADE SCHEME FOR THE QUIZ

	DISTINCTION	MERIT	PASS	RESIT/ REFERRED
	85 – 100 Marks	70 – 84 Marks	50 – 69 Marks	49 – 0 Marks
RESIT FEE				US\$25

PASSING AND FAILING THE TERM PAPER








To pass the term paper and the course the student **MUST obtain a pass grade on EVERY Assessment Criteria (AC 1.2; 1.2 etc.) on the unit and term paper.** To pass the Term Paper, students must demonstrate the ability to apply theory and practice to produce results. The units may involve field study as a part of the research component of the course that supports theory. This enables problem-solving and critical thinking skills and is essential for enhancing students' learning achievements in the unit. In turn the student must show evidence including but not limited to identifying and applying concepts, analyzing and solving problems, estimating and interpreting results, and stating results and appropriate conclusions using correct terminologies. The faculty provides initial and midpoint support to the student to assist and assess learning outcomes throughout the semester.

To pass the Assessment Criteria in the Term Paper be sure to:

- Use the Assessment Criteria (AC) as the headings in your work. Write out the full question as it appears on the term paper.
- Pay attention to the action verb in the question: e.g. explain, apply; justify; assess; discuss; use etc.
- Review the contents for the unit or the mark scheme in the term paper as primary source to determine what to research on the Assessment Criteria.
- Attend ALL Term Paper and Referencing Help Sessions to learn to write Research Term Papers.

GRADE SCHEME FOR THE TERM PAPERS:

	DISTINCTION	MERIT	PASS	RESIT/ REFERRED	FAIL
FEES				US\$4 per AC	US\$250

-  Term Papers **MUST** be submitted on or before the published deadline. Failure to submit on the deadline **will incur late fees of US\$12 per week** per unit after the published date. **Submit your work on-time to avoid paying late fees.** Late papers will be collected **no later than four weeks after the published deadlines**, thereafter the student is given a fail grade for the unit.
-  If a student fails a unit, they have to take over the unit/course when it is next offered on the timetable.
-  If the student earns a Referred grade, they just need to do over the term paper or the ACs on the term paper that are referred for attention.
-  To retake a failed Term Paper is US\$250.
-  To modify or retake the Term Paper is US\$4 per Assessment Criteria.
-  Resubmitting the Term Paper is at your request. You must submit a Resit Request Form and Fees as soon as you begin working on the paper so you can be assigned a marker.
-  **Term Paper assessment and grades publication usually take 12-15 weeks after the official deadline for submitting the work.**

SUBMITTING THE TERM PAPER

You will submit both soft and hard copies of your work. Both copies are to in receipt on or before the published deadlines.

1. **Email the softcopy of the work to:** faculty@colbournecollege.com
2. **Deliver the hardcopy of the work to:** Colbourne College, 6 Hillview Ave, Kingston 10, Jamaica.

AVOIDING TECHNICAL ISSUES AND LOSS OF WORK

- ✚ Back up your work on your thumb drive **AS WELL AS** email yourself copies of your work every-time you make new updates to the work. Hardware and computer issues are not acceptable excuses for submitting your work late.
- ✚ Remember to save your work every few minutes.
- ✚ Access to personal laptops or desktops and a printer are important to your success in this program. However, the college loans laptops on-campus for use in the library room only. We also offer printing services on-campus.

THE TERM PAPER DEFENSE – INDIVIDUAL ORAL PRESENTATION

The Term Paper Defense is a critical part of demonstrating learning. You will be required to meet the following **Criteria:**

- ✚ A defense presents evidence of contribution to a term paper by the student. The defense is an oral presentation.
- ✚ This viva-voce defense is essentially an interview with one main assessor and other invited assessors. However the student's final defense of the term paper will be open to the public and all members of the academic community and family and friends.
- ✚ Students should check with their program advisor for the final deadline for their term paper defense.
- ✚ Students are required to enter details of their term defense, such as time, date, and location, online at the college's website through the iTutor paper.

LEARNING OUTCOME DEMONSTRATION

- You must demonstrate knowledge, understanding and mastery of the learning objectives/outcomes of the unit.
- You must be to apply the concepts and theories discussing to the business case you are studying.
- You must use PowerPoint to present your item delivering.

FORMAT

Undergraduate presentation is 10 - 15 Minutes.

