

Course Specification

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Produced By:	Laura Clode
Status:	Validated

Core Information

Awarding Body / Institution:	University of Wolverhampton		
School / Institute:	School of Architecture and Built Environment		
Course Code(s):	CN029P01UV CN029P31UV	Full-time Part-time	6 Months 1 Years
Course Title:	Postgraduate Certificate Project and Programme Management		
Hierarchy of Awards:	Postgraduate Certificate Project and Programme Management University Statement of Credit University Statement of Credit		
Language of Study:	English		
Date of DAG approval:	01/Jun/2017		
Last Review:	2015/6		
Course Specification valid from:	2012/3		
Course Specification valid to:	2021/2		

Academic Staff

Course Leader:	Dr Nii Ankrah
Head of Department:	Mr Paul Hampton

Course Information

Location of Delivery:	University of Wolverhampton
Category of Partnership:	Not delivered in partnership
Teaching Institution:	University of Wolverhampton
Open / Closed Course:	This course is open to all suitably qualified candidates.

Entry Requirements:

Entry requirements are subject to regular review. The entry requirements applicable to a particular academic year will be published on the University website (and externally as appropriate e.g. UCAS

A lower second honours degree (2:2) or equivalent is required for direct entry onto the Master's programme.

Students are selected using application form and references in the first instance and then usually interviewed.

Students applying for individual modules will be required to demonstrate the ability to absorb rapidly technical concepts and detail, possibly by evidence of their previous industrial or commercial experience.

Distinctive Features of the Course:

This Postgraduate Certificate will appeal to students who are looking to advance their knowledge in Programme and Project Management. The topics are practical, with an emphasis on the application of the knowledge gained and applied to many learning situations, including the use of case studies, live round-table debate, team-working exercises, applied coursework, blended learning environments, and independent study. Students will be encouraged to gain knowledge in their specific field through extensive reading, and to use this material in a targeted way. Students will have support within lecture contact time and dedicated workshops, small working groups, and personal tutors to develop the student to help gain a higher level of achievement. Upon successful completion of the course, progression to the full MSc in Programme and Project Management is available.

You will also have the benefit of relevant experience of staff in a range of Project and Programme Management disciplines. We have a nationally and internationally recognised staff profile in the project management discipline and a team of experienced project managers from a variety of project management disciplines who will deliver the programme.

Educational Aims of the Course:

This PgC course will provide professionals working in a variety of industries (ranging from IT, through engineering to creative industries) with an introduction to the requisite skills necessary to manage projects and programmes to a successful conclusion. It includes classic project and programme management, including the acquisition of skills in the widely used project management tools. In addition it includes connected issues, which if not addressed can often limit the success of projects, these are the legal issues surrounding project management, change management and financial management.

Intakes:

September

Major Source of Funding:

Office for Students (OFS)

Tuition Fees:

Tuition fees are reviewed on an annual basis. The fees applicable to a particular academic year will be published on the University website.

Year	Status	Mode	Amount
2020/1	EU	Full Time	£2134.00
2020/1	Overseas	Full Time	£4550.00
2020/1	H	Part Time	£2134.00

PSRB:

None

Course Structure:

September (Full-time)

Year 1

Module	Title	Credits	Period	Type
7CN015	Project Management	20	INYR	Core
7CN018	Financial Management of Projects	20	INYR	Core
7HR006	Leading Transformation and Change	20	INYR	Core

Please note: Optional modules might not run every year, the course team will decide on an annual basis which options will be running, based on student demand and academic factors, to create the best learning experience.

Learning, Teaching and Assessment

Academic Regulations Exemption:

None

Reference Points:

Equality Act 2010

QAA subject benchmark – Masters Level – Masters' Degree in Business and Management, 2007, and Masters' Degree in Computing 2011, and The framework for higher education qualifications in England, Wales and Northern Ireland 2008

The framework for higher education qualifications in England, Wales and Northern Ireland. Descriptor for a

higher education qualification at level 7: Master's degree

Learning Outcomes:

PGCert Course Learning Outcome 1 (PGCCLO1)

Apply project management systems, tools, and methodologies in a wide range of contexts, analyzing key project management themes to achieve maximum benefits realization and organisational behavioral change.

PGCert Course Learning Outcome 2 (PGCCLO2)

Work effectively within different types of team environments to manage and lead such teams in compliance with best practice in project and programme management within organisations.

PGCert Course Learning Outcome 3 (PGCCLO3)

Analyse risks and uncertainty affecting complex projects and programmes, to respond appropriately to complex project and programme issues in the absence of complete data and to communicate clearly and effectively to specialist and non-specialist stakeholders.

