

Students' Handbook - University Foundation Programme in Business Management

2026/27

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Course Outline

Module	% of overall grade
Term One	
Maths & Statistics	10%
Economics	15% (including Term 2)
Business Studies	20% (including Term 2)
Study Skills	15% (including Term 2)
Communication Skills	10% (including Term 2)
Themes in Social Science	5%
Academic English	-
Term Two	
Accounting	15%
Economics	15% (including Term 1)
Study Skills	15% (including Term 1)
Communication Skills	10% (including Term 1)
Business Studies	20% (including Term 1)
Business Project	10%
Academic English	-

Grading Guide

A	70 – 100%
B	60 – 69%
C	50 – 59%
Fail	0 – 49%

Applying to University - Filling in UCAS Applications

During the first two weeks of your course, we will introduce UCAS and help you with the registration.

In your application you will have to fill in information on the following:

- Your personal details - full name, postal address, email, telephone number, where you live
- Your nationality details
- How you will fund your studies
- Education - your Foundation Year at IFG and your high school details
- Employment
- Your personal statement
- Your university choices - you will receive extensive one to one help in choosing the right course and university for the next stage of your studies.

In the education section where you should fill in the Foundation Year information, use the following details:

Awarding organization	International Foundation Group
Qualification name	Foundation Year
Programme title	Business Management
Start date (for September intake)	September 2026
Start date (for January intake)	January 2026
End date (for September intake)	June 2026
Start date (for January intake)	July 2026
Type of study	Full-time
Referee and/or Agent and/or Nominated access	Michael Addison Academic Director +44 (0)20 3633 0510 m.addison@intfoundationgroup.co.uk
Modules	Core Mathematics and Statistics Business Studies Accounting Economics Themes in Social Science Study Skills Communication Skills
Qualification date	July 2027

Assessments

In order to ensure that all assessments are carried out in a correct manner, the following processes are in place:

- All formal assessments, whether exams or coursework are set and assessed by IFG.
- All pieces of coursework, both formal and informal, are submitted electronically.
- Students are required to submit an “AI Use and Authenticity Declaration” with their coursework
- Turnitin is used to ensure against plagiarism and inappropriate use of AI for all formally assessed coursework. In addition, all students are either interviewed or provide a short presentation on all coursework to check their understanding of their assignments.
- Exam room regulations adhere to JGF regulations.

Project

All students complete a final project developing a comprehensive business plan for a new venture

Assessment criteria:

AO1 Evidence of use of a significant range of sources appropriate to the type of business venture

AO2 Ability to apply and analyse information in the development of a coherent, coordinated and balanced plan

Academic Progression and Employability

The primary objective of most students is to progress onto business related degree programmes at UK universities. Therefore, a strong emphasis is placed on detailed information on UK universities and their business related courses.

Students receive individual help in the application process through UCAS and are given guidance on personal statements.

A key element of the course is to develop attributes, skills and knowledge to enhance student opportunities of securing rewarding and fulfilling jobs once they have graduated from university.

The course develops many transferable and practical skills including:

- the ability to evaluate and apply knowledge and concepts
- developing logical and balanced arguments
- performing well in interviews
- communicating in professional contexts
- making effective presentations
- improving Excel skills

- writing a professional CV
- understanding the challenges and advantages of working in a culturally diverse environment
- developing a business plan

Course Modules

Maths & Statistics

Term One

10% of overall grade

Introduction and Aims

This module is designed to ensure that all students have an appropriate level of mathematical knowledge and competence in order to progress onto undergraduate studies in a range of subjects. For business students it provides the foundation for further studies in terms two and three. It is based on A Level Core Mathematics modules, C1 and C2.

Objectives

- Develop an understanding of basic mathematical concepts and theories, and the skills required to solve a variety of problems.
- Apply mathematical concepts and theories in a range of contexts.
- Demonstrate knowledge and understanding of the specified subject content.
- Apply knowledge and critical understanding to mathematical problems.