PASSING AND FAILING THE TERM PAPER DEFENSE

- ✚ A Student who fails to successfully defend the Term Paper will FAIL the Term Paper also. Oral Defense are conducted the second weeks of the months of April, August and December.
- ✚ Failing the Term Paper Defense, the student must reattempt to defend the term paper until they obtain at least a PASS.
- ✚ Term Paper defense is free done on the published datelines. There are minimum of two assessors required at defense papers.
- ✚ Late Term Paper Defense is US\$25 per assessor. There are usually minimum of two Assessors present for the defense and the verification processes to be factored. If you submit your term paper late, this could impact the date of your defense. Save money by meeting your submission datelines.

- ✚ The Late Defense of the Term Paper is completed at your request. You must submit a Resit Request Form at least four (4) weeks before the date that you are requesting to do over the paper, along with the fees receipt #.
- ✚ The Resit Fee is US\$25.00 per assessor. This must be paid before submitting the Request Form.
- ✚ You will receive confirmation of the date of the defense, once your payment and request are received.
- ✚ Term Paper Defense Grades are available within 24- 48 Hours.

GRADE SCHEME FOR THE TERM PAPER DEFENSE

	DISTINCTION	MERIT	PASS	RESIT/ REFERRED
	85 – 100 Marks	70 – 84 Marks	50 – 69 Marks	49 – 0 Marks
RESIT FEE				US\$25 X 2 Assessors = US\$50.00

ALTERNATIVE ASSESSMENT METHODS

- ✚ Term Papers may be substituted by other assessment types such as Essay Writing, Reports, Case Study, Presentations or mixed methods of any of the above for different Assessment Criteria on the unit.
 - ✚ Assessment method is officially approved by the Director of Programmes who heads the faculty.
 - ✚ All assessments adapted are designed to meet and fulfill the Assessment Criteria in the unit at least once as ALL ACs on the unit must be met by individual students with the recorded evidence – audio or visual readily available for assessment and verification by the IV and ISV.
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BOOK LOAN AND LIBRARY USE

- ✚ Students have full access to library book for use in the library room.
 - ✚ Overnight book loan services are \$5,000 per year. This allows for two books for maximum periods of five (5) days at a time – off campus.
 - ✚ Limited edition books are not included in the Book Loan.
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Extenuating Circumstances

Mitigating Circumstances

- All students should sit the examinations at the prescribed time, yet accommodations are made in extenuating circumstances.
- For students to qualify for Resit they **MUST ATTEMPT ALL** assessments in the unit and earn at least a Referred Grade.
- Students who did not sit an examination and did not withdraw formally will receive a Failing grade.
Students who differed for financial reasons or illness will earn an IC – Incomplete Grade.
- A student who has taken ill during an examination after 50% of the examination is completed may on the discretion of the Academic Dean, after investigations, be assessed for the final course grade through assessing the portion of work completed in the examination along with the coursework grade contributing towards a final grade.
- Where a medical certificate is produced to the Student Officer no later than 5 days after the examination is conducted, and is approved, a supplemental examination will be given. The same rule applies for a student who has taken ill before 50% of the paper is completed.
- Resit fees apply in all circumstances.

UNDERSTANDING YOUR STATUS IN THE PROGRAM

The Degree Level has **two (2) key stages**: The Bachelor's Diploma and Degree are awarded on the degree journey starting at Colbourne College. Together they are completed in 24 or 36 Months based on the final year university partner that you choose.

1) STEP 1: Bachelor's Diploma: First 16 – 20 Months (depending on your specialization):

UK L5 Higher National Diploma studied at Colbourne College and awarded by Pearson BTEC (of Pearson College, London) or NCC Education – UK:

- o Business Management in (16 Months)
- o Business & Hospitality with Flight Attendant Training in (20 Months)
- o Business & Accounting in (20 Months)
- o Business & Health and Social Care (20 Months)

2) STEP 2: Bachelor's Degree: *Final Year/s with the USA/UK University that you choose to earn the degree with. The degree can be studied in Jamaica, USA, UK or 100% Online from anywhere in the world that you live.*

Top-up to the BA (Hons) Degree within:

- o 8 Months with University Of Worcester, UK for the degree - completed in Jamaica.
- o 8 - 12 Months with University Of Northampton – completed in the UK.
- o 16 Months with Monroe College – completed in NYC, USA.
- o **TAKE NOTE:**
International Students have final year options of Northampton or Monroe or other universities to finish final year.
- o Students studying in Jamaica have final year options of Worcester, Northampton, Monroe or other universities to finish the final year/s.
- o The University you select is responsible for setting the Tuition and Fees. These are usually accessible on their website. You will begin the admission process as soon as you receive your official transcript from Pearson.
- o Students Visas may only begin to process when you have supplied the required application fees and proof of documentation and ability to support living and studying in the country. The process from there-on is quite simple while your embassy remains with the final decision to grant the visa.
- o **The UK L5 Diploma is the first 16-20 Months of the Bachelor's Degree. To move into the final year/s of the Bachelor's Degree, passing the Level 5 UK Higher National Diploma is mandatory.**

