



BTEC HND IN BUSINESS, COMPUTING INTERNATIONAL TRAVEL & TOURISM, HOSPITALITY MANAGEMENT, AND HEALTHCARE PRATICE (Integrated Health and Social Care)

INDUCTION FOR February 2020 STUDENTS
Part B



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ICON College of Technology and Management

About Pearson Education

- *Edexcel was formed in 1996 by the merger of **Business, Technology and Engineering Council (BTEC)** and the **University of London Examination and Assessment Council (ULEAC)***
- *In 2010 the legal name of Edexcel awarding organisation became **Pearson Education Limited***
- *It is now a fully owned subsidiary of Pearson*
- **Pearson BTEC:** From April 3, 2013 Edexcel BTEC qualifications became **Pearson BTEC**
- *In the Certificate (Diploma) , **the qualification will appear Pearson BTEC***

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Progression Opportunities after HND

- On successful completion of the Level 5 Higher National Diploma, students can develop their careers in the relevant sector through:
 - Entering employment
 - Continuing existing employment
 - Linking with the appropriate Professional Body
 - Committing to Continuing Professional Development (CPD)
 - Progressing to university. (The Level 5 Higher National Diploma is recognised by Higher Education providers as meeting admission requirements)

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Pearson HND courses

- All courses offered by the College lead to accredited qualifications awarded by Pearson who are responsible for oversight of the quality assurance.
- Pearson adopts a range of quality assurance checks on the College to ensure the College is complying with Pearson requirements, namely: Centre and Course Approval, Academic Management Review (AMR), annual External Examiner (EE) visits and Annual Programme Monitoring Review (APMR). College obtained centre approval in 2004 and has Course approval for six Level 5 HND Courses.

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Course Specification

- The BTEC Higher National Diploma is a semivocational qualification awarded by PEARSON after successfully completing fourteen/fifteen modular units at ICON College of Technology and Management.
- The delivery of HND-RQF in Business , Computing , Health and Social Care, International Travel and Tourism and Hospitality Management at ICON College aims to provide a quality learning environment to acquire the necessary vocational and professional skills for learners who seek employment in the relevant sector of organisations.

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Course Specification

- It is a four modules or units per semester Course stretched over two years and students can enrol in September, February and April /May.
- Learners will be assessed based on the successful completion of all fourteen/fifteen modular units by a coursework assignment and/or other relevant methods such as a presentation, work experience portfolio submission, etc.

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Course LEVEL: BTEC HIGHER NATIONALS WITHIN RQF, NQF and FHEQ

RQF/NQF/ FHEQ Level	Progression Routes and Examples of Qualifications
8	PhD/DPhil and Professional Doctorates (DBA, Ed D)
7	Masters Degrees, Postgraduate Diplomas and PGCE, etc
6	Bachelors Degrees (BA and BSc etc.), Graduate Diplomas, and Graduate Professional Certificates
5	EDEXCEL BTEC HND, Foundation Degrees, Dip HE, etc.
4	BTEC Higher National Certificate and Level 4 NVQ Qualifications, Certificates of Higher Education, etc.
3	BTEC Level 3 Diplomas and Extended Diplomas, GCE Advanced Level, NVQ Level 3 Qualifications, etc.

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Course Structure

- The length of a semester is 12-15 weeks with a minimum of 12 weeks of student-tutor contact (teaching), one week for student support and one week for study week and one week for assignment submission.
- Each modular unit is designed to have four (4) tutor-learner contact-hours per week.
- The students will be required to attend sixteen (16) hours of classes per week (4 contact-hours per modular unit) .
- There are 8-12 weeks of recess between each academic year (minimum of 12 weeks summer break , if not attending summer courses)

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Course Structure

Semester Structure of BTEC HND in Business (RQF)

