

Faculty of Management, Law and Social Sciences

Programme Specification

Programme title: Postgraduate Certificate in Professional Career Management in Practice

Academic Year:	2018/19
Degree Awarding Body:	University of Bradford
Partner(s), delivery organisation or support provider (if appropriate):	Not applicable
Final and interim award(s):	[Framework for Higher Education Qualifications (FHEQ) level 7] Postgraduate Certificate
Programme Title:	Professional Career Management in Practice
Programme accredited by (if appropriate):	Not applicable
Programme duration:	6 to 12 months part-time
QAA Subject benchmark statement(s):	Not applicable
Date of Senate Approval:	September 2016
Date last confirmed and/or minor modification approved by Faculty Board	February 2018

Introduction

This programme is targeted at local University of Bradford graduates who completed an undergraduate degree in any subject with any degree classification, in the academic year prior to the programme commencing. The programme is also open to candidates with a first degree from another approved university or institution.

The programme provides a bridge into the world of work for many graduates who are not quite ready to make the transition either due to their confidence levels, skills or have found it difficult to secure “graduate level” employment often due to a lack of work experience. The programme is designed for people who:

- are new to or have yet to enter the labour market or
- have entered the workplace and are now looking to progress to a professional or managerial opportunity or
- have entered the workplace and are now looking to change career path or,
- are facing displacement or redundancy.

The programme has been designed to link closely with the aims of the University of Bradford's Employability Strategy. It ensures that opportunities are embedded within curriculum for students to:

- develop the 9 capabilities / graduate attributes of employability and professionalism as follows:
 - o Business and Commercial Awareness
 - o Team and Customer Working
 - o Problem Solving and Decision Making
 - o Innovation and Enterprise
 - o Information and Digital Literacy
 - o Financial Literacy
 - o Professional Values
 - o Management of Self and Own Performance
 - o Communication Skills and Presentation of Self, and;
- be supported through a period of work experience.

Structured in two distinct stages (see below for further details) the programme represents 600 hours of study or 60 UK credits, necessary for the award of a postgraduate certificate.

The team delivering the programme has extensive experience of delivering careers, enterprise and placement related modules, of working with employers both locally, regionally and nationally and of working with and coaching students and graduates at times of labour market uncertainty.

Programme Aims

The programme is intended to:

- develop understanding of career planning and to develop the insights and skills to enable the student to manage their own career plan.
- develop critical understanding of key issues in the local, regional and national graduate labour market.
- develop strategies and techniques to manage entry into and progression within the labour market.
- provide opportunities to access a work placement, through which students will have the opportunity to demonstrate personal growth, relevant employability skills, industry and professional knowledge

Programme Learning Outcomes

To be eligible for the award of Postgraduate Certificate at FHEQ level 7, students will be able to:

- LO1 Evaluate and critically apply theories of career planning to personal situations and develop appropriate personal career plans.
- LO2 Critically analyse own employability skills to identify strengths and development opportunities relating to personal career plans.
- LO3 Research and critically analyse the local, regional and national graduate labour market and understand its relevance to personal career plans.

- LO4 Critically evaluate concepts of organisational structure and organisational culture and their impact on their work placement environment(s).
- LO5 Demonstrate application of knowledge and understanding of organisational structure and culture to own professional behaviours demonstrated on placement.
- LO6 Develop a detailed knowledge and understanding of current job search techniques and recruitment and selection practices.
- LO7 Demonstrate application of knowledge and understanding of job search techniques and recruitment and selection practices.
- LO8 Reflect upon and critically evaluate employability skill development and personal performance on placement.

Curriculum

This programme is offered on a part-time basis, delivered over six to twelve months. The programme offers some flexibility in delivery enabling individual personal circumstances to be met where appropriate. Modules run concurrently over the 12 weeks of taught teaching time.

The programme has one intake per year in January; this allows students to have time to undertake initial job search and career exploration post-graduation. The programme, comprising lectures, tutorials / seminars is delivered on one day per week for 12 weeks throughout semester 2.