CERTIFICATION AND AWARDS

- ✚ Final year fees are set by the University you apply to and represent a new contract with that institution. At this point you are graduates of Colbourne College and students of the University whether you top-up the degree locally or overseas on-campus.
- ✚ You are not registered for assessment from Pearson until you have paid the one-time external examination fees of GBP360 at end of the program.
- ✚ Once registered your grades are uploaded to Pearson system are you are now eligible for Certified transcripts and upon completion of all required units in the program – your diploma.
- ✚ Colbourne College does not offer Transcripts. Students will get an Official Grade Report end of year one when the course work for the two semesters are graded and published.
- ✚ Student Works And Final Grades are (1) Marked by the Course Lecturer (2) Reviewed By Internal Verifier and approved by (3) International Standard Verifier (ISV) from Pearson, UK.
- ✚ Student MUST complete the L5 Diploma no later than 48 months of commencing. This does not include the Bachelor's year when a new registration with the progression university.

WORK EXPERIENCE AND INTERNSHIP

Students must make all efforts to attain work experience and/or internship early in the program. Internships and placement opportunities are important part of the students' career enhancement and personal development plan as well as to fulfill the requirements for **UNIT 16** Managing Communication, Knowledge and Information, and **UNIT 40** Business Work Experience.

Internship (full-time/part-time) is a real world experience related to career goals and interests. Internships provide the students the opportunity to grow professionally, to identify personal strengths and weaknesses, to apply learned theory to practical situations, and to gain an appreciation of the role, duties, and responsibilities of the work that the student has chosen as a career.

At Colbourne College, we encourage internships that help supplement the student's total educational preparation for the working world in the fields of business and management and which provide a combined work experience and learning opportunity for application of classroom theories. Internships are directly related to the Major or Minor pursued by the students. Internship can be done during the academic semester and/or summer. There are several varieties of internships: some are paid, some are not and some offer credit towards graduation. Students go into a working environment locally or internationally to gain experience and exposure to techniques, methodologies, and procedures under close supervision and guidance of a capable practitioner. Students who are employed can use their workplace.

The internship is designed cooperatively by the student, field professionals, and college faculty to provide an experience that is mutually beneficial to both the intern and the agency. Agency supervisors become the final link in the development of the intern as a new professional. This partnership creates the ultimate educational experience.

COLBOURNE DISCLOSURE STATEMENT

Colbourne College does not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, marital status or disability in employment or admission to our educational programs or in services offered to any of our constituents.

We will recruit learners to BTEC qualifications with integrity. This will include ensuring that applicants admitted have appropriate information and advice about the qualifications and how the qualification will meet their needs. We will recruit only applicant's based on our professional judgement that have the potential and ability to successfully complete the programme of study and achieve the qualification.

We will use the same professional judgment to review the entry profile of qualifications and/or experience held by applicants, considering whether this profile shows an ability to progress to a higher level qualification.

Colbourne Student Services Benefits

- Suitable resources to support the delivery of the program-library and technical resources, pastoral and administrative services, student loan and dedicated faculty.
- Final Year/s University Transfer in the United States or the United Kingdom.
- Student Visa Assistance through assessment of embassy requirements and in submitting the required college documentations. The Final Year University also provides the students the SEVIS forms and other embassy required documentations of proof.
- 90% of qualified student visa applicants are successful.
- Volunteerism, Work Experience And Internship Assistance.
- Students Annual Boarding Accommodation.
- Student Hostel for overnight stays.
- On-campus Library and Media Room.
- Student Clubs And Association.
- Comfortable and Air-Conditioned Classrooms.
- Free Learning Resources And Texts Online
- Flexible Learning: Online, In-Class Or Distant Learning
- Affordable Tuition: Save up to \$14,000 every semester by starting the degree at Colbourne College.
- Open Communication: Colbourne MySpace is on Skype and allows access to peers and staff 24hrs/day.
- Main Campus is conveniently located in Half Way Tree central to everywhere and everything that matters.
- Students from all over the world can study through our USA Satellite Program whether online or by distant learning then transfer on-campus in the United States or United Kingdom for the final year/s for the degree.
- Online classes are scheduled and taught. You are in a virtual classroom with the lecturer and classmates. You see them, ask questions, do group work and enjoy the same college experience from your living-room or work. You can travel, change residences, change jobs and still do not interrupt your studies because learning at Colbourne is supported anywhere on the planet that you can find a quiet space with internet access.