Semester One	Semester Two
Unit 1* Business and the Business Environment (L4) Unit 2* Marketing Essentials (L4) Unit 3* Human Resource Management (L4) Unit 4* Management and Operations (L4)	Unit 5* Management Accounting (L4) Unit 6* Managing a Successful Business Project (Pearson-set) (L4) Unit 8* Innovation and Commercialisation (L4) Unit 9* Entrepreneurship and Small Business (L4)
Semester Three	Semester Four
Unit 11* Research Project (Pearson-set) (L5) Unit 12 Organisations and Behaviour (L5) Unit 32 Business Strategy (L5) Unit 40 International Marketing (L5) * Mandatory Unit	Unit 11* Research Project (Pearson-set) (L5) Unit 17 Understanding and Leading Change (L5) Unit 35 Developing Individuals, Teams and Organisations (L5) Unit 41 Brand Management (L5)

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Course Content (General Business) Mandatory Core Units

Unit Number	Unit Title	Unit Level	RQF Credit Value
1	Business and the Business Environment	4	15
2	Marketing Essentials	4	15
3	Human Resource Management	4	15
4	Management and Operations	4	15
5	Management Accounting	4	15
6	Managing a Successful Business Project (Pearson set)	4	15
8	Innovation and Commercialisation	4	15
9	Entrepreneurship and Small Business	4	15
	Total number of credit value or credits Equivalent of HNC		120

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Course Content (General Business) Specialist Units

Unit Number	Unit Title	Unit Level	RQF Credit Value
11	Research Project (Pearson set)	5	30
12	Organisation and Behaviour	5	15
32	Business Strategy	5	15
40	International Marketing	5	15
17	Understanding and Leading Change	5	15
35	Developing Individual, Teams and Organisations	5	15
41	Brand Management	5	15
	Total number of credit value or credits		120
	Grand total of both mandatory and specialist units		240
	Number of credit required for HND Certification		240

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Course Structure


Semester Structure of BTEC Edexcel Level 5 HND in
Healthcare Practice – Integrated Health and Social Care - RQF

Semester One	Semester Two
Unit 1* Law, Policy and Ethical Practice in HSC L4 Unit 2* Demonstrating Professional Principles and Values in HSC Practice (L4) Unit 3* Supporting the Individual Journey through Integrated HSC (L4) Unit 4* Fundamentals of Evidence-based Practice (Pearson-set Project) (L4)	Unit 2* Demonstrating Professional Principles and Values in HSC Care Practice (L4) Unit 5 Health Education in Action (L4) Unit 13 Supporting Individuals with Specific Needs (L4) Unit 17 Effective Reporting and Record keeping in HSC (L4)
Semester Three	Semester Four
Unit 18* Innovation and Improvement through Action Research (Pearson-set Project) (L5) Unit 19* Reflective Approaches in Implementing Person-centered Practice (L5) Unit 20 Care Planning Processes in Health Care Practice (L5) Unit 22 Supporting Individuals through Significant Life Events (L5)	Unit 18* Innovation and Improvement through Action Research (Pearson set-Project) (L5) Unit 23 Managing Quality in Care Environments (L5) Unit 26 Supporting Team and Partnership Working Across HSC Services (L5) Unit 28 Holistic Approaches to Health Promotion (L5)




Course Content Healthcare Practice – Integrated Health and Social Care – RQF- Mandatory Core Units

Unit Number	Unit Title	RQF Credit Level	Unit Level
1	Law, Policy and Ethical Practice in HSC	15	4
2	Demonstrating Professional Principles and Values in HSC Practice	30	4
3	Supporting the Individual Journey through Integrated HSC	15	4
4	Fundamentals of Evidence-based Practice	15	4
5	Health Education in Action	15	4
13	Supporting Individuals with Specific Needs	15	4
17	Effective Reporting and Record keeping in HSC	15	4
Total number of credit value or credits Equivalent of HNC			120



Course Content Healthcare Practice – Integrated Health and Social Care - RQF Specialist Units

Unit Number	Unit Title	RQF Credit Value	Unit Level
18	Innovation and Improvement through Action Research (Pearson set)	30	5
19	Reflective Approaches in Implementing Person centred Practice	15	5
20	Care Planning Processes in Health Care Practice	15	5
22	Supporting Individuals through Significant Life Events	15	5
23	Managing Quality in Care Environments	15	5
26	Supporting Team and Partnership Working Across HSC	15	5
28	Holistic Approaches to Health Promotion	15	5
	Total number of level 5 credit value		120
	Grand total of both level 4 and level 5 units		240
	Number of credit required for HN Diploma		240




