

Part Time Professional Prospectus



THE UNIVERSITY OF
NORTHAMPTON
Northampton Business School

Contents

3. Course Overview

4. Introduction

5. Our History

6. Why study with us?

7. Guest Lecture Series

8. Course Information

22. Consultancy Service

Course overview

	Duration	Mode of Study	Page
ACCOUNTING AND FINANCE			
International Accounting BA (Hons) (Top-up from HND / AAT / AIA / IFA)	15 months	DL	8
Accounting and Finance MSc (Top-up from ACCA and CIMA)	1 year	PT/DL	8
Accounting FdA (Top-up for NHS staff)	1 year	DL	9
BUSINESS AND MANAGEMENT			
Business – Foundation Degree	3-4 years	PT	10
Business and Management BA (Hons) (Top-up from HND/FD)	15 months	DL	10
Construction Management BSc (Top-up from HND/FD)	1 year	PT	10
Management - University Certificate in Management Studies (CMS)	1 year	PT	11
Management – Postgraduate Diploma in Management Studies (DMS)	2 years	PT/DL	11
Management MBA (Top-up from DMS)	1 year	PT/DL	11
Management MBA	2-3 years	PT/DL	12
Master in Business Leadership (MBL)	18 months	PT	13
IT AND COMPUTING			
Business Computing BSc (Hons) (Top-up from HND/FD)	1 year	PT day	14
IT Service Management University Diploma	1-2 years	PT/DL	15
IT Service Management MSc	1-3 years	PT/DL	15
HUMAN RESOURCE MANAGEMENT (HRM)			
HRM - University Certificate (CIPD)	1 year	PT	16
HRM – Postgraduate Diploma (CIPD)	1-2 years	PT	16
HRM MA (Top-up from CIPD Postgraduate Diploma)	1 year	PT/DL	17
MARKETING			
Marketing – Professional Certificate in Marketing (CIM)	1 year	PT	18
Marketing - Professional Diploma in Marketing (CIM)	1 year	PT	19
Marketing – MA (Top-up from CIM Postgraduate Diploma)	1 year	PT/DL	19
SPECIALIST			
Diploma in Public Service Interpreting (Institute of Linguists)	1 year	BL	20

PT = Part Time DL = Distance Learning BL = Blended Learning

Introduction

With over 35 years experience, Northampton Business School (NBS) is renowned for high quality teaching and research, supported by strong links with industry and commerce.

The School is home to more than 100 staff drawing expertise from Accounting, Business, Economics, Enterprise, Human Resources, IT, Languages, Management, and Marketing. It has an international reputation for research and teaching and the significant professional and commercial experience of the staff underpins all the School's activities.



For more information, visit www.northampton.ac.uk/professional

Our History

We are a young vibrant university which has changed significantly since our establishment in the early 20th Century - not only in the number of students we teach, but also in the range and level of courses offered and in the quality of performance in nationally benchmarked assessments of both teaching and research.

Where did it all begin?

Historical records date back to 11 March 1867 when a free public lecture on science and art was held in Northampton Town Hall. As a result of its popularity, evening classes in electricity and magnetism were started in October of the same year and the journey to today's University of Northampton began.

1924 saw the establishment of Northampton Technical College and in 1975 the first Faculty of Management and Business was created.

In 2005 The University of Northampton was given full university status and research degree awarding powers.



Park Campus Summer 1974

Why study with us?

Flexibility

With busy lifestyles and existing commitments, we understand that flexibility is vital and our courses are designed and delivered with this in mind. We offer part time, distance learning and blended learning modes of study.

Professional Body Recognition

We have strong links with the commercial sector and an emphasis on vocational learning has resulted in a number of courses within the school receiving professional body recognition.

Excellent Facilities

With a £1.7 million extension, NBS now boasts a social networking area complete with high powered computers, soft seating areas, a mock board room and a range of smaller study spaces.



