

Footprint School of Business (FSOB) Centre Manual

Welcome

Welcome to the Footprint School of Business (FSOB). This Centre Manual is designed to consolidate key information from our Student and Staff Handbooks into one reference guide for all stakeholders.

1. About FSOB

FSOB is a UK-based centre accredited to deliver Ofqual-regulated qualifications in Business, Health & Social Care, and Digital Technologies via an accredited awarding organisation. We offer accessible and inclusive online education designed for school leavers, mature learners, and professionals.

2. Mode of Delivery

FSOB delivers all programmes 100% online using our Virtual Learning Environment (VLE) hosted at www.fsob.co.uk. Key digital tools include TutorPro (LMS), Microsoft Teams, and SharePoint.

3. Registration & Access

Students register through the online portal. Once registered and payment is received, login details are provided. Support is available at admin@fsob.co.uk.

4. Programme Structure

All qualifications align with the RQF and are delivered with flexibility to accommodate different learner needs. Assessment includes written assignments, presentations, and reports.

5. Entry Requirements

Level 3: 4 GCSEs or equivalent or relevant work experience (21+). Level 4+: Recognised qualifications or RPL. English proficiency may be required (IELTS 5.5+/TOEFL 72+).

6. Assessment & Feedback

Assessments are criterion-referenced and feedback is constructive and developmental. Grades: Pass, Merit, Distinction.

7. Learner Support

Support services include tutorials, academic coaching, technical support, and wellbeing resources.

8. Staff Communication

Weekly bulletins, Microsoft Teams, Zoom, and SharePoint facilitate communication. Academic issues are logged using digital forms and escalated to the Quality Lead or Centre Manager.

9. Standardisation & CPD

Includes monthly meetings, quarterly standardisation workshops, termly CPD, and an annual appraisal and development plan.

10. Safeguarding and Risk Management

FSOB ensures all learners and staff are trained in digital safeguarding. Issues are reported to the Safeguarding Officer.

11. Quality Assurance

A robust IQA system includes verification of 20% of marked assignments, staff training, and continuous policy review. Policies include academic integrity, appeals, data protection, and EDI.

12. Contact Information

Academic Issues: quality@fsob.co.uk

Admin: admin@fsob.co.uk

General: info@fsob.co.uk

Finance: finance@fsob.co.uk

Website: www.fsob.co.uk