Work Experience – HSC Course

- The Pearson BTEC Level 5 HND in Healthcare Practice (Integrated Health and Social Care) requires at least 450 hours (225 hours in the first year and 225 hours in the second year) of work experience/placement in health and/or social care settings.
- Professional Learning and Development portfolio (PLAD), including reflective accounts, to be completed over the **two year period** of the qualification.


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Course Structure
Semester Structure of BTEC HND in Computing (RQF)



Semester One		Semester Two	
Unit 1*	Programming (L4)	Unit 5*	Security (L4)
Unit 2*	Networking (L4)	Unit 6*	Managing a Successful Computing Project (Pearson-set) (L4)
Unit 3*	Professional Practice (L4)		
Unit 4*	Database Design & Development (L4)	Unit10	Website Design & Development (L4)
*Mandatory Core units		Unit 11	Maths for Computing (L4)
Semester Three		Semester Four	
Unit 13*	Computing Research Project (Pearson-set) (L5)	Unit 13*	Computing Research Project (Pearson-set) (L5)
Unit 14*	Business Intelligence (L5)	Unit 15	Transport Network Design (L5)
Unit 15	Transport Network Design (L5)	Unit 16	Cloud Computing (L5)
Unit 19	Data Structures & Algorithms (L5)	Unit 30	Application Development (L5)
Unit 20	Advanced Programming (L5)/ 43 Internet of Things (L5)	*Mandatory Core units	

Course Content (Computing)



Unit Number	Unit Title	Unit Level	RQF Credit Value
	Level 4 units:		
1	Programming	4	15
2	Networking	4	15
3	Professional Practice	4	15
4	Database Design & Development	4	15
5	Security	4	15
6	Managing a Successful Computing Project (Pearson-set)	4	15
10	Website Design & Development	4	15
11	Maths for Computing	4	15
	Total number of level 4 credit value		120



Course Content (Computing) Spec. Units

Unit Number	Unit Title	Unit Level	RQF Credit Value
	Level 5 units:		
13	Computing Research Project (Pearson-set)	5	30
14	Business Intelligence	5	15
15	Transport Network Design	5	15
16	Cloud Computing	5	15
19	Data Structures & Algorithms	5	15
30	Application Development	5	15
20/43	Advanced Programming/Internet of Things	5	15
	Total number of level 5 credit value		120
	Grand total of both level 4 and level 5 units		240
	Number of credit required for HN Diploma		240

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Course Structure Semester Structure of BTEC HND in International Travel & Tourism Management

Semester One	Semester Two
Unit 1 The Contemporary Travel and Tourism Industry (L4)*	Unit 5 Leadership and Management for Service Industries (Pearson-set) (L4)*
Unit 2 Managing Customer Experience (L4)*	Unit 7 Managing Conference and Events (L4)**
Unit 3 Professional Identity and Practice (L4)*	Unit 13 Global Tourism Destinations (L4)**
Unit 4 Travel and Tourism Business Tool Kit (L4)*	Unit 16 Marketing Essentials for Travel and Tourism (L4)**
*Core Units	*Core Units
Semester Three	Semester Four
Unit 19 Research Project (Pearson-set) (L5) Part 1: Proposal, LR and Methodology*	Unit 19 Research Project (Pearson-set) (L5) Part 2: Field research and write-up*
Unit 20 Tourism Consumer Behaviour and Insight (L5)*	Unit 32 Sustainable and Responsible Management (L5) ***
Unit 26 Destination Marketing (L5) ***	Unit 41 Tourist Resort Management-L5***
Unit 28 Corporate Events Management (L5)***	Unit 47 Strategic Human Resource Management (L5)***
Core Optional Units	*Specialist Optional units

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Course Content (International Travel & Tourism) Mandatory or Core Units