Postgraduate Certificate

FHEQ Level	Module Title	Type (Core/ Option/ Elective)	Credit	Study Period	Module Code
7	Professional Career Management	Core	30	2	HRM7025-C
7	Professional Practice on Placement	Core	30	2	HRM7026-C

Students will be eligible to exit with the award of Postgraduate Certificate if they have successfully completed 60 credits and achieved the award learning outcomes.

The curriculum may change, subject to the University's programme approval, monitoring and review procedures.

Teaching and Learning Strategies

Lectures and practical workshop sessions will deliver core content; providing students with the opportunity to acquire the information to enhance their knowledge and understanding. (LO1, LO2, LO3)

This will be complemented by a range of blended teaching and learning strategies including the use of alumni and external expert guest speakers, group work, role play and reflections, problem based learning scenarios, self-directed study and e-learning activities through a range of on line resources. The institutional Virtual Learning Environment (VLE) will be used to provide access to online resources,

lecture notes and external links to websites of interest. Graduate case studies and problem based learning scenarios will also be utilised. These strategies will allow the students to apply this learning to their own specific context. (LO4, LO5, LO6, LO7, LO8)

Students will undertake the programme by attendance at intensive full day teaching sessions for 12 weeks. Students are expected to supplement taught sessions with independent study and to carry out independent research and guided reading. Each module represents approximately 300 hours' study time.

Students will complete a work placement of approximately 200 hours, usually over an 8-12 week period. Whilst on placement they are required to complete a reflective learning diary. Placements generally take place within the region and previous students have selected roles in public, private and third sector organisations. These include a housing administrator for a local authority, a health care support worker in a GP practice, a project assistant in a blue chip manufacturer and a marketing assistant for a higher education provider.

Some students have continued to work with their placement provider after completion of the placement and have been retained on permanent contracts, although this is not the norm. Some employers will also offer repeat placements as they may not have the budget or headcount available to employ a permanent member of staff.

The programme has appropriate processes and documentation in place to monitor placement opportunities are ensure that they are compliant with Health and Safety requirements and are appropriate to enable the student to achieve the stated learning outcomes.

The programme encourages students to interact with other participants and with the tutors through tutorials, face to face contact, or on-line support. A person centred approach underpins the programme with all students receiving individual career coaching and one to one support.

Assessment Strategy

Assessment is seen as an integral part of the learning process. Summative assessment will include a range of assignments that include a presentation and a variety of pieces of writing including a report, a reflective learning diary and a personal development portfolio which are completed at regular intervals throughout the programme.

Assessment strategy, tariffs and weighting have been designed in accordance with current University policy and guidelines.

Students will be able to seek comments on their work including ongoing formative feedback from the programme tutors and fellow students.

Assessment Regulations

This Programme conforms to the standard University Regulations which are available at the following link: <http://www.bradford.ac.uk/aqpo/ordinances-and-regulations/>

Admission Requirements

This programme is targeted at local University of Bradford graduates who completed their undergraduate degrees, in any subject, in the academic year prior

to the programme commencing. The programme is also open to candidates with a first degree from another approved university or institution.

The programme does not require a specific first degree classification.

All applicants will be required to attend an interview as part of the selection process to assess suitability for the programme, particularly with regard to the requirement to complete a 200 hours (minimum) placement.

As the programme is delivered entirely in English, applicants must be able to demonstrate proficiency in the English language thus, UK educated students must have a GCSE grade 4 (C) or above. Non-native speakers must have a 6.5 score on IELTS test of English or 94 in the internet-based TOEFL - exceptionally, holders of a UK degree awarded within 2 years prior to entry to the Bradford programme may be exempt from these English test requirements.

Applicants who are not citizens of the European Union will also be subject to further requirements imposed by the government (UK Home Office) for the issue of a student visa.

These entrance requirements are in accordance with the University's Admissions Policy and are appropriate for the programme.

Minor Modification Schedule

Version Number	Brief description of Modification	Date of Approval (Faculty Board)
1		