

Course Specification

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Produced By:	Oliver Jones
Status:	Validated

Core Information

Awarding Body / Institution:	University of Wolverhampton		
School / Institute:	Wolverhampton Business School		
Course Code(s):	HR016P31UV	Part-time	1 Years
Course Title:	Postgraduate Certificate Leadership		
Hierarchy of Awards:	Postgraduate Certificate Leadership		
Language of Study:	English		
Date of DAG approval:			
Last Review:	2020/1		
Course Specification valid from:			
Course Specification valid to:	2026/7		

Academic Staff

Course Leader:	Dr Janet Firth
Head of Department:	Dr Janet Firth

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)

Distinctive Features of the Course:

The PG Leadership course is a dynamic and contextually relevant course for those who wish to progress their careers and to develop as professional leaders. The course develops your knowledge, understanding and conceptual awareness, and additionally develops your leadership skills to enable leadership at a strategic level. It gives you an appreciation and understanding of an organisations strategy and mission; It helps you to ascertain appropriate methods and styles of motivational leadership within a given context and explore culture, whilst meeting strategic objectives. Within a theoretical framework it will help you to develop an understanding of the need to manage self before embarking on the leadership of teams, and how, to identify and select tools to better manage self. You will also gain an appreciation and understanding of theoretical constructs of managing and leading others explore and explain approaches used in the management of others.

Educational Aims of the Course:

You will study perspectives on the concept of leadership, and also learn about key functional topics including organisation strategy (mission, vision, goals), change and culture. You will also learn how to lead transformation and change, which is of importance in the dynamic organisations of today and tomorrow. You will also examine a theoretical framework to develop an understanding of the need to manage self before embarking on the leadership of teams, and how, to identify and select tools to better manage self. This will involve you working in an action learning set to examine your own professional practice. Your knowledge will be integrated and contextualized through two core modules. Effective Leaders are required to deliver organisational imperatives; therefore, it is through this comprehensive study of leadership, coupled with the use of a range of learning strategies, visiting speakers, your career as a strategic leader of today and tomorrow will be enhanced.

Intakes:

September
January

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	H	Part Time	£2550.00
2021/2	H	31	£2600.00

PSRB:

None

Course Structure:

January (Part-time)

Year 1

Module	Title	Credits	Period	Type
7MG009	Critical Reflective Practice for Leadership	30	SEM2	Core
7HR036	Perspectives on Leadership - Theory and Practice	30	INJR	Core

September (Part-time)

Year 1

Module	Title	Credits	Period	Type
7MG009	Critical Reflective Practice for Leadership	30	SEM2	Core
7HR036	Perspectives on Leadership - Theory and Practice	30	INJR	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:

Section 1.3.1 - This course will normally be made up of units of study called modules that consist of multiples of 30 credits. Modules are discrete units of assessed learning at a given level, with coherent learning outcomes.

Section 3.2.2- A part-time student can study a minimum of 30 credits and a maximum of 90 credits in any University academic year.

Section 3.4.4 - To be eligible to continue to study for an award a student must not exceed the maximum period of registration set for the appropriate interim awards unless approved Leave of Absence and/or statutory leave is taken (see 3.5). Undergraduate students achieving less than 30 credits within 12 months of commencing their studies (the minimum requirement for a University Statement of Credit) are permitted to

repeat all failed modules once.

Section 4.4.2 - Provided students have passed modules worth a minimum of 90 credits at the same level, marginal failure (35-39%) will be compensated by Awards Boards as follows;

30 credits maximum permitted at L3, L4, L5 and L6

Section 4.4.4 - Where Professional, Statutory, Regulatory Bodies do not permit compensation, students will normally be permitted an additional resit attempt in assessment in modules, provided students have passed modules worth a minimum of 90 credits at the same level of study, as follows;

1. a maximum of 30 credits at level 4
2. a maximum of 30 credits at level 5
3. a maximum of 30 credits at level 6
4. Overall, a maximum of 90 credits for Bachelor's and Bachelor's Honours degrees.

An additional resit attempt will not be permitted for;

1. identified work-based or work-related modules at level 5 or 6; or
2. the Independent Study Module.

Section 4.5.1 - For undergraduate courses lasting more than one year (with the exception of Graduate Certificate and Graduate Diploma qualifications), in order to progress from one year to the next, full-time students will;

1. have passed at least 90 credits
2. be in a position to recover any failure
3. not have exceeded the maximum registration period for their award
4. have passed all modules at level 3 before commencing level 5 and have passed all modules at level 4 before commencing level 6.

Section 4.5.2 - Full-time students unable to progress to the next level may return to continue or repeat their studies at the same level on either a full-time or part-time basis. In such cases students will:

1. study a maximum of 90 credits and be registered as part-time
2. study a maximum of 30 credits from the next level of study
3. study the modules previously failed or deferred or substitutes for the failed modules
4. be in a position to recover any failure, and,
5. not have exceeded the maximum registration period for their award.