Unit Number	Unit Title	Unit Level	RQF Credit Value
1	The Contemporary Travel and Tourism Industry	4	15
2	Managing Customer Experience	4	15
3	Professional Identity and Practice	4	15
4	The Travel and Tourism Business Tool Kit	4	15
5	Leadership and Management for Service Industries (Pearson-set)	4	15
7	Managing Conference and Events	4	15
13	Global Tourism Destinations	4	15
16	Marketing Essentials for Travel and Tourism	4	15
	Total number of credit value or credits		120


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Course Content (International Travel & Tourism) Specialist Units

Unit Number	Unit Title	Unit Level	RQF Credit Value
19	Research Project (Pearson-set) (2 parts)	5	30
20	Tourism Consumer Behaviour and Insight	5	15
26	Destination Marketing	5	15
28	Corporate Events Management	5	15
32	Sustainable and Responsible Management	5	15
41	Tourist Resorts Management	5	15
47	Strategic Human Resource Management	5	15
	Total number of credit value or credits		120
	Grand total of both mandatory and specialist units		240
	Number of credit required for HN Certification		240


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Course Structure

Semester Structure of BTEC HND in Hospitality Management

Semester One	Semester Two
Unit 1 The Contemporary Hospitality Industry (L4)* Unit 2 Managing Customer Experience (L4)* Unit 3 Professional Identity and Practice (L4)* Unit 4 Hospitality Business Tool Kit (L4)* * Mandatory Core Units	Unit 5 Leadership and Management for Service Industries (Pearson-set) (L4)* Unit 7 Managing Accommodation Services (L4)** Unit 8 Managing Conference and Events (L4)** Unit 15 Hospitality Marketing Essentials (L4)** ** Core Optional Units
Semester Three	Semester Four
Unit 18 Research Project (Pearson-set) (L5)* Part 1: Proposal, LR & Methodology Unit 19 Hospitality Consumer Behaviour and Insight (L5) * Unit 25 Food Service Management (L5)*** Unit 27 Front Office Operations Management (L5)*** *** Specialist Optional Units	Unit 18 Research Project (Pearson-set) (L5)* Part 2: Field Research and write-up Unit 31 Hospitality Digital Marketing (L5)*** Unit 38 Concepts and Innovation in Hospitality (L5)*** Unit 44 Strategic Human Resource Management (L5)*** *** Specialist Optional Units



Course Content (Hospitality Management)

Mandatory Core Units

Unit Number	Unit Title	Unit Level	RQF Credit Value
1	The Contemporary Hospitality Industry	4	15
2	Managing Customer Experience	4	15
3	Professional Identity and Practice	4	15
4	The Hospitality Business Tool Kit	4	15
5	Leadership and Management for Service Industries (Pearson-set)	4	15
7	Managing Accommodation Services	4	15
8	Managing Conference and Events	4	15
15	Hospitality Marketing Essentials	4	15
	Total number of Credits		120



Course Content (Hospitality Management) Specialist Units

Unit Number	Unit Title	Unit Level	QCF Credit Value
18	Research Project (Pearson-set)	5	30
19	Hospitality Consumer Behaviour and Insight	5	15
25	Food Service Management	5	15
27	Front Office Operations Management	5	15
31	Hospitality Digital Marketing	5	15
38	Concepts and Innovation in Hospitality	5	15
44	Strategic Human Resource Management	5	15
	Total number of Credits		120
	Grand Total of Credits		240
	Total Number of Credits Required for Certification		240

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Unit (modular) Structure

- Unit Number and Title: every modular unit is identified by unique unit number and unit title.
- Unit Level: it is the RQF levels and is considered the expected level (4 or 5) of achievement. RQF stands for Regulated Qualification Framework.
- RQF Credit Value: it is number of credits awarded to the unit towards the final qualification. It may also represent the number of learning hours or the length of the materials covered in the unit (from 15 to 30 credits). In addition to class attendance, students are required to self study 15 hours or more per week.
- Aim and Abstract: unit aim provides a clear summary of the unit's purpose in terms of learning outcomes. Abstract provides a detail summary of the unit content and the skills and knowledge to be learned in the unit.

