## Diploma in Police Studies and Management Top Up [OUad007]

Academic year: 2022-2023

This programme documents detail the aim, learning strategies, structure and intended learning outcomes that students should achieve if they fully engage with the learning provided within the programme. The document is intended to support and inform prospective students, current students, academic and support staff, external stakeholders and external examiners.

**1. PROGRAMME INFORMATION**

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| **Title of final award** | **Diploma in Police Studies and Management** |
| **Code** | **OUad007** |
| **Awarding Body** | Open University of Mauritius |
| **Disciplinary Division** | Management |
| **Programme Manager** | |
| **Administrator in charge** | |
| **Programme duration** | **Diploma Award**<br>Minimum: 9 months<br>Maximum: 18 months<br>For the above award, all modules of the programme must be completed. |
| **Total Credits** | 36 credits |
| **Credits per semester** | *Normally 18 credits per academic semester*<br>*Minimum number of credits per semester 12* |
| **MQA NQF level** | Level 6 |
| **EHEA EQF level** | Not applicable |
| **External Accreditors** | Not applicable |
| **Collaborative Partners** | TBC |
| **Programme approval date** | TBC |
| **Last revision** | New Programme |
| **Last update** | Not applicable |

| 2. ENTRY REQUIREMENTS | |
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| General: | General Entry Requirements under Direct Entry to Undergraduate Programmes. Applicants should fulfil the following conditions:<br><br>(i) Cambridge School Certificate with at least three credits or equivalent and Candidates (Police Officers) must hold a Certificate in Leadership and Management or a Certificate in Police Duties from a recognised institution with at least five years' experience in the Police or Armed Forces.<br>(ii) Holding any Diploma from a recognised University with at least five years' experience in the Police Force.<br><br>*Application for exemption will not be entertained |

| 3. PROGRAMME OVERVIEW | |
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| Overview, Aim and objectives of the programme: | Course overview: Police Organisations have a great role to play in the social, economic and environmental development of a country. In this fast and constantly changing business environment, law and order have become a predominant factor to the growth of a country's GDP. Thus, Law Enforcement Officers have to be well trained in order to be more effective and efficient.<br><br>The aim of this program is to prepare Police Officers to achieve a high level of Knowledge, Skills, Attitude (KSA) and Understanding that are required to meet the policing needs of the community and in the performance of their duties. It will also help them to acquire higher education and qualifications, which will benefit the individual, the team, the organization and the country. In this program, the officers will learn day-to-day management of human and other resources, basic legal aspects of policing coupled with human rights issues, Law of Evidence and court procedures in Mauritius and specially disaster and crisis management.<br><br>The objectives are:<br>1) By the end of this Diploma, Police Officers will be better equipped to deal with their internal and external customers promptly and thus help to improve the image of the MPF.<br><br>**2)** Police Officers with a diploma/degree at hand will have better techniques to tackle problems, better planning and decision-making process and prompt actions will be taken to find solutions. All these may be achieved through proper Training and Development. Work based, reflective and experiential Learning is a key factor to the success of the MPF since most officers learn on the job. |

| Intended Learning outcomes: |
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| After completion of the programme, students will be able to: |

