



LEEDS  
BECKETT  
UNIVERSITY

# Course Specification

PG Dip

Responsible

Tourism

Management

Programme Code: PDRTM

**Postgraduate Material Information**  
**IMPORTANT INFORMATION FOR APPLICANTS**

**Version date: 16.07.2020**

# **Postgraduate Material Course Information** **Summary**

**Revised Course Structure and Delivery Information for Academic Year 2020/21 in Response to Coronavirus Covid-19 and Associated Public Health England Guidance as at 3 July 2020**

**PART 1 of 2: Important General Information about Course Delivery for Leeds Beckett University Awards in 2020/21 (Information Specific to Your Course is Provided in PART 2)**

## **Introduction**

This document contains important information about Leeds Beckett University's planned approach to course delivery and assessment in 2020/21. It provides an update to the information previously available in our online prospectus. You should read this document carefully so that you are aware of any changes that affect your course.

Information is provided in two parts:

The University is informed by Public Health England (PHE) Covid-19 advice and guidance for maintaining a Covid-secure learning and working environment. We have made arrangements to continue to provide a high-quality educational experience in a way that protects the safety and wellbeing of both students and staff. We are engaging closely with Leeds Beckett Students' Union to inform the arrangements and will also be informed by feedback provided by our individual students.

Public Health England guidance continues to evolve, so the arrangements for delivery of your course and use of the campus may need to change during the academic year to continue to protect students and staff.

The taught content advertised at each level of study, or its equivalent, will be delivered across the academic year 2020/21.

Covid-19 social distancing measures will be implemented during 2020/21 for teaching, learning, assessment and student support.

In the event of further government lockdowns, either local or national, we will prioritise digital and online learning and support to enable students to continue with their studies.

## **How we will communicate with you**

We have sent information to applicants who have accepted an offer by email on the plans for delivery of your course in 2020/21, the academic calendar (teaching block delivery or alternative) applicable for your course and on the options available to you as a prospective student, to enable you to make informed choices.

As the situation evolves, further information on local course delivery arrangements will be provided to you in emails from your School.

In addition to the course specific information set out in this document and the above communications, the University's Covid-19 microsite contains information for students and applicants, including information relating to University accommodation and University facilities and services. The Covid-19 microsite is regularly reviewed and updated as the situation, advice and planning evolve and is available at:

<https://www.leedsbeckett.ac.uk/COVID19/#tabplaceholder2>.

## **Key terms and conditions**

Further important information for applicants and students is available on our web site:

<https://www.leedsbeckett.ac.uk/information-for-applicants-and-students/>. This includes information about the student contract, fees and funding, your rights of cancellation, the student protection plan and the University complaints process. It is essential that you read the information on this webpage carefully as it sets out the rights and obligations that will form the contract between you and the University upon accepting an offer and information about how to make a complaint.

## **Start dates**

Our academic year will begin at the normal time. Start dates will be notified to direct applicants via their offer letter or for UCAS applicants, via UCAS Track. The length of the course is confirmed in the information about your course in Part 2 of this document below.

## **Location of delivery**

In academic year 2020/21, it is planned that your course will be delivered online.

## **Course Fees**

Your course fee is stated in your offer letter. The course fee published for 2020/21 on the University's Online Prospectus and included in your offer letter has not changed. Other additional costs remain as published on our original Online Prospectus information in addition to the areas of costs outlined below.

The course will be delivered via online teaching and learning and digital learning. Students are advised that they will need a personal digital device for this purpose. The University's wide range of student support services available for students also includes a laptop loans scheme. Students may wish to bring an existing personal device or purchase or lease a laptop or similar device for their personal use which would be an additional cost. The costs of this would vary depending on your individual requirements but can be in the region of £400-800 depending on the device.

The University is developing a means-tested Covid-19 Financial Assistance Package to support students to acquire a laptop should this be needed. Students may also apply for a living expenses fund for unexpected personal hardship as a result of the Covid-19 Crisis.