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Unit (modular) Structure

- Learning Outcomes: These represent the learning objectives that the learners need to achieve in order to pass the unit. The number of learning outcomes may vary from three to five but four is the common feature.
- Unit Content: The unit content indicates the required materials to be learned under every learning outcome. The requirement may be based on the national occupational standards and to meeting the needs of the industry.
- Assessment Criteria: These are statements of evidence each student should produce in order to achieve a pass.

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ASSESSMENT AND GRADING

Assessment

- Assessment is a responsibility of the College. Annual External Examiner (EE) visits are undertaken by a Pearson appointed and trained EE.
- The EE is a subject specialist and therefore each Course receives an individual report. The focus of the visits is on delivery, assessment and quality assurance of the individual Courses.
- Where the EE identifies any issues, a College will have certification of the Course blocked until resolution of the issue. The External Examiners report is received by Academic Board (AcB).

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ASSESSMENT AND GRADING

- **Assessor:** An Assessor is anyone responsible for the assessment of students and acts under the guidance of the Head of Department or Programme Manager. Typically, Assessors will devise assignment briefs and SOW's, deliver the unit of study and assess the evidence produced by students against the *assessment criteria in the Course specification*.

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ASSESSMENT AND GRADING

- Students will not be able to submit their assignments if their **attendance is low** and is not in line with College attendance policy as it has been indicated in the Student's Handbook.
- For each modular unit, the Students will submit a written coursework assignment, with specific tasks as relevant to each learning outcome, as the major form of assessment (recommended word limit). This is in addition to the other supplementary assessments such as a class presentation as well as work experience portfolio in some units.

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ASSESSMENT AND GRADING

- Time constrained assessment tools such as in class test are also used as partial assessment in some units.
- Pearson BTEC published assessment criteria are used for grading the students works for a pass, and selective contextualised descriptors are used to award merits and distinction grades.
- Incomplete and unsatisfactory work will be marked as referred, and students will be able to resubmit with improvements (conditions apply).

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ASSIGNMENT SUBMISSIONS & FEEDBACK

- Students will take the responsibility to submit their work before deadline during Week 15 of the semester.
- Works should be submitted on the assigned date on the VLE with relevant cover page format. All pages should contain student ID number, unit title and number, and the Course or Course title and page number.
- If an Exceptional Extenuating Circumstance (EEC) arises students can apply for extension for a submission date

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ASSIGNMENT SUBMISSIONS & FEEDBACK

- During unit delivery you are required to periodically submit assignments to your Tutor for formative feedback.
- Formative feedback will assist you in attaining the highest possible mark when you finally submit your completed assignment for final assessment.
- Tutor's final grade will be approved after the assessment board and students can re-submit their work if necessary.
- Students' work is subject to Internal Verification and Pearson External Examiners Verification.

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Resubmission of Assignments

- An assignment provides the final assessment for the relevant learning outcomes and is normally a final assessment decision. A student who, for the first assessment opportunity, has failed to achieve a Pass for that unit specification **shall be expected to resubmit the assignment.**
- only one opportunity for reassessment of the unit will be permitted
- Reassessment for course work, project- or portfolio-based assessments shall normally involve the reworking of the original task
- for examinations and referrals due to plagiarism reassessment shall involve completion of a new assignment
- a student who undertakes a reassessment will have their grade capped at a Pass for that unit
- a student will not be entitled to be reassessed in any component of assessment for which a Pass grade or higher has already been awarded.

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Unit Repeat

- A student who, for the first assessment opportunity and resubmission opportunity, still failed to achieve a Pass for that unit specification:
- At Centre discretion and approval of the Assessment Board, decisions can be made to permit a repeat of a unit
- The student must study the unit again with full attendance and payment of the unit fee
- The overall unit grade for a successfully completed repeat unit is capped at a Pass for that unit
- Units can only be repeated once.