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| Knowledge and understanding | **K1** Define the key concepts in managing people and policing Strategies. |
| | **K2** Outline the different theories Human Rights and Management |
| | **K3** Describe the values and ethical and Legal Conduct of Police Officers |
| Cognitive skills | **C1** Discuss theories in the areas of communication, Human Resource Management and Human Rights. |
| | **C2** Develop sound theoretical knowledge in the Policing Strategies and Styles. |
| | **C3** Develop a professional orientation and identity as a social worker. |
| | **C4** Apply legal and ethical standards in the performance of Police Duties. |
| | **C5** Analyse various policing styles for the protection of vulnerable groups |
| | **C6** Appraise evidence-based skills in the management of disasters. |
| Practical/ professional Skills | **P1** Demonstrate skills in applying principles of People management, Disaster Management and best communication practices. |
| | **P2** Apply professional standards in collecting, storing and producing evidence in courts. |
| | **P3** Show the link of theory to the practice policing in Mauritius. |
| | **P4** Develop a Police / Public Partnership as a strategy / network with civil society. |
| | **P5** Devise and manage the best practices for Police Officers attending Courts. |
| | **P6** Interpret research findings to formulate appropriate policies in line with technologies and the modernisation of the Force. |
| | **P7** Enhance the knowledge of Police Officers in the management of crises and disasters. |
| Transferable skills | **T1** Demonstrate how to manage and respond to situations of crises and disasters. |
| | **T2** Evaluate the acquisition of knowledge and skills of junior officers through their performance. |
| | **T3** Assess the level of customer satisfaction for both internal and external customers. |
| | **T4** Exhibit positive behaviours in academic, professional and social settings using knowledge acquired. |
| | **T5** Mentor junior officers to be more effective and efficient. |

| 4. PROFESSIONAL, STATUTORY AND REGULATORY BODIES (where applicable) |
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| Not applicable |

## 5. LEARNING AND TEACHING STRATEGY

The programme is run on a blended-learning mode combining face-to-face learning interactions with e learning. Using practical and hands-on approaches to learning, participants will be given the opportunity to develop knowledge in policing and development related areas through learning activities geared towards developing analytical and critical thinking. Learning will also take place through sharing and discussions in class debates.

**Learning and teaching methods:**

Students will be provided with opportunities to engage in a diverse range of learning environments so as to maximise their learning. For this programme students will interact with their tutor and their fellow students mostly through face to face but e-platform discussion will also take place.

The e- platform will use the following tools:

- Online activities: for every unit covered in each module students will be given opportunities to complete interactive learning activities including discussion forums, quizzes, field trips, webinars and problem-solving activities. Students will be encouraged to work independently but also to engage in collaborative work.

- Independent study: Independent study forms an essential part in the development of your knowledge and understanding. We will guide you, via the e-platform, on the reading and reflection of primary and secondary texts. Students should use this independent study time to link knowledge with e-class and face-to-face activities and develop their own understanding and critical perspective on the topics they are studying.

**Strong experimental/practical elements that learners need to grasp.**

We also offer optional face-to-face sessions.

The face-to-face sessions are an opportunity to untangle complex concepts and provide students with an opportunity to apply the knowledge acquired in the preceding weeks. During the face-to-face sessions, students can be expected to:
- Engage in discussions around policing strategies, Human Rights and court procedures.
- Engage with reading material to engage in class discussions through class activities.
- Review core/complex concepts through tutorials and sharing of ideas.

**Overall Workload:**

Your overall workload as a student consists of independent learning, e-learning activities and, if you choose to, face to face sessions. The following gives you an indication of how much time you will need to spend on the different components of your programme at each level. Each ECTS credit taken equates to 25 hours of study time.

Typically, for each year of your degree you will spend 0-10% of your time in face to face session, 30-40% of your time engaging with e-learning activities and 60% of your time in independent study time.

A typical study week for a student will involve some optional face to face sessions, required engagement in an online discussion forum, the completion of online activities and independent study time to review attached readings, textbooks and relevant sections of the module document. Students should expect to devote 8 to 12 hours of study time per week per module.

These are indicative and may vary from student to student.

| 6. ASSESSMENT STRATEGY |
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**Assessment Methods**

A range of formative and summative assessment exercises are designed to enable you to demonstrate and apply your knowledge and understanding.
Most modules will consist of a Tutor Marked Assessment component and an examination. TMAs include:
- Essays type Assignments
- Workshops *(essential for practical knowledge)*
- Projects
- Viva Presentations
- Webinars
- Team projects

In addition to TMAs, this programme includes final examination for all modules.