Recommended Reading

Author	Title	Publisher
Pledger, K et al (2008)	<i>Advanced Maths for Edexcel: C1 + C2</i>	Heinemann
Pledger, K et al (2008)	<i>Advanced Maths for Edexcel: S1</i>	Heinemann
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
End of Term Examination (2 hours)	100%

Economics

Term One and Term Two
15% of overall grade

Introduction and Aims

This course combines a study of micro and macro content in exploring a range of economic issues drawn from national and international contexts. It promotes an understanding of economic concepts and theories through a critical consideration of current economic issues, problems and institutions that affect everyday life.

Although prior study of economic theories is useful, no prior knowledge is necessary. The course is valuable in a general understanding of the world around us, and offers essential background knowledge and understanding to students wishing to progress to business related degree level studies.

Objectives

- Develop an understanding of economic concepts and theories through a critical consideration of current economic issues, problems and institutions that affect everyday life.
- Apply economic concepts and theories in a range of contexts and to appreciate their value and limitations in explaining real-world phenomena.
- Analyse, explain and evaluate the strengths and weaknesses of the market economy and the role of government within it.
- Demonstrate knowledge and understanding of the specified subject content.
- Apply knowledge and critical understanding to economic problems and issues arising from both familiar and unfamiliar situations.
- Analyze economic problems and issues.
- Evaluate economic arguments and evidence, make informed judgments.

Recommended Reading

Author	Title	Publisher
Powell, R & Powell, J (2020)	AQA A level Economics 1	Hodder Education
David Shapiro et al (2022)	Principles of Microeconomics	Perloego: https://ereader.perlego.com/1/book/695166/1
David Shapiro et al (2022)	Principles of Macroeconomics	Pharos: https://ereader.perlego.com/1/book/4318974/1
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
Coursework	30%
Presentation	35%
Exam	35%

Business Studies

Term One and Term Two

30% of overall grade (including final project)

Introduction and Aims

The course introduces students to the ways in which business organisations of all types function. It examines the global environment in which businesses operate and how they can respond to external factors. While the principal aim of the course is to prepare students for degree programmes in business and management related programmes, there is a strong practical element to the course allowing theories to be applied to practical situations. The coursework element of the assessment allows students to trace the different stages of starting a business and appreciating the internal and external challenges which businesses encounter.

Objectives

- Understand the political, social and economic, environmental, technological, and legal context in which businesses operate.
- Appreciate the ways in which businesses can respond to a changing macro environment.
- Develop a critical understanding of the different ways in which organisations are structured.
- Develop a critical understanding of how the individual and the organisation relate to each other in terms of goals, motivation, and leadership.
- Appreciate the importance of recruitment and training.
- Understand the different perspectives of a range of stakeholders.
- Develop a critical understanding of the main tasks and concepts associated with marketing planning and the marketing management process.
- Develop the skills to create a business plan for a new organisation.
- Appreciate the need for effective management control of operations.
- Show an ability to evaluate different theories and apply them to practical situations.

Recommended Reading

Author	Title	Publisher
Surridge, M & Gillespie, A (2019)	AQA A Level Business Studies for A level	Hodder
Patrick Siegfried (2021)	Business Management Case Studies	Books on Demand https://ereader.perlego.com/1/book/2799494/0
Philip Kotler et al(2021)	Marketing 5.0	Wiley https://ereader.perlego.com/1/book/2094980/0
Michael Armstrong, Stephen Taylor (2020)	Armstrong's Handbook of Human Resource Management Practice	Kogan Page Perlego: https://www.perlego.com/book/1589838/armstrongs-handbook-of-human-resource-management-practice-pdf

Michael Butler and Ed Rose (2011)	Introduction to Organisational Behaviour	Kogan Page Perlego: https://ereader.perlego.com/1/book/1589459/0
David S. Bright et al (2019)	Principles of Management	Pharos: https://pharos.intfoundationgroup.co.uk/pluginfile.php/14989/mod_resource/content/1/PrinciplesofManagement-OP_mGBMvoU.pdf
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
Coursework 1	50%
Coursework 2	50%

Study Skills

Term One and Term Two - 15% of overall grade

Introduction and Aims

This module is taught over two terms. It helps students to prepare for undergraduate studies in the UK. It addresses the challenges of taking a course in a second language and adapting to a very different style of teaching and assessment. It also aims to provide participants with the opportunity to develop skills and confidence in the communication process, in different academic and professional contexts. It also gives guidance to students on writing personal statements for university applications.