Students will need to follow the Public Health England advice and any specific national requirements for maintaining personal safety and hygiene to protect themselves and others from the Covid-19 risks. These personal safety measures such as the wearing of face coverings will be an additional cost that students need to consider.

Where PPE is an essential requirement for the nature of the course you are undertaking this will be detailed below.

## **Policies, Standards and Regulations ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))**

Covid-19 social distancing measures will be in place for teaching, learning, assessment and student support in 2020/21. This means that there will be operational requirements and protocols in place for the way in which your course is delivered and the way in which University activities, facilities, and spaces operate which students and staff will need to follow.

In the event of further government lockdowns either local or national in response to Covid-19, we will prioritise digital and online learning and support to enable students to continue with their studies. We may need to implement approved emergency Covid-19 pandemic academic regulations to take account of the impact of Covid-19 general extenuating circumstances.

## **Professional Accreditation or Recognition Associated with the Course**

Specific information on applicable professional statutory or regulatory body recognition or requirements for your course is summarised below.

## **Teaching and Learning Activities**

The way we will deliver this course and teaching, learning and assessment activities in 2020/21 will be informed by Public Health England advice and guidance on Covid-19 secure requirements and the need for social distancing for the protection of students and staff.

You will experience distance learning for 2020/21.

Further information on local course delivery arrangements will continue to be available from your School.

Students will be kept up to date with new information when this is available via this University web site.

## **Learning Support**

### **Our approach to delivering student support in 2020/21**

Given the planned social distancing measures in place on campus for 2020/21 to ensure safe delivery of services for students and staff, some of the arrangements for student support will be accessible online.

We are committed to ensuring you continue to have opportunities to access the learning and wellbeing support that you need over the forthcoming year. General learning spaces, including access to libraries, will be available to be booked online; and where specialist space is needed, this will either be provided: as normal; created in newly adapted spaces; or replicated as part of an enhanced suite of online resources.

We want to provide a safe environment for students and staff, so on-campus delivery of student support services will be limited. This may mean that campus-based school offices will operate within defined core office hours. However, full access to advice, learning support and specialist services will be delivered via telephone, email, video calls and online live chat. The Students' Union will also be implementing social distancing arrangements for student advice services.

### **Access to Library support in 2020/21**

The Library offers access to thousands of resources via MyBeckett or the Library website (<http://libguides.leedsbeckett.ac.uk/home>) which also provides full details of all our services.

In response to Covid-19, and the need for social distancing for the protection of students and staff, the libraries will be available via a booking system in 2020/21 for students to study, access PCs and laptops, printer/ copiers, and other equipment, and to use the books and journals.

The Library and Student IT Advice Service is available by online chat, email or phone, and provides support on using the University's online and digital services, finding information, borrowing, Office 365, MyBeckett, online meetings, saving your work, passwords, etc.

- online (including 24/7 chat): [http://libguides.leedsbeckett.ac.uk/contact\\_us](http://libguides.leedsbeckett.ac.uk/contact_us)
- by phone - 0113 812 1000 (24/7 IT support)

The Library Academic Support Team can help you develop your academic skills such as critical thinking, academic writing and analysing data, and research skills such as how to find, use and evaluate information for your studies. The team liaises with your lecturers to provide the information resources you need for your subject and to arrange academic skills sessions to support you in your studies. They also have a wide range of short tutorials available on the Library's YouTube channel:

<https://www.youtube.com/channel/UCFFd5u75zmy00EnkM9F2zPQ>

## **Support from your School**

If you have a question or a problem relating to your course, your Course Administrator is there to help you. Course Administrators work closely with academic staff and can make referrals to teaching staff or to university specialist support services as appropriate. They can also arrange for a confirmation of attendance letter, and a transcript on your behalf. You may also like to contact your Course Representative or the Students' Union Advice team for additional support with course related questions.