The Libraries (on both Park and Avenue Campus) give access to over 375,000 books and 15,000 journals in both print and electronic formats.

Guest Lecture Series

Northampton Business School has established a successful guest lecture series attracting a wide range of high profile speakers. These lectures are offered free of charge and are open to students, staff and members of the public. Our series of lectures aims to educate, stimulate and encourage debate.

The majority of lectures are held in Cottesbrooke Building at The University of Northampton's Park Campus in the evening. If you would like to be added to the mailing list email: business@northampton.ac.uk or alternatively visit: www.northampton.ac.uk/guestlecture

We have already had the pleasure of hosting the following guest lectures:

Michael Jones, Michael Jones Jewellers

"New capitalism - or not so new?"

Richard Mintern, COO, The Monarch Group

"From shop floor to Chief Operating Officer"

Tom Lloyd, Management writer and author

"China's Management Revolution"

Allan Fraser-Rush, Lowe Brindfors, Stockholm

"Let your customers do the selling. The power of user generated content"

Peter Whitehead, Editor, Executive Appointments, Financial Times

"How hard can it be to run a big company?"

Sanjeev Shetty, Senior Sports Journalist, BBC

"The World of Sport and Media-perspectives from a BBC World Sports News Editor"

Course Information

ACCOUNTING AND FINANCE

International Accounting BA (Hons) (top-up from HND/ AAT/AIA/IFA)

Mode of study: Distance Learning

Duration: 15 months

Entry requirements: Students must hold a relevant HND/FdA or professional qualification.

The course aims to provide the student with an in-depth knowledge of accounting and finance in an international setting and provides a sound framework for those wishing to pursue further study or to enhance employment opportunities.

The course has been primarily designed for those interested in accounting as users rather than providers.

During this course, students will learn about the key aspects and developments in the delivery of international accounting and financial management, examining current trends in international financial regulation and developing skills of criticism and analysis.

www.northampton.ac.uk/courses/463

Accounting and Finance MSc (top-up from ACCA and CIMA)

Mode of study: Part Time and Distance Learning

Duration: One year

Entry requirements: Applicants should be fully qualified (by examination) members of ACA, ACCA, CIPFA, AIA, CIMA or equivalent.

The course aims to extend and enhance the understanding and competence gained via professional qualification and to enhance the ability of students to think strategically about management and organisational change.

Typical modules include Managing Strategic Change, Dissertation and Research Methods. Managing Strategic Change takes an in-depth look at both leading edge strategic issues and change processes. The module covers the business tools, techniques and concepts used in scanning the business environment for potential changes, analysing the potential implications of differing scenarios, strategies and processes before developing responses to potential changes.

www.northampton.ac.uk/courses/3

Accounting FdA (top-up for NHS staff)

Mode of study: Distance Learning

Duration: One year

Entry requirements: Students must have passed AAT Technician level or equivalent or have relevant work experience.

A Foundation Degree in Accounting designed specifically for NHS staff. The FdA in Accounting has two stages, each with six subjects or modules. Typically you will cover Managing Public Sector Finance, Managing People and Managing Organisational Success. The final module Learning Through Work considers your personal and professional development. Learning is agreed through a) setting yourself objectives for a six month period, in consultation with your tutor and/ or your employer b) assessing your development in seeking to achieve these objectives (a personal development log will be kept) c) reflecting on the process so that further development can occur.

www.northampton.ac.uk/courses/458



Lobna Benchiri-Habeeb

MSc Accounting and Finance

Personal Account Manager
Lloyds TSB

I graduated from the University of Northampton in 2007 with a BA (Hons) in Business and Management.

I chose to return to the University to undertake the MSc Accounting and Finance qualification as the help and support I received from my tutors during my time as an undergraduate was very good. Thanks to the open door policy at the university I can easily meet with my tutors face to face to discuss my work.

As I work full-time I had to sacrifice my only day off during the week to attend the course. It can be hard sometimes to fit everything in but the tutors understand we have other commitments and are very supportive.