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AUTHENTICITY AND PLAGIARISM

- Evidence of authenticity of written work is required and needs to be demonstrated by the students.
- The College adopts an Honour System where students need to declare and sign for authenticity when submitting their work.
- Written work will be checked through Turnitin for authenticity. Students will submit written work to Turnitin onto ICON VLE site

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AUTHENTICITY AND PLAGIARISM

- Plagiarism is an academic misconduct. It is a form of cheating, copying others' work, cut and pasting from websites, and or expressing other people's ideas, findings or writings without acknowledging them.
- Proper citation of sources and referencing would help avoid plagiarism.

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AUTHENTICITY AND PLAGIARISM

- It is a serious issue in a day and age of technology and students should learn good writing skills with citation of sources and relevant referencing to avoid plagiarism. **Harvard system of referencing** is recommended (you will learn about this later).
- The College takes the issue of plagiarism seriously and there are policies in place to deal with it by the Misconduct Committee.

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AUTHENTICITY AND PLAGIARISM

- An overall similarity index of 30 percent with no more than 10 percent from a single source spread over the assignment will be acceptable. No single source should be greater than 10 percent spread across the assignment.
- The tutors will not assume plagiarism in the cases of similarity indices above 30%, however, they will use their discretion and make a professional judgement as some Units are likely to have higher similarity indices than others.
- In the case of Plagiarism, the assignment will be assessed as normal and the recommended grade will be R(PL).
- If the tutors suspect that the student work is not authentic, they can invite the student for oral presentation. If the tutor is satisfied that it is the student's own work, then the grade awarded for the assessment will be maintained.

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Assessment Board and Verifications (Internal and External)

Assessment Boards

- Each Department has an Assessment Board (AsB).
- Membership consist of: Head of another faculty or department (Chair), All internal verifiers, All Department teaching staff, Chief Examinations Officer

Terms of Reference

To make recommendations on:

- The grades achieved by students on the individual units
- Exceptional Extenuating circumstances
- Cases of cheating and plagiarism
- Progression of students on to the next stage of their Course
- The awards to be made to the students
- Referrals and deferrals
- Consider Pearson External Examiners report
- Consider academic appeals

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Assessment Board and Verifications (Internal and External)

Internal Verifiers:

- Internal Verifiers will be appointed by the respective HoD and conduct quality checks on assessment processes and practice to ensure that they meet national standards and that all students have been judged fairly and consistently.
- Internal Verifiers can be anyone involved in the delivery and assessment of the unit that is able to give an expert “second opinion”.
- Internal Verifiers may also be Assessors but may not internally verify assignments or assessment decisions for the units they teach.

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Assessment Board and Verifications (Internal and External)

External Examiners:

- External Examiners ensure that the Course is meeting national standards.
- They are appointed by Pearson and are not employed by the College.
- Their role is essentially that of an external verifier, they do not mark work but (externally) verify the decisions made by internal verifiers.
- They sample students’ work at various levels of achievement and look for evidence of fairness; consistency and that assessment decisions are based on the qualification criteria for achievement.

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PARTICULAR ASSESSMENT REQUIREMENTS:

- Reasonable adjustment for students who fit the criteria for special needs
- Recognition of prior learning (RPL)

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FINAL QUALIFICATION GRADE CALCULATION

The overall qualification grade for the HND will be calculated based on student performance in Level 5 units only.