Objectives

- Take effective and useable notes from a lecture.
- Appreciate how to identify sources and use them effectively.
- Understand how to avoid plagiarism.
- Develop an ability to select and apply information in a logical and appropriate fashion.
- Structure written answers in a coherent way, developing arguments and reaching balanced conclusions.
- Be able to carry out a research project using a range of sources, and showing an understanding of the Harvard referencing system, and compiling a bibliography in the correct format.
- Complete a well-structured personal statement.

Recommended Reading

Author	Title	Publisher
Burns, T & Sinfield, S (2022)	<i>Essential Study Skills 5th edition</i>	Sage Perlego: https://ereader.perlego.com/1/book/4336896/23?page_number=179
Cottrell, S. (2019)	<i>The Study Skills Handbook 5th Ed</i>	Macmillan
www.learnhigher.ac.uk		
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

The final assignment is an essay of approximately 1,500 words on a negotiated topic in which students show their ability to conform to academic rules, perform a basic literature review and write a critical essay and well structured essay.

In Term 1 students submit an essay proposal of approximately 300 words on a negotiated topic in which students show their ability to develop a well structured essay proposal and plan.

Assessment title	% of module grade
Essay Proposal	15%
Final Essay	85%

Communication Skills

Term One and Term Two - 10% of overall grade

Introduction and Aims

This module is taken in terms one and two of the foundation programme. The course is divided into four units: non-verbal communication, verbal communication, IT related communication and presentations. Various transferable skills will be developed through active participation in different academic and professional assessed tasks (formative and summative) leading to the independent production of a fully individual presentation on a chosen subject in an academic and professional manner.

Objectives

- Employ an appropriate and effective use of non-verbal and verbal communication skills in various professional and academic contexts.
- Interact confidently with individuals, groups and large audiences.
- Make effective use of word processing, spreadsheet and presentation software.
- Present and summarise ideas in a coherent way in various professional and academic contexts.
- Prepare and deliver a presentation with clarity and confidence using visual aids.
- Engage in reflective practice.

Recommended Reading

Author	Title	Publisher
Hargie, O (2018)	<i>The Handbook of Communication Skills. 4th ed</i>	East Sussex: Routledge Perlego: https://ereader.perlego.com/1/book/1570402/0
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
In Class Participation	10%
Interview and Reflective Essay	10%
Negotiation Meeting and Reflective Essay	15%
IT Related Communication Test	15%
Presentation and Reflective Essay	50%

Accounting

Term Two

15% of overall grade

Introduction and Aims

An understanding of the basic concepts of financial and managerial accounting is valuable not only for students who wish to consider a career in accountancy, but also as a way of understanding how businesses work in general. No prior knowledge of accounting is required for this module.

The module gives students an introduction to financial and managerial accounting principles, and helps them to apply these principles in different situations.

Objectives

- To introduce students to the language of accounting, its principles, concepts, standards, conventions and practices.
- To introduce students to the regulatory and legislative context that has emerged.
- To enable students to prepare financial accounting statements and reports from raw financial data.
- To enable students to interpret financial statements and to report their findings to management.
- To familiarise students with current issues in accounting.

Recommended Reading

Author	Title	Publisher
Cox, D (2017)	AQA Accounting for A level	Osborne
Mitchell Franklin et al (2019)	Principles of Accounting, Volume 1: Financial Accounting	Pharos: https://pharos.intfoundationgroup.co.uk/pluginfile.php/14988/mod_resource/content/1/FinancialAccounting-OP_YioY6nY.pdf
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
End of Term Exam	100%

Themes in Social Science

Term One

5% of overall grade

Introduction and Aims

This module introduces different subject areas within social science and provides a basis for the depth modules.

It is primarily a skills based module using appropriate topics to develop student ability to research, debate, and make considered judgements, putting into practice skills learnt in the Study Skills module.