I believe that the course will be a turning point in my career as I will gain the professional and personal skills needed to succeed in a finance related profession. The sessions provide an open platform to discuss current economic and financial issues which reflect how knowledgeable and experienced the tutors are.

Business FdA

Mode of study: Part Time

Duration: Three to four years

Entry requirements: Applicants should have a BTEC National, AVCE or one A level. Relevant work experience and training will be considered in addition to any formal qualifications.

The modules tend to focus on the work of a range of functional areas within businesses including marketing, finance, human resource management and information systems. While taught modules generally have considerable workplace focus, the FdA includes substantial vocational elements in the form of work-based learning modules. Therefore students need to be in suitable employment to succeed on the course.

As the programme develops, learning moves from a broad understanding of the nature and issues within business onto intellectual discussion and argument around more specialised aspects within business. Work-based learning modules enable students to undertake substantial study and analysis of their working environment.

www.northampton.ac.uk/courses/47

Business and Management BA (top-up from HND/FdA)

Mode of study: Distance Learning

Duration: 15 months

Entry requirements: Applicants are expected to have successfully completed a Business-related HND (or equivalent qualification).

The programme builds upon the vocational approach of HNDs and encourages students to take a critical and analytical approach to their understanding of business (particularly in the Strategic Management and Critical Perspectives on Management areas).

The course is challenging and hard work but the upside for successful students will be a real sense of achievement, an improved skill set and increased career opportunities. It enables you to combine your business and management work with distance learning study.

www.northampton.ac.uk/courses/51

Construction Management BSc (top-up from HND/FdA)

Mode of study: Part Time

Duration: One year

Entry requirements: Applicants must hold a HND/FdSc in Construction Management or equivalent.

Delivery of the course is shared between the technical staff in the Construction Department at Moulton College and the management staff in Northampton Business School. This ensures that students have a balanced programme of associated technical skills and business expertise.

This course covers stage three of the Construction Management BSc (Hons) degree. This final stage includes completion of practical projects.

www.northampton.ac.uk/courses/324

Management – University Certificate in Management Studies (CMS)

Mode of study: Part Time

Duration: One year

Entry requirements: The primary focus will be the job held by the applicant and their experience. However, in general, students will be over 23, in full-time or part-time employment and have been educated to level three with work experience. Longer work experience can compensate for the absence of prior academic achievement.

The primary aims of the course are to promote personal and career development by increasing the participant's knowledge and understanding of management. It will develop management skills relevant to first-line management positions and provide participants with a basis for further self-development and encourages them to take responsibility for their own development and for those for whom they are responsible.

Students explore their potential and increase their self-awareness and confidence, to become more effective in their management roles and finally to provide progression opportunities to more advanced programmes.

www.northampton.ac.uk/courses/174

Management – Postgraduate Diploma in Management Studies (DMS)

Mode of study: Part Time or Distance Learning

Duration: Two years

Entry requirements: Candidates should normally either hold an honours degree from a British (or equivalent) university, or possess a recognised graduate or postgraduate level professional

qualification. They should normally have two years work experience at supervisory level or above.

The course aims to develop management expertise through the examination and application of modern management concepts and techniques. The programme is designed not only to give students a thorough understanding of business and management processes, but also to enable them to develop their effectiveness as a practising manager.

www.northampton.ac.uk/courses/63

MBA - Master in Business Administration (top-up from DMS)

Mode of study: Part Time or Distance Learning

Duration: One year

Entry requirements: Applicants will normally be expected to hold the Diploma in Management Studies (DMS) from Edexcel or a British university.

