

BSc (External) Degree in Property Management

UCAS code: N/A

Awarding Institution: The University of Reading

Teaching Institution: College of Estate Management

Relevant QAA subject benchmarking group(s): Building and Surveying

Faculty: Faculty of Science

Programme length: 4 years

For students entering Level 1 in December 2003

Date of specification: 28/05/2003

Programme Director: Gordon Fogg

Board of Studies: External BSc Programme (CEM)

Accreditation: (None sought)

Summary of programme aims

The programme aims to provide students with a sound understanding of the principles and practices involved in property management up to degree level standard and to prepare them for progression to Masters level should they so wish.

Transferable skills

The University's Strategy for Teaching and Learning has identified a number of generic transferable skills which all students are expected to have developed by the end of their degree programme. In following this programme, students will have had the opportunity to enhance their skills relating to career management, communication (both written and oral), information handling, numeracy, problem-solving, team working and use of information technology.

This will be demonstrated in the assignment and project work that the student submits and in the face to face sessions where appropriate. The distance learning aspect of the course also encourages self-discipline, self-motivation and good time management.

Programme content

The profile that follows states which modules must be taken (compulsory modules), together with the lists of modules that the student may select their options from.

Level 1A (Dec - Sept)

Credits Level

Compulsory modules

| <i>Mod Code</i> | <i>Module Title</i> | | | |
|-----------------|--|----|---|-----|
| | <i>Economics 1</i> | 20 | C | HE1 |
| | <i>Introduction to Law</i> | 20 | C | HE1 |
| | <i>Technology 1 (Low rise)</i> | 30 | C | HE1 |
| | <i>People and Information management</i> | 20 | C | HE1 |

Level 1B (Dec - Sept)

Credits Level

Compulsory modules

| <i>Mod Code</i> | <i>Module Title</i> | | | |
|-----------------|--------------------------------------|----|---|-----|
| | <i>Economics 2</i> | 20 | I | HE2 |
| | <i>Technology 2 (High rise)</i> | 30 | C | HE1 |
| | <i>Managing products and finance</i> | 20 | I | HE2 |
| | <i>Property Law</i> | 20 | I | HE2 |

Level 2 (Dec - Sept)

Credits Level

Compulsory modules

| <i>Mod Code</i> | <i>Module Title</i> | | | |
|-----------------|-------------------------------------|----|---|-----|
| | <i>Valuation and Investment 1</i> | 20 | H | HE3 |
| | <i>Valuation and Investment 2</i> | 30 | H | HE3 |
| | <i>Planning Practice and Policy</i> | 20 | I | HE2 |
| | <i>Planning Law</i> | 20 | I | HE2 |

Level 3 (Dec – Sept)

Compulsory modules

| <i>Mod Code</i> | <i>Module Title</i> | <i>Credits</i> | <i>Level</i> | |
|-----------------|---------------------|----------------|--------------|-----|
| | <i>Project</i> | 30 | H | HE3 |

Plus **three** from these optional modules:

| <i>Mod Code</i> | <i>Module Title</i> | | | |
|-----------------|---|----|---|-----|
| | <i>Applied Valuation</i> | 20 | H | HE3 |
| | <i>Construction Law</i> | 20 | H | HE3 |
| | <i>Construction Planning, Tendering and Finance</i> | 20 | H | HE3 |
| | <i>Facilities Management</i> | 20 | H | HE3 |
| | <i>Maintenance Management</i> | 20 | H | HE3 |
| | <i>Project Development and Strategy</i> | 20 | H | HE3 |
| | <i>Urban Estate Management</i> | 20 | H | HE3 |

Progression requirements

Each module is assessed to an overall 40% pass mark with assignments contributing 30% and examinations 70% of the available marks. There is no minimum requirement in either examinations or assignments.

Students who fail one module at Level 1A may proceed to Level 1B at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as sitting their Level 1B examinations.

Students who fail one module at Level 1B may proceed to Level 2 at the discretion of the Examinations Board. They may then have a further attempt at that module at the same time as sitting their Level 2 examinations.

Students who fail one module at Level 2 may proceed to Level 3 on the same basis as above.

Students who fail more than one module must pass the failed modules before proceeding to the next level.

Students are allowed three attempts at each module at each level of the course.

Summary of teaching and assessment

Teaching is organised in modules that typically involve distance learning study materials supplemented by periods of face to face teaching. All modules are assessed by a mixture of coursework and examinations with the exception of the project at Level 3. Details are provided in the module specifications.

Only Level 3 contributes towards the overall assessment of the Degree.

Students who leave the course after level 1B and with a minimum of 120 credits will be awarded a Certificate of Higher Education in Property Management. Those who leave after level 2 with a minimum of 240 credits and who have passed Valuation and Investment 1 and 2 will be awarded a Diploma of Higher Education in Property Management.