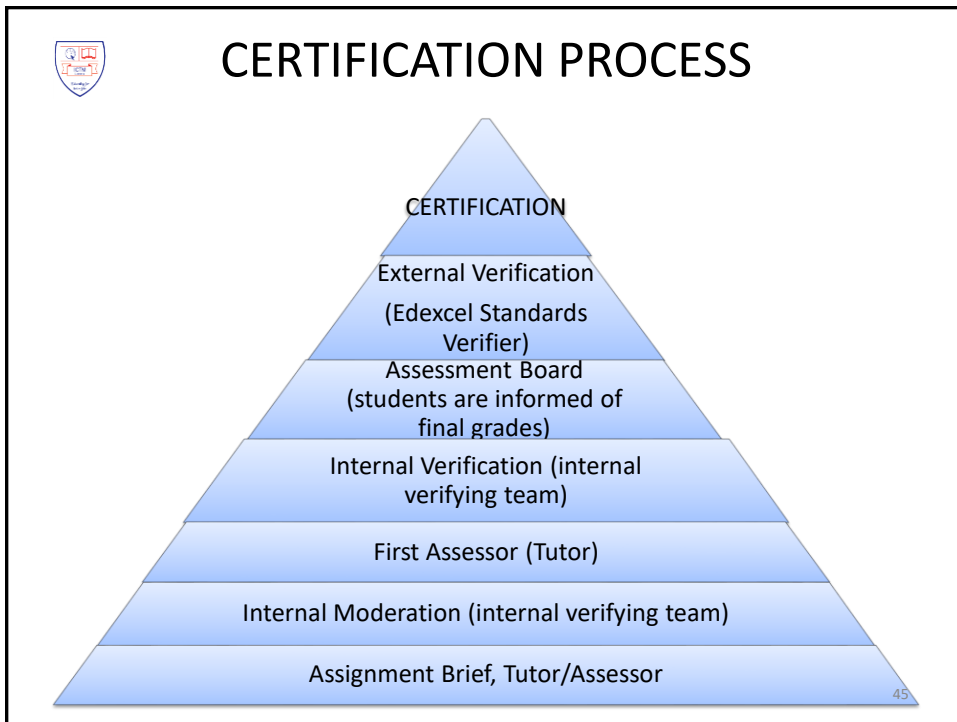
Points per credit:

- Pass: 4
- Merit: 6
- Distinction: 8

Point boundaries

Grade	Point boundaries
Pass	420–599
Merit	600–839
Distinction	840 +

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CERTIFICATION

- The College will apply for certification once the student successfully completes all fourteen/fifteen modular units (at least with a pass grade) attaining 240 credits.
- Students who fail to pass all 14/15 units but completed only 8 units with 120 credits can qualify for HNC provided they meet the minimum credit requirement of 105 credits.

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PROGRESSION

- The College will apply for certification once the student successfully completes all fourteen/fifteen modular units at least with a pass grade.
- Students who successfully complete the HND Courses can progress to a final year degree top-up Course at many UK Universities subject to admission criteria.
- Universities would require the students to attain a specific number of Merits and or Distinctions to be enrolled in the Top-up degrees.

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College Progression Rules Semester 1

College requirements for HND Courses

- The Course is taught over 4 semesters: each academic year will contain 2 semesters. Thus, a student passing each unit will complete the Course in two consecutive years (four semesters).
- All students will take four (4) units in Semester 1.
- If students do not pass four units each semester, the requirements set out below apply.

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College Progression Rules Semester 2

- All students are expected to complete at least three (3) units successfully by the end of semester 1 in order to proceed to semester 2
- Students who failed a unit from semester one after resubmission will repeat that failed unit .
- By the end of semester 2, a student should successfully complete at least seven (7) units from semesters 1 & 2 in order to progress to semester 3
- Failure to have completed seven (7) units at the end of semester 2 will require the student to re-take the failed unit(s) before proceeding to semester 3

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College Progression Rules Semester 3

- By the end of semester 3, a student should successfully complete at least eleven (11) units from semesters 1, 2 & 3 in order to progress to semester 4
- Failure to have completed eleven (11) units at the end of semester 3 will require the student to re-take the failed unit(s) before proceeding to semester 4

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College Progression Rules Semester 4

- Any student who at the end of semester 4 has failed to pass (successfully complete) the required units must enrol for an extra semester to complete the failed units which will result in additional cost per unit to the student

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College Progression Rules

- If a student fails a unit and the College does not offer it that semester, the student will have to take it the next semester
- A student can resubmit the failed unit only once and the grade is capped at a Pass. If the student fails the unit after resubmission, the student will repeat the unit
- If a student repeats an RQF unit and still does not achieve a Pass, they will be required to either complete a different unit in full or take the unit as compensation. In either instance, the College must make sure that the relevant rules of combination and requirements have been met.

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End of Part B
Thank You



End of Part B