The programme has been designed to enhance the knowledge and skills developed on the DMS. The MBA enables participants to consider issues in an organisation wide or total business context. Skills in analysing business and organisational 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. Course members will be instructed in management research techniques appropriate to Masters degree level learning to enable them to fulfil the demands of the course assessment scheme and, in particular, satisfactorily complete a dissertation.

www.northampton.ac.uk/courses/283

MBA – Master in Business Administration

Mode of study: Part Time or Distance Learning

Duration: Two to three years (dependant on mode of study)

Entry requirements: Applicants will normally be expected to hold an honours degree of a British university or equivalent and have a minimum of two years relevant management experience. HNC/HND or Dip HE qualifications or their equivalent will be

considered, as will applicants with significant work experience following the successful completion of a GMAT or other appropriate aptitude test.

The programme has been designed not only to give participants a thorough understanding of business and management processes, but also to enable them to develop their effectiveness as practising managers. It will create many opportunities for participants and their organisations to improve performance.

Craig Molford

MBA

Operations Director
COM DEV Europe Ltd

The course has provided me with an insight into all aspects of business from human resources and effective management, through operational strategy to management and corporate finance.

Being a postgraduate degree, the course has applied demands on both my professional and personal circumstance that cannot be overstated and as such has required a disciplined commitment to the course. Aside from the academic aspects of the course provided by the University a real benefit has been the opportunity to interact, collaborate and learn from other like-minded individuals from varied backgrounds. Having the opportunity to actively discuss and often debate the application of the taught theory in real world situations across both the private and public sectors has provided an insight that I would not have found anywhere else and will prove invaluable when considering business challenges in the future.



“The skills I have gained during my time at university have proven beneficial to my career”

The skills I have gained during my time at university, particularly in strategic and financial aspects of business administration have proven beneficial to my career and resulted in my promotion to the role of Operations Director at COM DEV Europe. If I was to provide advice to other professionals considering an MBA qualification I would suggest that they grab the opportunity with both hands and go for it.

The MBA enables participants to consider issues in an organisation wide or total business context. Skills in analysing business and organisational problems are emphasised, as is the ability to recognise and exploit opportunities.

Throughout the course interpersonal and communication skills are highlighted and developed, together with links between the course content and the participants' own job role and workplaces. The MBA covers all the core elements of Accounting, Marketing and Human Resource Management that you would expect in a comprehensive management development programme. The fundamental aspect of strategy development is fully addressed in the Strategic Management module.

Part Time:
www.northampton.ac.uk/courses/30

Distance Learning:
www.northampton.ac.uk/courses/64

Master in Business Leadership (MBL)

Mode of study: Part Time

Duration: 18 months

Entry requirements: Applicants are normally expected to have achieved a first or second class honours degree or Postgraduate Diploma, at a British University, or equivalent. Recognition of prior learning assessed on a case-by-case basis, may be granted to selected applicants who have no formal qualifications but who have at least 10-15 years of relevant management and leadership experience. Submission of a personal essay (in a word processed document) addressing three critical questions (approximately 200-250 words per each question), will be required. Applicants will need a recommendation from their employer or supervisor.

The course provides a rigorous education in the concepts and techniques of business and management. Skills and analytical tools of relevance to a senior manager are developed from this base, enabling such managers to perform effectively within their organisations and predict potential issues. Of key significance will be encouraging participants to perceive their organisations holistically, enabling strategic issues to be identified, analysed and appropriate plans implemented. The course seeks to enhance the ability to learn and acquire new leadership skills including the ability to critically evaluate appropriate academic literature. Similarly participants will be encouraged to identify their personal continuing learning and development needs beyond the provisions of the course through their ability to critically reflect upon issues impinging upon their personal circumstances.

www.northampton.ac.uk/courses/502

IT AND COMPUTING

Business Computing BSc (top-up from HND/FdA)

Mode of study: Part Time (day)

Duration: One year

Entry requirements: Applicants must have a relevant HND or Foundation Degree in a related discipline.

The focus of this award is to develop the commercial skills needed for a career in computing systems for business. The central concepts of computing systems are tackled, such as systems analysis, software development,

database application, project management, information systems and strategic management.