The assessment will consist of 3 parts; an individual assignment, Viva Presentation and the final examination. The assignment will also include a presentation by each member (Viva Presentation). The examination will consist of a compulsory section and a range of questions which the learner has to choose from another section.

*\*Assessment Mapping: See Appendix page 11*

**Academic Feedback**

Throughout the course of your studies, tutors will provide informal feedback on your online activities and class contributions. Feedback may be individual or provided to the class as a whole.

Each summative assessment will be accompanied by detailed marking criteria and marking scheme detailing the expectation of the assessment at each grade classification level. Feedback on assessment will be provided along the marking criteria. Marking criteria will be made available to the student at the same time as the assessment details.

Students will receive written individual feedback on all TMA components.

The university policy on assessment feedback and guidance on provisional marks can be found in the General Rules.

**Late submission, Extension and Re-sit Policy**

The university policy on Late Submission, Extension and Re-sits can be found in the General Rules.

**Special Circumstances**

The university policy on Special Circumstance can be found in the General Rules.

**Continuous assessment and Exam Regulations**

The university regulations on Continuous Assessment and Examination can be found in the General Rules.

| 7. ACADEMIC MISCONDUCT |
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As a safeguard to the quality and standard of Open University's qualifications and awards, the university takes any incidence of academic misconduct seriously and will investigate any reported case.

Academic Misconduct refers to any activity where a student, through unpermitted means, seeks to gain an advantage in the completion of an assessment. Any unpermitted action will be considered as academic misconduct when occurring during a formal examination, a TMA, or any other form of assessment considered by Board of Examiners and undertaken in pursuit of a University qualification or award.

**Plagiarism (**using, intentionally or unintentionally another person's work and presenting it as its own) will be systematically checked through a text-matching automated detection software that support the detection of plagiarism: Turnitin.

**Any suspected cases of academic misconduct will be reported and investigated. Academic misconduct offences, may lead to suspension or expulsion from the University.**

The university regulations on Academic Misconduct can be found in the General Rules.

| 8. PROGRAMME STRUCTURE |
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C= Core i.e. modules which must be taken to be eligible for the award
S1 = Semester 1
S2 = Semester 2

| Year 2 – Level 6(NQ-MQA) – Short cycle Intermediate (QF-EHEA) | | | | |
|---|---|---|---|---|
| Code | Module Title | Type | Semester | Credits |
| OUad007111 | Evidence and Court Procedures | Core | S1 | 6 |
| OUad007112 | HRM in the Police Force | Core | S1 | 6 |
| OUad007113 | Communication Skills for Police Officers | Core | S1 | 6 |
| | | | | |
| OUad007121 | Customer Care and Service Excellence | Core | S2 | 6 |
| OUad007122 | Disaster and Crisis Management | Core | S2 | 6 |
| OUad007123 | Policing Styles and Human Rights | Core | S2 | 6 |
| | | | **Credit Total** | **36** |

## 9. GRADING

**Grading system:**

Assessments are graded in percentage and correspond to a letter grade and a grade point.

To pass a module, students need an overall of 40% weighted average of their combined continuous assessment (TMA) and examination.

| Marks (x) % | Description | Letter Grade | Grade point |
|---|---|---|---|
| X ≥ 70 | Excellent | A | 5 |
| 60 ≤ X < 70 | Very Good | B | 4 |
| 50 ≤ X < 60 | Good | C | 3 |
| 40 ≤ X < 50 | Satisfactory | D | 2 |
| X < 40 | Ungraded | U | 0 |
| Non-graded/pending | See section 17.1.1 in assessment rules and regulation for pending grades letter codes | | |

To pass a module, students need an overall of 40% weighted average of their combined continuous assessment and examination. All components of TMAs will have to have be submitted and examination sat to pass the module.

Students will normally not be allowed to postpone more than one module for the following semester.

If a student obtains grade "U" in three or more modules in the same semesters, and the CPA is below 40 for that semester, the student will be requested to repeat the semester unless decided otherwise by the Academic Council upon the recommendation of the Board of Examiners. When repeating a semester, a student may or may not take the modules for which Grade C or above have been obtained.