PGCert Course Learning Outcome 4 (PGCCLO4)

Demonstrate understanding of the operation of major projects and programmes as temporary organisations and behaviour within such organisations and related competence in the design and implementation of organisation structures, strategies, systems and procedures for complex programmes not only across business sectors but also in the public sector.

Overview of Assessment:

Module	Title	Course Learning Outcomes
7BU001	Financial Management of Projects	PGCCLO3, PGCCLO4
7CN015	Project Management	PGCCLO1, PGCCLO2
7HR006	Leading Transformation and Change	PGCCLO1, PGCCLO3

Teaching, Learning and Assessment:

You will have the opportunity to engage with a range of learning approaches during the course of your study.

You will take part in lectures and seminars. Some of these will be more traditional whereas others will require you to undertake research before coming together to discuss technical issues with a range of students and academic staff. You will have seminars from industry practitioners and have the opportunity to discuss your projects with them to gain real world insight into the problems you are trying to solve.

You will have the opportunity to work in a range of dedicated facilities to provide access to software packages used in the project and programme management disciplines. Throughout the weekly class sessions and through use of the on-line support material, you will obtain skills required to successfully implement and manage a range of project and programme management, processes and methodologies.

Often working on assessment and project briefs specified by industry practitioners, you will develop solutions to meet real world problems/requirements and be able to present these to your peers, practitioners and third parties in order to obtain balanced and current feedback. The assessment methods used will allow you to develop a portfolio of your professional level practice, which you can help to show prospective employers that you have the abilities required to deliver real-world solutions.

Assessment Methods:

At the University of Wolverhampton, a variety of modes of assessment will be used to support and test your learning and progress and to help you develop capabilities that are valued beyond your University studies and into your working life. Your course may include a variety of assessment activities:

Written examinations (including online examinations, open and closed book examinations and quizzes)
Coursework (for example, essays, reports, portfolios, project proposals and briefs, CVs, poster presentation)
Practical (for example, oral and video presentations, laboratory work, performances, practical skills assessment)

In the final year of your undergraduate degree, and at the end of your postgraduate degree, you are likely to be expected to write an extended piece of work or research, such as a dissertation or a practice-based piece of research.

Student Support:

University provided support:

As well as providing general counselling support the University Counselling Service provides short courses on topics such as "Self Confidence", "Stress Management and Relaxation" and "Life Skills". They also provide study skills and academic support, providing short courses such as provide help in areas such as "Writing and Assignment Skills", "Exam Techniques", "Enhancing Professional Skills", "Personal Development Planning" and "Making Choices for the Future".

University Learning Centres provide general academic skills support to all students. You can make an appointment with a study skills advisor for advice on areas such as academic writing, assignment planning, exam preparation, and time management. In addition, there is a regular timetable of drop-in and bookable workshops covering information and digital literacy skills, including academic referencing. Faculty of Science and Engineering students are supported by a designated subject librarian who is available to support research and project work.

Course support:

At the start of your course you will be assigned a Personal Tutor who will guide you through the induction process and provide support and academic counselling throughout your course on an appointment basis. They should be able to offer you advice and guidance to help you liaise with other staff and support facilities in the School and University.

The Student Support Advisers (SSA) provides academic counselling and will be accessible throughout the week on a drop-in or appointment basis to discuss timetables, requests for extensions, requests for extenuating circumstances, general concerns about study and student life and general programme planning. The SSA will act as a first point of contact in relation to leave of absence (including returning after leave), withdrawal, transferring to another course (internal and external) and changes to mode of attendance. Your Course Leader will be available thereafter for meetings by appointment to discuss leave of absence, withdrawal, transferring to another course (internal and external), changes to mode of attendance, returning after leave of absence and direct entrants.

Subject support:

Tutorials, workshops, seminars and meetings - provide the primary opportunities for students to interact with staff on topics relating to modules. All modules provide at least one of these forms of face-to-face support.

Formative feedback - tutors provide personalised written feedback on most summative assessments. The mechanism for feedback from purely formative tasks varies between assessments, but will always be provided in some form. Online formative tasks often provide feedback straight away. On occasions tutors may provide generalised verbal feedback to the whole class on points relating to an assessment. Assessment and subject-based surgeries provide additional student support for subjects that students often need extra help with. They are often concentrated around the times when assessments take place. Revision sessions are

provided for many modules that have exam-like tests and enable you to interact with tutors to review parts of the course. Mock exams and tests may provide opportunities to experience an examination environment before the final summative test and give you feedback on your understanding.

Employability in the Curriculum:

Graduates from this PG Cert course will gain knowledge to equip them for employment in a range of managerial positions including areas covering: Programme, Projects, Change Management, Risk Management and Project Planning.

