

# Footprint School of Business

## Student Handbook

Mode of Delivery: Online

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### Welcome Message

Welcome to the Footprint School of Business (FSOB)! We are delighted to have you join our diverse and dynamic learning community. Whether you are embarking on a new academic journey or building on previous learning, you are now part of a school committed to helping you achieve your personal, academic, and professional goals. At FSOB, we believe education should be accessible, relevant, and enriching. Through flexible online delivery and expert-led instruction, we provide a structured yet adaptable learning experience that caters to the needs of modern learners.

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## 1. About Footprint School of Business

Footprint School of Business is a UK-based centre accredited to deliver Ofqual-regulated qualifications via an accredited awarding organisation. We focus on academic programmes across fields such as Business Management and Health and Social Care. We pride ourselves on being inclusive, forward-thinking, and student-centred. Our online learning platform is designed to support learners globally, including recent school leavers, mature students, and professionals seeking career advancement.

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## 2. Understanding Online Learning at FSOB

At Footprint School of Business, all learning takes place online via our secure and easy-to-use Virtual Learning Environment (VLE), accessible at [www.fsob.co.uk](http://www.fsob.co.uk). This dedicated online platform is the digital home for your entire educational journey. **Key Features of the VLE Include:**

**Recorded Lectures and Live Tutorials:** High-quality video lectures and weekly live sessions for real-time interaction.

**Downloadable Study Materials:** Access to core texts, readings, templates, and case studies.

**Assignment Submission and Feedback:** Submit coursework and receive tutor feedback via the platform.

**Interactive Learning Forums:** Module-based forums moderated by tutors for academic discussion.

**Announcements and Notifications:** Stay informed of updates, deadlines, and events.

**Virtual Office Hours and Tutorials:** Book one-to-one or group sessions with teaching staff for personalised support.

**How Online Learning Works at FSOB:** FSOB combines self-paced learning with structured support, ensuring learners can work flexibly while benefiting from guided instruction and peer engagement.

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## 3. Accessing Courses and Student Registration

### Step-by-Step Guide to Registration:

1. Visit the [Student Registration Portal](#) to browse courses.
2. Choose your programme of interest based on your goals.
3. Create a student profile using a valid email address.
4. Secure your place by paying the tuition or deposit.
5. Receive login credentials to access the VLE.
6. Start learning and engage with modules, materials, and tutors.

**Support During Registration:** For help, contact [admin@fsob.co.uk](mailto:admin@fsob.co.uk) or call +44 7386 767578.

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## 4. Qualifications Offered

Business Management

Health & Social Care

All qualifications are regulated by Ofqual and awarded by an accredited awarding organisation.

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## 5. Programme Structure

FSOB qualifications follow the Regulated Qualifications Framework (RQF) and are equivalent to one full academic year of full-time study. Flexible and part-time options are also available. **Learning**

### Experience Includes:

Core concepts and case studies

Peer collaboration

Critical thinking and reflective learning

### Assessment Model:

Written assignments

Scenario-based tasks

Reports and learning logs

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## 6. Entry Requirements

### Level 3:

4 GCSEs (grade C/4+) including English and Maths

OR mature learners (21+) with work experience

### Level 4:

Recognised Level 3 qualification (e.g., A-Level, BTEC)

OR international equivalent

OR substantial experience via RPL or interview

### English Proficiency (if required):

IELTS 5.5+

TOEFL iBT 72+

OR prior study in English-medium institution

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## 7. Assessment & Feedback

### Assessment Methods:

Coursework and problem-solving tasks

coursework and problem-solving tasks

Projects and presentations

Journals and logs

Research reports

**Grading Scale:**

**Pass:** Meets learning outcomes

**Merit:** Demonstrates deeper insight

**Distinction:** Exceptional understanding and creativity

**Feedback:** Tutors provide constructive, detailed feedback. Tutorials and office hours support improvement.

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## 8. Learner Support & Tutorials

**Support Services Include:**

One-to-One Tutorials

Academic Coaching

Induction & VLE Orientation

Technical Support

Career Development

Well-being & Peer Support

Learners are encouraged to make full use of available support and never hesitate to ask for help.

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## 9. Policies & Expectations

**Key Policies:**

Academic Integrity Policy

Fair Assessment & Submission Policy

Appeals & Complaints Procedure

Equality, Diversity & Inclusion Policy (EDI)

**Student Expectations:**

Engage actively

Communicate respectfully

Submit work on time

Apply tutor feedback

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## 10. Academic Progression

**Progression Opportunities:**

**Level 3:** Progress to Level 4 or university Year 1

**Level 4:** Progress to Level 5 or university Year 2

**Level 5:** Progress to Level 6 or university final year

**Level 6:** Progress to Level 7 or Master's programmes

**Progression Support:**

University applications

Academic CVs and statements

Career guidance

References and documentation

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## 11. Staying Connected

We are here to support you. For help, contact us at: Email: [admin@fsob.co.uk](mailto:admin@fsob.co.uk) | [info@fsob.co.uk](mailto:info@fsob.co.uk) Phone: +44 (0)7386 767 578 Website: [www.fsob.co.uk](http://www.fsob.co.uk)

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We look forward to seeing you thrive as a member of our academic community. Best wishes for a fulfilling and successful learning journey with Footprint School of Business. *Welcome on board!*