The top-up award adopts a strategic focus considering information systems planning and management within the rapidly changing IT environment. The development side focuses on project management and strategy whilst giving students the opportunity to apply advanced techniques in databases and data interrogation. Students engage in a dissertation and an applied project.

www.northampton.ac.uk/courses/382

Alpha Bah

MSc IT Service Management

Systems Analyst
Ministry of Basic and Secondary Education,
Gambia

The MSc IT Service Management qualification has helped me to realise how service industries like IT in particular enable organisations to return real value. As a technology professional with over ten years experience working in the public sector, I now realise my views have been isolated and focused on the technology rather than considering the whole picture. I am now exposed to frameworks such as ITIL® that form the basis for continual service improvement which are needed to monitor and report organisational value and benefit.

I chose the University of Northampton, because I wanted a course that would help me to align my organisation's needs and information systems as early as inception of the business case all the way to implementation.



“The environment in Northampton has been conducive and a great adventure for me”

IT Service Management University Diploma

Mode of study: Part Time or Distance Learning

Duration: One to two years

Entry requirements: Applications are welcome from those with relevant work experience and a minimum of two years experience in the IT field. Those students working in a project management environment who hold a current Prince2 Practitioner qualification will be exempt from the INS3029 Project Management module.

The course in year one gives the student an insight into the key areas of IT Service Management and provides the broad knowledge that those working in the industry need. Students who work in the industry will be able to relate these key elements to their working environment and the assignments and projects are designed to consolidate this learning in a practical way. Generic elements of project management and technology development underpin the student's second year. These elements enable the student to embark on a worthwhile IT Service Management project within their work environment.

www.northampton.ac.uk/courses/501

IT Service Management MSc

Mode of study: Part Time or Distance Learning

Duration: One to three years

Entry requirements: Candidates will normally hold a recognised first or second class honours degree (or equivalent), or a postgraduate qualification for which a degree or HND qualification was a necessary entry requirement. Applicants with relevant work experience in the IT field and related professional qualifications i.e. ITIL®, will be considered on an individual basis.

This course has been designed to meet the need for competent and qualified staff that can enable organisations to maximise the value of Information Communications Technology (ICT) and IT Services. It is suitable for any student wishing to move into IT Service Management, and is particularly relevant to business strategic planning, service delivery and support, continuity planning, application and infrastructure management, quality management, project and change management.

The course encompasses IT Service Management through a series of progressive units developing the student's knowledge from fundamental concepts, through to units addressing IS strategy, management information, quality management, application development, infrastructure, service support and delivery, continuity planning, people and operational issues of implementing IT Service Management Best Practice. The course addresses current standards for IT Service Management, such as ISO20000 and ITIL®.

www.northampton.ac.uk/courses/154

HRM – University Certificate (CIPD)

Mode of study: Part Time

Duration: One year

Entry requirements: GCSE or BTEC National Diploma level or equivalent Level 3. The CIPD Certificate in Personnel Practice (CPP) is an ideal entry qualification.

Three years experience in a HR administration or management post.

For those in work the primary focus will be the job held by the applicant and their experience.

The course is designed for those already employed in a HR function or department. The aims of this course are to increase students' knowledge and understanding of management in general and in particular Human Resource Management. Students will have the opportunity to develop their self-awareness and confidence and thereby improve line management skills to become a more effective HR manager.

The course is designed to develop the necessary personal and interpersonal skills required for managing people and to create and maintain effective working relationships. Students will have the opportunity to develop the skills needed to analyse and evaluate Human Resource Management activities and processes within the regulatory framework.

www.northampton.ac.uk/courses/443

HRM – Postgraduate Diploma (CIPD)

Mode of study: Part Time

Duration: One to two years

Entry requirements: The minimum entry requirements for the PG Diploma will be a recognised and relevant graduate or postgraduate level professional qualification at Level 5/6 or higher and at least 12 months current working experience within a personnel/HR department or related area. Applicants holding CPP, CTP, HNC/HND or Dip HE qualifications or their equivalent will also be considered for admission provided that they possess appropriate work experience and evidence of CPD.