If after completing a level the student's CPA < 40, the student will have to repeat the entire academic year, and retake the modules as and when offered. However, s/he will not be required, if s/he wishes, to retake 3 module(s) for which Grade C or above has been obtained.

Students will not be allowed to repeat more than two semesters during the entire duration of the programme.

University general marking criteria for undergraduate exams can be found in the General Rules.

**Cumulative Point Average (CPA):**

Total CPA for Undergraduate degrees is calculated by:

a) multiplying the module credit by the % marks for the module and then summed up and divided by the total credits attempted over the cumulative period at each level (1 semester or 1 year). AND

b) Taking the weighted average of the obtained CPAs at each level. The respective weights being set as follow: the CPA of level 5 modules (year 1) will be weighted at 15% (0.15), the CPA of level 6 modules (year 2) will be weighted at 35% (0.35) and the CPA of level 7/8 modules (year 3 and/or 4) will be weighted at 50% (0.5).

Example calculation of the CPA at level 5 for undergraduate programmes:

| Course Level 5 | % Scores | ECTS Credit unit | Module Credit x % Score |
|---|---|---|---|
| BAXX1 | 64 | 7.5 | 64*7.5 = 480 |
| BAXX2 | 71 | 7.5 | 71*7.5 = 533 |
| BAXX3 | 44 | 7.5 | 44*7.5= 330 |
| BAXX4 | 59 | 7.5 | 59* 7.5= 443 |
| BAXX5 | 82 | 5.0 | 82*5 = 410 |
| BAXX6 | 62 | 5.0 | 62*5 = 310 |
| BAXX7 | 65 | 5.0 | 65*5 = 325 |
| BAXX8 | 54 | 15.0 | 54*15 = 810 |
| Total | | 60 | 3640 |
| **CPA = 3640/60** | | | **61.7** |

Example Calculation Total CPA:

| Level | Score | Weighted score |
|---|---|---|
| CPA level 5 (60 credits) | 61.7 | 61.7 *0.15 = 9.11 |
| CPA level 6 (60 credits) | 63.4 | 63.4*0.35 = 22.19 |
| CPA level 7/8 (60 credits) | 65.5 | 65.5*0.5 = 32.75 |
| **Total CPA (180 credits)** | | **64** |

| 10. PROGRESSION, EXIT POINTS AND AWARD | |
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| Progression | If a student fails to achieve 36 credits at the end of a year level, the board of examiners will make a decision with regard to the student's progression. At its discretion, the board of examiners may:<br><br>- require the student to repeat the year;<br>- award of an exit award once you've exhausted all the opportunities to retrieve failed assessment. |
| Classification of Awards | For the award of the diploma, all modules of the programme must be completed.<br><br>The Certificate of Higher Education (Diploma) will be awarded as an exit points in the programme as indicated in the table below: |

| Award | Title | Level NQ-MQA | Total required Credits | Classification Based on Cumulative Point Average (CPA) |
|---|---|---|---|---|
| Diploma (Top-up) | Police Studies and Management | 6 | 36 | **PASS with DISTINCTION**: CPA ≥70<br>**Pass with mention Very Good**<br> 60 ≤ CPA < 70<br>**PASS with CREDIT**<br>50 ≤ CPA < 60<br>**PASS**<br> 45 ≤ CPA < 50 |

| 11. STUDENT SUPPORT | |
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The Open University Learner support addresses learners' needs depending on the unique situation, location and characteristics of the learner. Its main objectives are to assist students to maintain and develop as a successful and independent learner.

