

BSc (External) Degree in Estate Management UCAS code: N/A
For students entering Level 1 in December 2007

Awarding Institution:	The University of Reading
Teaching Institution:	College of Estate Management
Relevant QAA subject benchmarking group(s):	Building and Surveying
Faculty of Science	Programme length: 4 years
Date of specification: Dec 2007	
Programme Director: Gordon Fogg	
Board of Studies: CEM Board for undergraduate courses	
Accreditation: RICS, HKIS	

Summary of programme aims

The programme aims to provide students with a sound understanding of the principles and practices involved in estate 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)

Compulsory modules

Mod Code	<i>Module Title</i>	<i>Credits</i>	<i>Level</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)

Compulsory modules

Mod Code	<i>Module Title</i>	<i>Credits</i>	<i>Level</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)		<i>Credits</i>	<i>Level</i>	
<i>Compulsory modules</i>				
<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>Environmental Law</i>	20	I	HE2

Level 3 (Dec – Sept)		<i>Credits</i>	<i>Level</i>	
<i>Compulsory modules</i>				
<i>Mod Code</i>	<i>Module Title</i>			
	<i>Applied Valuation</i>	20	H	HE3
	<i>Project</i>	30	H	HE3
	<i>Statutory Valuation (Compulsory in Singapore)</i>	20	H	HE3

Optional modules:

<i>Mod Code</i>	<i>Module Title</i>			
	<i>Development</i>	20	H	HE3
	<i>Urban Estate Management</i>	20	H	HE3
	<i>Investment</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 with certain exemption profiles may be allowed to combine modules from differing levels (1A, 1B and 2 only) for purposes of balancing workload between years of the course.

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, notwithstanding the balancing referred to above.

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.

Admission requirements

Entrants to this programme are normally required to have obtained Grade C or better in English in GCSE or equivalent. In addition the College has undertaken to comply with the RICS threshold of 230 UCAS points or equivalent for 75% of UK entrants at Level 1A as from 1 December 2004. UCAS point equivalents can be attained through a range of qualifications including HND/HNCs, certain armed forces qualifications, professional qualifications from acceptable institutions, and partially completed degrees. The College's own Diploma in Surveying Practice is an automatic entry qualification as is any prior university degree.

Admissions Tutor: Pauline Makepeace (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 a professional surveying qualification. The course is widely seen as enhancing career prospects but often leads 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.

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

<p>A. Knowledge and understanding of:</p> <ol style="list-style-type: none">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	<p>Teaching/learning methods and strategies</p> <p>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.</p> <p><i>Assessment</i></p> <p>Knowledge is tested through a combination of coursework and unseen examinations. The final year project is a piece of individual research work.</p>
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Skills and other attributes

<p>B. Intellectual skills – able to:</p> <ol style="list-style-type: none">1. think logically2. analyse and solve problems3. organise tasks into a structured form4. transfer appropriate knowledge and methods from one topic within a subject to another5. plan, conduct and write a report on an independent project.	<p>Teaching/learning methods and strategies</p> <p>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.</p> <p><i>Assessment</i></p> <p>Items 1 – 4 will be assessed during the assignments and examinations, with item 5 being tested in the project module at Level 3.</p>
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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. Valuation for compulsory purchase is dealt with in Planning and Compensation Law and in Statutory Valuation. 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 module. Foundations for investment are covered in the two Economics modules and built on in the Investment 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 be expected 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 the module description and in the programme handbook. The University reserves the right to modify this specification in unforeseen circumstances, or where the process of academic development and feedback from students, quality assurance processes or external sources, such as professional bodies, requires a change to be made. In such circumstances, a revised specification will be issued.