Admission requirements

Entrants to this programme are normally required to have obtained:

Grade C or better in English at GCSE, or equivalent

They will also require at least one of the following:

- A-Levels CD, DDD, equivalent or better.
(Two AS grades are accepted in place of one A-Level)
- Scottish Highers: 4 required
- NVQ level 4 or 5
- University degree, diploma or certificate,
- Degree or certificate from a recognised technological or other institution.
- HNC or HND
- Professional qualifications from an acceptable institution
- Certain armed forces qualifications

Mature candidates (24 or older) who do not meet these academic requirements may be admitted to the Programme at the discretion of the Admissions Committee

Admissions Tutor: Gordon Fogg (College of Estate Management)

Support for students and their learning

The University provides learning support for local students through the library, which, across its three sites, holds over a million volumes, subscribes to around 4,000 current periodicals, has a range of electronic sources of information. Students currently have no access to the University computers. Since the majority are based overseas, this is not really relevant. It is a requirement of the course that students have personal access to a computer.

Within the College of Estate Management further support is provided by direct email contact with subject tutors, Web based discussion forums and the provision of lecture notes and assignment answers on the College Web pages. There is a Course Adviser to offer advice on the choice of modules within the programme. The course administrators or tutors (as appropriate) provide pastoral care. Text books, videos and audio tapes are currently provided to support the study material.

Career prospects

This programme is well-established. The students are normally already in relevant employment and are using the Degree as a means of gaining an academic qualification from a prestigious University. The course is designed to enhance career prospects but may lead students to further study at postgraduate level.

Opportunities for study abroad or for placements

Not Applicable. As the programme is on a distance learning basis students are free to travel whilst they study and examinations can normally be arranged in most countries with sufficient notice.

Educational aims of the programme

The programme aims to provide a thorough Degree level education in Estate Management, with a sound understanding of the principles and practices required by the current profession. It aims to produce competent surveyors with the ability to progress to Professional status should they wish.

Programme Outcomes

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, skills, qualities and other attributes in the following areas:

Knowledge and Understanding

A. Knowledge and understanding of:

1. the academic and theoretical principles specific for professional expertise in their chosen discipline.
2. the technology required for constructing a range of buildings and their associated services.
3. the legal background to working in the property industry.
4. the economics relating to property.
5. the management of organisations and products

Teaching/learning methods and strategies

The knowledge required for each module is contained in the study papers and supported by lectures, workshops and seminars. Study papers contain self-assessment questions and answers. Feedback is given on assessed work only. In the later stages of the programme students are expected to research more beyond the study materials provided.

Assessment

Knowledge is tested through a combination of coursework and unseen examinations. The final year project is a piece of individual research work.

Skills and other attributes

B. Intellectual skills – able to:

1. think logically
2. analyse and solve problems
3. organise tasks into a structured form
4. transfer appropriate knowledge and methods from one topic within a subject to another
5. plan, conduct and write a report on an independent project.

Teaching/learning methods and strategies

Logic is an important skill in estate management, especially in valuation and dealing with legal issues. Analysing and solving problems are common activities in the day to day employment of a surveyor. The format of the assignments and examination questions will generally be based around practical situations requiring problem solving. More straight forward problems will be used at the lower levels, but at Levels 2 and 3 students will be required to transfer the knowledge from previous modules and apply it to particular problems. Many surveyors are involved in writing reports for clients. The project will develop independent research and report writing skills.

Assessment

Items 1 – 4 will be assessed during the assignments and examinations, with item 5 being tested in the project module at Level 3.

C. Practical skills – able to:

1. 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
2. manage property
3. give advice on property matters, such as investment

Teaching/learning methods and strategies

Students are introduced to the economic principles underlying valuation in the two Economics modules. This is built on in the Valuation and Investment modules and the Applied Valuation module. The Introduction to Law and Property Law modules provide the legal background to issues which may affect valuation. Aspects of property management are covered in the Building Technology and Management modules and further expanded in the Urban Estate Management, Facilities Management and Maintenance Management modules. Foundations for investment are covered in the two Economics modules and built on in the Applied Valuation module.

Assessment

All assessment is in the assignments and examinations.

D. Transferable skills – able to:

1. communicate effectively including using IT
2. work as part of a team
3. be self-motivated
4. manage time
5. develop CPD discipline
6. develop a capacity for independent thought

Teaching/learning methods and strategies

The use of IT is embedded throughout the course both in communicating with the College as a research means and as a tool for word processing and spreadsheet calculations. The distance learning aspect of the course encourages self-motivation and time management and, due to the fact that most students are already in employment, it encourages the development of good CPD practice. Team working is difficult to encourage with this type of course but local tutor groups are encouraged and group exercises at face to face sessions are undertaken.

Assessment

Communication in the written form is assessed by assignments and examinations. The ability for independent thought is assessed in the project. The other skills are not directly assessed but their effective use will improve performance in modules.

Please note: This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably expect to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of each module can be found in module and programme handbooks.