Since it is not mandatory for our learners to attend face to face sessions, The Open University will provide the following support:
- Special videos will be produced and all online classes will be recorded and recordings provided.
- Skype Sessions will be provided for overseas or learners with special needs
- Printed materials will be posted to overseas learners with low internet connectivity
- All relevant educational materials and resources will be shared on the University's E-learn platform (Moodle)
- Computer Lab facilities for practical sessions will be provided under the supervision of qualified practitioners
- Counselling and regular meetings with program managers
- Large prints will be made available for learners with visual impairment
- Extra time or special arrangements for examination will be provided for learners with special needs
- Progress of learners will be monitored through evaluation reports by resource person at phases interval to assess their progress

### 12. Have your say

Open University values student feedback and students will be given opportunities to have their say on their learning experience in the following way:

- Student programme and module evaluation surveys;
- Acting as student representative and participate in a range of committees such as the staff-student consultative committee;
- Participate in programme validation processes.

The University will respond to student feedback through the following channels:

- Response and action taken following the module evaluation survey will be posted on the e-platform;
- Action from minutes will be monitored by the chair of the relevant committees;
- Annual programme monitoring process will consider student feedback;
- Programme review process (every five years).

| Curriculum Map of Modules against programme intended learning outcomes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| Module unit and code | | | | Knowledge and understanding | | | | | | Cognitive Skills | | | | | | Practical Skills | | | | | | | Transferable Skills and Personal Attributes | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Module title | Code | Type | Mode | K1 | K2 | K3 | K4 | K5 | K6 | C1 | C2 | C3 | C4 | C5 | C6 | P1 | P2 | P3 | P4 | P5 | P6 | P7 | T1 | T2 | T3 | T4 | T5 |
| **Year 2 NQ-MQA level 7** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ethics and the Law in Social Work | OUbs027121 | C | BL | √ | √ | √ | | | | √ | √ | √ | √ | | | | | | | | | | | √ | | | |
| Critical Perspectives on Social Work | Oubs027215 | C | BL | √ | √ | | | | | | √ | | | | | | | √ | | | | | | √ | | | |
| Social Work Practice II | OUbs027221 | C | BL | √ | | | | | | | √ | √ | | √ | | √ | √ | √ | | | | √ | √ | √ | | | √ |
| Clinical Social Work | OUbs027222 | C | BL | √ | √ | | | | | | √ | | | | | √ | | √ | | | | | | | | | √ |
| Sexuality and Health | OUbs027223 | C | BL | √ | √ | | | | | | √ | | | | | √ | | √ | √ | | | | | | √ | | |
| Social Work Research | OUbs027224 | C | BL | | √ | | | | | | √ | √ | | | | | √ | √ | | √ | | | | | √ | | |
| Society, Social Issues and social work intervention | OUbs027225 | C | BL | | | | | | | √ | √ | √ | | | | | √ | √ | | | | | | | | | |
| Assessment and intervention with Groups, Communities, Organisations & Institutions | OUbs027311 | C | BL | √ | √ | | | | | | √ | | | √ | | | | | √ | | | | √ | √ | | | |
| Globalisation and Contemporary issues in social Work | OUbs027312 | C | BL | √ | √ | | | | | √ | √ | | | | | √ | | √ | | | | | | √ | | | |
| **Year 3 NQ-MQA level 8** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gender and Social Issues | OUbs027313 | C | BL | √ | | | | | | | √ | | | | | | | √ | | | | | | | √ | √ | |
| Assessment and Intervention with vulnerable populations | OUbs027321 | C | BL | √ | √ | | | | | | √ | | | | | | | √ | √ | | | √ | √ | √ | | | |
| Social Project Development & Management | OUbs027322 | C | BL | | √ | | | | | | √ | | | | | √ | | √ | √ | | | √ | √ | | | √ | |
| Ageing and social work practice | OUbs027323 | C | BL | | | | | | | | √ | | | √ | | | | √ | √ | √ | √ | √ | | | | | √ |
| Dissertation | OUbs027324 | C | BL | | | | | | | | | | | | | | | | | | | | | | | | |

C = Core; E = Elective; DL = Distance Learning; BL= Blended Learning; CD = Campus delivery