## **Student Advice and Support**

If you have any questions about life at our University in general, you may contact the Student Advice Hub to speak to one of our Student Services Advisers. This team, consisting of recent graduates, are able to support you throughout your time here. They will make sure you have access to and are aware of the support, specialist services, and opportunities our University provides. Our Student Advice Hub will be operating via live chat, video, telephone and email services. Telephone lines - 0113 812 3000 will open as usual 09.00-17.00 Mon-Fri. You can book an appointment via telephone or online video chat with an adviser via the link at: <https://www.leedsbeckett.ac.uk/studenthub/student-experience-team/>. This is where contact details for all specialist support services can also be found. You can also email the team at [studentadvicehub@leedsbeckett.ac.uk](mailto:studentadvicehub@leedsbeckett.ac.uk).

## **Range of Support Services Available**

There is a range of support for disabled or vulnerable students. Any student with a disability, who may or may not have declared this to the University and wishes to discuss their learning support for the year ahead or their status as a Covid-19 extremely vulnerable person, should contact their Disability Adviser for their School who is based in Student Services to discuss their support needs in the first instance. The service contact details are [disabilityadvice@leedsbeckett.ac.uk](mailto:disabilityadvice@leedsbeckett.ac.uk) or telephone 0113 812 5831. Students who are classed at Covid-19 Extremely Vulnerable (i.e. you have received a Shielding Letter from the NHS) but who do not regard themselves as disabled, and have not registered with the Disability Team, should discuss any support arrangements they may need, directly with their Course Director and if resident in halls, their Residential Life Team.

Once enrolled, you will have access to our virtual learning environment, MyBeckett. Within this system you will see two tabs (Support and Opportunities) where you can find online information and resources for yourselves. The Support tab gives you access to details of services available to give you academic and personal support. These include Library Services, the Students' Union, Money advice, Disability advice and support, Wellbeing, International Student Services and Accommodation. There is also an A-Z of Support Services, and access

to online appointments/registration. The Opportunities tab is the place to explore the options you have for jobs, work placements, volunteering, and a wide range of other opportunities. For example, you can find out here how to get help with your CV, prepare for an interview, get a part-time job or voluntary role, take part in an international project, or join societies closer to home.

You can also access details of all University student support teams at our web A-Z of Services. This can be found at <https://www.leedsbeckett.ac.uk/studenthub/student-support/>. Here you can obtain further information including service contact details, access self-help resources or book an appointment with a range of support services.

In order to provide you with information on student services support in 2020/21 in response to the changing Covid-19 position, updated information will be provided on our University Covid-19 microsite.

## Part 2: Important Information Specific to PG Dip Responsible Tourism Management for 2020/21

<b>Award</b>	Post Graduate Diploma Responsible Tourism Management
<b>Contained Awards</b>	Post Graduate Certificate Responsible Tourism Management
<b>Awarding Body</b>	Leeds Beckett University
<b>Level of Qualification &amp; Credits</b>	Level 7, 120 credits

### Course Lengths & Standard Timescales

The standard start date for Leeds Beckett University induction week is reproduced below and relates to the majority of students starting a course in September 2020. A proportion of courses have alternate start dates which are displayed on the online prospectus and additionally will be notified to the students concerned via the offer letter. Non-September starters will also have their start dates confirmed in their offer letters.

- 9 months full time, distance learning

Starts 21<sup>st</sup> September 2020/ Ends March 2021

- 24 months part time, distance learning

Starts 21<sup>st</sup> September 2020/ Ends September 2022

**for more information about part-time delivery contact your school**

**Policies, Standards and Regulations** ([www.leedsbeckett.ac.uk/public-information](http://www.leedsbeckett.ac.uk/public-information))

There are no additional or non-standard regulations which relate to your course.