- Distant Learning Classes are NOW Almost FREE. It is half the price of online and in-class learning. Access your lessons from our learning portal – iTutor; Start anytime during the year; Study where and when it is convenient; take your exams only when you feel you are 100% ready; pay only when you can afford to. Start your degree with \$0. Finish your degree online or on-campus in the United States at First-rated Universities.
- Colbourne students earn only Quality Degrees from reputable and accredited University partners in the US or UK where the top 10 Universities in the world are located. Be a part of the community of knowledge and Excellence. Earn a degree approved by The Board of Regents of the University of The State Of New York.
- Students with First-world Qualifications and Work Experiences are better paid in the work-place. Study at Colbourne College from anywhere in the world and get the right degree to earn just what you are worth.
- Join our graduates who are completing degrees at Harvard, Northampton, Monroe, SUNY and many other stellar and recognized US and UK University.
- International students can work, do paid internship and volunteer while they study abroad to gain valuable work experience to support the college learning experience and expenses.
- Colbourne College is approved as Agents of University of Northampton, Pearson and Monroe College.

PROGRAM BREADTH: LEARNING ENRICHMENT AND ENGAGEMENT

OUR PROGRAM ADVISORS AIM TO ENHANCE THE VOCATIONAL NATURE OF THE QUALIFICATION BY:

- ✦ Encouraging the learners to bring with them the wealth of experience from their life experiences and work environments to enrich learning through dialogue, case study analysis, research, reporting and assessment.
- ✦ Liaising with employers to ensure a course relevant to learners' specific needs.
- ✦ Accessing and using non-confidential data and documents from learners' workplaces
- ✦ Including sponsoring employers in the delivery of the programme and, where appropriate, in the assessment
- ✦ Linking with company-based/workplace training programmers.
- ✦ Making full use of the variety of experience of work and life that learners bring to the programme.

PROGRAM REVIEW DATES

DATE WRITTEN: August 29, 2015

NEXT DATE OF REVISION: August 29, 2016

Primary Library And Technical Staff Disclosure

Colbourne Library has Laptops and desk-tops accessible solely by users of the library. 90% of the students take their personal laptops to the library. The library is open weekdays **10:00am – 7:00pm** and on Saturdays **9:30am – 4:00pm**. Students are provided access to the virtual library and technical support is provided by the Computer / Automation Librarian who maintains the physical and online library catalog - integrated library system. The staff shelves, stores, records and retrieves library resources; updates library procedures; assists and supports students and others to use those procedures; supervises the lab and provides daily troubleshooting and virus scanning that students computers are working efficiently; primarily responsible for computer security; and fosters a collegiate and quiet setting within the library. The staff is responsible for providing access to online library database subscriptions and ensure the smooth functioning of the induction and online tutoring system - iTutor.

Supervision received

The staff works under the general supervision of the Library Department Head who is a Student Services Manager, supervising both the professional library and technical support library employees. The staff coordinates all the library's activities and services and works corporately with the students and faculty heads to ensure the coordination of the Library services - physical and intellectual - match the specification of the academic programs and requirements and serve the needs of its community, including access to the collections and services.

Duties

The Computer / Automation Librarian is responsible for the clerical and technical work in the library:

- Prepares book orders, verifies book deliveries against invoices and maintains records of book
- Oversees book and computer loans.
- Resolves routine problems in technical (computer and projectors) procedures.
- Performs a variety of library clerical tasks, as assigned.
- Oversees library clerical staff in acquisitions and processing.
- Responsible for serials, acquisitions and processing.
- Assist lecturers with Projectors and other media and performs related work as required.

Knowledge, Skills And Abilities

- Good knowledge of basic library methods, techniques and procedures.
- Good knowledge of standard office and library machines.
- Good knowledge of automated systems as they apply to book processing.
- Knowledge of subject units and levels offered in a new semester and supporting texts.
- Skill in typing at the net rate of 30 words per minute.
- Good ability in oral and written communications.
- Considerable ability to understand and follow written and oral instructions.
- Good ability to maintain library records and carry out library procedures.
- Ability to work with Faculty on a new semester to identify and maintain reference text lists.
- Considerable ability to establish and maintain effective working relationships with superiors, associates and the general public.
- New students' Induction to iTutor and online resources. Requires knowledge of Induction policy.