Objectives

- Develop a basic understanding of different fields of social science.
- Develop research skills and an ability to evaluate information.
- Be able to construct effective and structured arguments, and make considered judgements.
- Improve ability to debate issues.
- Be aware that in many social science issues, there are a wide range of valid opinions.

Recommended Reading

This module has no specific textbook. A wide range of different resources are used as a basis for class discussions and activities including **IFG Pharos** - Presentations, Worksheets, Video and Audio Materials, Sample Assessments.

Assessment

Assessment title	% of module grade
Presentation and Debate	65%
Reflective essay	35%

Academic English

Term One and Term Two

0% of overall grade

Introduction and Aims

This course is designed for prospective students seeking to raise the proficiency of their productive and receptive academic language skills.

The primary study focus is on delivering the course content in a manner that prepares students for the style of teaching and learning at universities in the United Kingdom. The lesson input and participation aim to enhance overall academic expression, encourage critical thinking and promote private study.

IELTS (International English Language Testing System) is a supplementary scope of scholastic development which offers theoretical and practical insight into IELTS Academic and is of particular benefit to students who wish to build on their test techniques and improve the IELTS band score.

Objectives

Writing

- Increase range of vocabulary for academic purposes.
- Use punctuation effectively and correctly.
- Learn about British English conventions for academic writing.
- Develop skills in describing and interpreting diagrams and tables.
- Select and organise ideas.
- Develop and link supporting examples.
- Use synonyms to avoid repetition.
- Develop strategies for correcting errors and proofreading.
- Understand English syntax and use this understanding to produce syntactically correct text.
- Identify and avoid contractions, tautology, split infinitives, the passive tense, double negatives and malapropisms.

Reading

- Develop the ability to understand the general meaning and main ideas of a text within a limited amount of time.
- Understand how to interpret the inferences and applied meanings of a text.
- Increase range of vocabulary.
- Understand a writer's opinions, views and claims.
- Develop exam skills including tactics on how to answer multiple choice, short answer, yes/no/not given and true or false questions.

Listening

- Comprehend main ideas and identify factual information.
- Recognise the opinions, attitudes and purpose of a speaker.
- Pay attention to tone, cadence and interpreting the meaning of silence.
- Follow the development of an argument.
- Demonstrate an understanding of detail by matching a list of items.
- Develop skills in labelling a diagram or plan.

- Develop skills in completing graphs, forms or tables.
- Show an ability to summarise, locate and remember key words and ideas.

Speaking

- Develop fluency and coherence.
- Use a wide range of appropriate vocabulary How to answer a question, and develop an argument or theme logically.
- Use a wide range of pronunciation features.
- Express attitudes, likes and dislikes effectively.

Recommended Reading

Author	Title	Publisher
British Council	British Council: LearnEnglish Teens https://learnenglishteens.britishcouncil.org/	British Council
Sam McCarter	Ready for IELTS 2nd Ed	Macmillan
Sue O'Connell	Focus on IELTS	Pearson
Raymond Murphy	English Grammar in Use 5th Ed	Cambridge UP
IFG Pharos - Presentations, Worksheets, Video and Audio Materials, Sample Assessments		

Assessment

Assessment title	% of module grade
Academic Listening Comprehension - 30 minutes, 40 questions	25%
Academic Reading Interpretation - 60 minutes, 40 questions	25%
Academic Spoken Communication - 15 minutes, 3 tasks	25%
Academic Writing - Visual Data Report - 30 minutes, 150-200 words	10%
Academic Writing - Discursive essay - 45 minutes 250-300 words	15%

* Assessment for this module is independent of the Foundation Programme and does not therefore contribute towards the overall grade.

Disclaimer

This handbook does not replace IFG's regulations. All students will be required, as a condition of enrolment, to abide by and submit to the procedures of IFG which are amended from time to time.

Every effort has been made to ensure the accuracy of the information contained within this handbook, but it is subject to alteration without notice. IFG will use all reasonable endeavours to deliver programmes in accordance with the descriptions set out in this handbook. However, IFG reserves the right to make variations to the contents or methods of delivery of programmes.