### Key Contacts

**Your Course Director** Dr Davina Stanford

**Your Academic Advisor** An Academic Advisor drawn from the Course Team will be allocated to you at induction.

**Your Course Administrator** Tom Greasley [tourism@leedsbeckett.ac.uk](mailto:tourism@leedsbeckett.ac.uk)

0113 812 1824

### **Professional Accreditation or Recognition Associated with the Course**

#### **Professional Body**

Institute of Travel and Tourism (ITT)

#### **Accreditation/ Recognition Summary**

The School of Events Tourism and Hospitality Management is recognised as a centre of Excellence by the Institute of Travel and Tourism (ITT). Recognition signifies that the School is a leading provider of tourism education, research, consultancy and publications. To celebrate student achievement, the ITT awards an annual Student of the Year. Students can access student membership of the ITT.

#### **Professional Body**

UNWTO (TedQual)

#### **Accreditation/ Recognition Summary**

UNWTO TedQual certification ensures that this course meets international quality standards for tourism education, training and research and is relevant to the needs of the tourism sector.

### **Course Overview:**

#### **Aims**

The aim of the programme is to develop individuals' knowledge and expertise in the field of responsible tourism management. Graduates of the course have the skills and knowledge required to make positive change in the field of responsible tourism. The course has a strong identity thanks to its links with those working in relevant professional areas, for instance the high profile activities of key people associated with it. Members of the team are active in research and consultancy in the field and advancement of responsible tourism.

The identity and reputation of the course is further strengthened by our active and engaged alumni network many of whom are working directly in the implementation of responsible tourism (for example many have set up their own responsible tourism consultancy companies or now work in roles as sustainability officers for their organisations). Students have access to an impressive professional and social network and access to an extensive range of people through our alumni network who can provide both career advice and other opportunities. Further careers advice and employment opportunities are made available through our Responsible Tourism Management Facebook page which has a members only on-line networking facility where current students, staff and Alumni all around the world can seek advice and post current job opportunities, as well as providing links to a range of websites and organisations that recruit people in areas related to responsible tourism. We find that

many of our students find employment, consultancy work opportunities and continuing professional support through their involvement in the alumni network.

Graduates of the programme will be equipped to work with and within a diverse range of organisations involved in responsible tourism in both developing and developed countries. Career opportunities will be available with organisations involved with the development and promotion of international tourism in the traditional sense, as well as fulfilling the growing market for senior and middle managers who understand sustainable and responsible development. These include government and inter-governmental agencies, national, regional and local tourist organisations, cultural and natural heritage attractions, international tourism bodies and associations, as well as with private sector employers (inbound and outbound tour operators, transport operators, and travel distribution intermediaries). It is expected that graduates will be able to progress to middle and senior management positions, with the speed of progression being based on their holistic profile.

Through a programme of taught modules, together with the practical application of acquired skills and knowledge to assignments and a professional research project, students are able to focus their learning in an appropriate way to facilitate their future career development. In addition to subject knowledge and understanding, students will also develop management skills appropriate for careers in corporate social responsibility and in community based tourism, tourism in protected areas and heritage attractions.

### **Course Learning Outcomes**

At the end of the course, students will be able to:

1. Evaluate, apply and synthesise relevant concepts, theories and models of responsible and sustainable tourism and apply them to the management of resources and businesses.
2. Evaluate the management of responsible tourism in an applied way in a range of complex destination and business contexts.
3. Analyse a situation and plan a creative and innovative process of change through engaging with a range of stakeholders in order to achieve sustainable development objectives through tourism.
4. Adopt an autonomous approach to their own learning and continuing professional development.
5. Analyse and critically understand the complex strategic issues and management choices faced in introducing responsible tourism practices.

## Teaching and Learning Activities and Your Modules

The following learning and teaching activities will be used across the modules.