The PG Dip HRM aims to develop understanding of the specialised knowledge, research evidence and practice of HRM within a range of organisational contexts, and to equip students with the analytical and diagnostic skills required of HR professionals. The programme will focus on HRM activities, strategies and plans that underpin sustainable organisational performance.

The programme provides a strong foundation in general business and management, with particular emphasis on understanding the strategic significance of HRM modules which develop the knowledge, understanding, skills and competencies required of effective HR professionals.

www.northampton.ac.uk/courses/446

HRM MA (top-up from CIPD Diploma)

Mode of study: Part Time or Distance Learning

Duration: One year

Entry requirements: Applicants should have successfully completed the Chartered Institute of Personnel and Development (CIPD) Diploma.

The programme is designed to broaden specialist knowledge gained at a professional level.

Students take one module which 'tops up' their CIPD Diploma to sufficient credits for an MA.

This involves a series of classes covering research methods and preparing a proposal for in depth study of a HR issue of strategic significance. Following this, students embark upon a dissertation of around 18,000 words that analyses academic and practitioner literature, gathers primary research and culminates in an analysis and recommendations. Each student is provided with a supervisor who provides support and comments on draft work.

www.northampton.ac.uk/courses/272



Layla Dudley

Postgraduate Diploma in Human Resource Management (CIPD)

HR Advisor

I decided to enrol on the Postgraduate Diploma in Human Resource Management to help me to progress within HR and work my way up the career ladder. As I am in full time employment the best mode of study for me was part time, this way I could continue in my work and not lose any earnings.

I completed my first degree at the University of Northampton so going back into education after five years absence was not daunting for me. I looked forward to studying again.

During my time on the course I have learnt a lot about the different aspects of HR and gained a more strategic view which will only benefit me in the future. The social interaction is fantastic, it's good to learn from other people within the same sector. I have enjoyed the course and the lecturers are very engaging.

MARKETING

Professional Certificate in Marketing (CIM)

Mode of study: Part Time

Duration: One year

Entry requirements: As a minimum, two A levels are required or any general bachelors or masters degree or an equivalent.

This qualification gives you the practical skills and knowledge to devise and execute tactical marketing activities and gain marketing credibility.

It is aimed at people who may be working in marketing support positions or those whose job roles include elements of marketing. The qualification provides practical insights into the principles and application of marketing in a way to boost knowledge and support career progression. Units of study include: Marketing Essentials, Assessing the Marketing Environment, Marketing Information and Systems, and Stakeholder Marketing.

www.northampton.ac.uk/courses/456

Daniel Jenkins Ferguson

Professional Diploma in Marketing (CIM)

Senior Marketing Executive, NICEIC

Daniel is currently enrolled on the Chartered Institute of Marketing (CIM) Professional Diploma in Marketing and recently won the CIM Marketer of the Year award (www.cimawards.co.uk).

“The CIM qualification appealed to me as I felt it would give me the opportunity to apply marketing theory into real life scenarios and enable me to move into a marketing management position. I hope in the future that I can make a real difference at a blue chip company.

I really enjoy studying at NBS, the location is really convenient and the engagement from the tutors is great, they take a real interest in the organisation you work for and the challenges you face in your work environment.”



“I would definitely recommend a CIM qualification to those who wish to progress their career in marketing”

Professional Diploma in Marketing (CIM)

Mode of study: Part Time

Duration: One year

Entry requirements: The CIM Professional Certificate in Marketing (either the 2002 syllabus or the 2008 syllabus) Or

Any business or marketing Bachelors or Masters degree (or equivalent) where a minimum of one third of the credits come from marketing (for example 120 credits in Bachelors degrees or 60 credits with Masters degrees) Or

Experience in a marketing management role that has provided students with the ability to evidence that they can meet the learning outcomes of the CIM Professional Certificate in Marketing if required to do so and is sufficient to pass the entry test to level 6.

The aim of this qualification is to provide the knowledge, skills and 'ability to do' that a typical Marketing Manager would need. Employers will be expecting those who complete this qualification to be able to demonstrate skills such as planning and balancing needs and interests of all stakeholders.

The qualification is a hybrid of marketing with a considerable emphasis on management as marketers move from specialist aspects of marketing into either a functional or departmental role.

The focus shifts from theoretical concepts of marketing to providing insights into the key aspects of managing the marketing function as well as recognising various departmental opportunities such as channel management, communications, customers, new product development/innovation.

www.northampton.ac.uk/courses/179

Marketing MA (top-up from Postgraduate Diploma CIM)

Mode of study: Part Time or Distance Learning

Duration: One year

Entry requirements: Applicants must have successfully completed the Chartered Institute of Marketing (CIM) Professional Postgraduate Diploma.

The programme consists of two modules and is designed to broaden specialist knowledge gained at the professional level. The module on 'Managing Strategic Change' takes an in-depth look at both leading edge strategic issues and change processes.

The module covers the business tools, techniques and concepts used in scanning the business environment for potential changes, analysing the potential implications of differing scenarios strategies and processes before developing responses to potential changes.

The dissertation and research methods module extends your knowledge and understanding of methodological issues, leading to the production of a research proposal. The dissertation gives you the opportunity to complete a substantial piece of independent research on a topic of strategic significance.

www.northampton.ac.uk/courses/187

Diploma in Public Service Interpreting (Institute of Linguists) Health or Law

Mode of study: Blended Learning

Duration: One year

Entry requirements: Applicants must meet a number of essential entry requirements to join the course:

- Applicants must be fluent in English and their other language. They should be able to speak and write in both languages at a level equal to degree standard. We appreciate that some applicants have acquired their knowledge of English or their other language informally through practice and do not hold formal qualifications. This is taken into consideration when assessing applications and we welcome applicants from non-academic backgrounds.
- Applicants must have the ability to correctly understand and accurately explain complicated concepts in both their chosen language and English.
- Applicants must be a resident of the United Kingdom.
- Applicants must demonstrate an understanding of the purpose and responsibilities of public services.
- Applicants must be self-motivated and have a positive attitude to self-development.
- Applicants entering for the Institute of Linguists examinations must be 19+ when sitting the end of year examinations - usually mid June.

On completion of the course, students will have the skills, knowledge and understanding required to become a qualified public service interpreter working in the health or law sector.

Students will be able to:

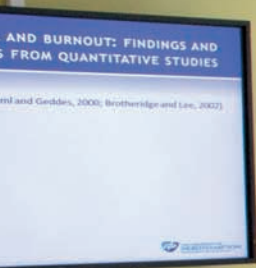
- Accurately interpret interviews across the whole range of their chosen public service specialism, but not exclusively as National Register Interpreters can also be asked to interpret in law/health or local government options
- Produce accurate written translations, both into and out of English, on subjects related to the health or law sector
- Recall the structure, procedures and associated vocabulary of all areas of health or legal services.

Law:

www.northampton.ac.uk/courses/459

Health:

www.northampton.ac.uk/courses/460



Consultancy Service

Northampton Business School engages with organisations around the world to provide consultancy services throughout a wide range of industry sectors. With an offering to suit every budget, students, staff and businesses come together to develop and share practical business expertise.

We offer a student led consultancy service supervised by academics. Students are closely matched to the needs of the commissioning organisation and can undertake short projects such as web site development and market research. This offers a low cost solution which may appeal to smaller businesses.

For more specialist advice, a professional consultancy service is offered by key staff within NBS who have a wealth of experience in developing solutions across a broad range of disciplines in a variety of industry sectors.

“We are confident we have the right people with the right skills and experience to meet your business needs”

If you would like to find out more about our consultancy service contact:

Kate Broadhurst,
Head of Enterprise Development

Telephone 01604 893472 or email
kate.broadhurst@northampton.ac.uk



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