- Students have the opportunity to attend face-to-face networking events and guest lectures organized by the course team on an ad hoc basis, subject to coronavirus restrictions.
- Students will be expected to contribute to online discussions and to have done some preparatory reading.
- Students will organise and conduct field data collection, analysis and interpretation.
- Students will work independently to research the relevant literature using electronic databases and search engines.
- Students will complete directed activities/formative assessments, providing opportunities for feedback.
- Students will engage in practical tasks associated with real-life businesses, for example developing an environmental management system for a tourism enterprise.

The content of the online modules is written by Leeds Beckett staff and is tailor-made for the course in an accessible writing style, providing self-directed tasks, recorded presentations and sign-posting students to a range of websites and readings that are all provided via the VLE. The online modules are supported with clear instructions outlining learning outcomes and assessment requirements. The readings are a mix of academic journals, book chapters and government and industry reports and all the recommended and optional readings are available to students via the VLE. Where relevant, the recorded lecture presentations will be supported by video content, such as TED talks, films, documentaries and YouTube clips. This supplementary material is provided by the course team with interpretation which explains the purpose and usefulness of the content.

Distance learners undertake one module per trimester over two years. They start the course with the core module Responsible Tourism Theory & Practice then undertake five of the following six modules: Local Economic Development and Poverty Reduction, Ethical Tourism Business Management, Marketing Responsible Tourism, Natural Resources and Environmental Management, Communities, Culture and Heritage and Destination Management: Roles and Responsibilities.

**Indicative delivery schedule for 20/21 for full time students:**

<b>Level 7</b>	
<b>Trimester 1</b>	<b>Core (Y/N)</b>
Responsible Tourism Theory & Practice	Y
Natural Resources and Environmental Management	N
Communities, Culture and Heritage	N
Ethical Tourism Business Management	N
Marketing Responsible Tourism	N
<b>Trimester 2</b>	<b>Core (Y/N)</b>
Local Economic Development and Poverty Reduction	N
Destination Management: Roles and Responsibilities	N

**Indicative delivery schedule for 20/21 for part time students:**

<b>Level 7</b>	
<b>Trimester 1</b>	<b>Core (Y/N)</b>
Responsible Tourism Theory & Practice	Y
<b>Trimester 2</b>	<b>Core (Y/N)</b>
Local Economic Development and Poverty Reduction	N
<b>Trimester 3</b>	<b>Core (Y/N)</b>
Destination Management: Roles and Responsibilities	N

**Level 7 Core Modules (for PT distance learning students)**

Responsible Tourism Theory & Practice

**Level 7 Option Modules (for PT distance learning students)**

*The following option modules are indicative of a typical delivery year. There may be some variance in the availability of option modules:*

Local Economic Development and Poverty Reduction

Marketing Responsible Tourism

Natural Resources and Environmental Management

Communities, Culture and Heritage

Ethical Tourism Business Management

Destination Management: Roles and Responsibilities

## **Assessment Balance and Scheduled Learning and Teaching Activities by Level**

The assessment balance and overall workload associated with this course are calculated from core modules and a sample of option module choices undertaken by a typical student. They have been reviewed and confirmed as representative by the Course Director.

A standard module equates to 200 notional learning hours, which may be comprised of teaching, learning and assessment, placement activities and independent study. Sandwich placement years spent out of the University are not be included in the calculation unless they are credit bearing and attributed to a level of the course. Modules may have more than 1 component of assessment.

On this course students will be assessed by coursework predominantly with some practical assessments.

<b>Overall Workload</b>	<b>Level 7</b>
Teaching, Learning and Assessment	216 hours
Independent Study	984 hours
Placement	0 hours

## **Learning Support Arrangements**

The Academic Adviser is there to support and encourage students' academic development and progress. They also provide advice on how students can get the most out of their learning experience on the course. Students will have regular contact with their Academic Advisor and will be supported by module tutors and the Course Director. The School's Online Learning Tutor can advise and support students with module and study related advice.

The course uses the VLE and other online media to support and enhance virtual materials and to provide a space for students to communicate with each other and the course team.