Section 4.5.3 - For undergraduate courses lasting more than one year (with the exception of Graduate Certificate, Graduate Diploma and Accelerated Single Honours Degree qualifications) in order to progress from one year to the next, part-time students will;

1. be in a position to recover any failure
2. have no more than 30 credits outstanding from modules already studied
3. be in a position to not exceed the maximum period over which an award or interim award may be studied.

Section 4.5.4 - Part-time students unable to progress to the next year of study may return to continue or repeat their studies at the same level. In such cases students will;

1. study modules previously failed or deferred or substitutes for failed modules
2. study a maximum of 30 credits from the next level of study
3. be in a position to recover any failure
4. not have exceeded the maximum registration period for their award.

Section 4.5.6 - Part-time students on Graduate Certificate and Graduate Diploma qualifications, in order to continue from one year to the next, will;

1. be in a position to recover any failure
2. have no more than 30 credits outstanding from modules already studied
3. not have exceeded the maximum registration period for their award.

Section 5.2.2 - The percentage grade average will be based on the grades from the student's best credits taken at the University of Wolverhampton on their current course as detailed in table below. Marginal fails at 35-39%, where a pass by compensation has been awarded, will be counted towards the percentage average if they fall within the best results as defined below.

Number of UofW credits taken on current course	Percentage average
240-360	180 level 5 and level 6 credits; at least 90 credits must be at level 6
160-220	150 level 5 and level 6 credits; at least 90 credits must be at level 6
Fewer than 160	90 level 6 credits

Section 5.2.3 - Students undertaking a Bachelor's Degree (Bracketed - Specialist) with Honours must have passed at least 90 credits at level 6 in the specialist subject.

Section 5.3.1 - The percentage grade average will be based on the grades from the student's best credits taken at the University of Wolverhampton on their current course as detailed in table below.

Number of UofW credits taken on current course	Percentage average
280-400	210 level 5 and 6 credits; at least 90 credits must be at level 6 and include a level 5 placement module.
180-260	150 level 5 and 6 credits; at least 90 credits must be at level 6 and include a level 5 placement module.

Section 5.5.1 - In addition to meeting the credit requirements for the qualification, a Foundation Degree may be awarded with Merit or Distinction as follows;

Qualification	Pass with Merit criteria	Pass with Distinction criteria
Foundation Degree	At least 90 credits at grade 60% or above at level 5.	At least 90 credits at 70% or above at level 5.

Section 5.6.1 - In addition to meeting the credit requirements for the qualification, a Master's Degree may be awarded with Merit or Distinction as follows;

Number of UofW credits taken on current course	Pass with Merit criteria	Pass with Distinction criteria
180	At least 120 credits at 60% or above, including research project/dissertation	At least 120 credits at 70% or above, including research project/dissertation.
120-150	At least 90 credits at 60% or above, including research project/dissertation.	At least 90 credits at 70% or above, including research project/dissertation.
90-120	At least 60 credits at 60% or above, including research project/dissertation.	At least 60 credits at 70% or above, including research project/dissertation.

Section 5.7.1 - In addition to meeting the credit requirements for the qualification, an HNC or HND may be awarded with Merit or Distinction as follows;

Qualification	Pass with Merit criteria	Pass with Distinction criteria
HNC	At least 90 credits at grade 60% or above at level 4.	At least 90 credits at 70% or above at level 4.
HND	At least 90 credits at 60% or above at level 5.	At least 90 credits at 70% or above at level 5

Effective Date: September 2021

APPROVED by Academic Board 17th March 2021 and AFRSC on 22nd April 2021.

Reference Points:

[UK Quality Code for Higher Education](#)

[Qualifications and Credit Frameworks](#)

[Subject Benchmark Statements](#)

[University Policies and Regulations](#)

Equality Act (2010)

Learning Outcomes:

PGCert Course Learning Outcome 1 (PGCCL01)

Gain an appreciation and understanding of the organisations Strategy and Mission

PGCert Course Learning Outcome 2 (PGCCL02)

Critically analyse the use strategic leadership in support of wider organisational activity , and styles of motivational leadership within an organization culture, whilst meeting strategic objectives.

PGCert Course Learning Outcome 3 (PGCCL03)

Examine a theoretical framework to develop an understanding of the need to manage self before embarking on the leadership of teams, and how, to identify and select tools to better manage self

PGCert Course Learning Outcome 4 (PGCCL04)

To gain an appreciation and understanding of theoretical constructs of managing and leading others. To explore, to explain and select which approaches should be used in the management of others.

Overview of Assessment:

Module	Title	Course Learning Outcomes
7HR036	Perspectives on Leadership - Theory and Practice	PGCCLO1, PGCCLO2, PGCCLO4
7MG009	Critical Reflective Practice for Leadership	PGCCLO1, PGCCLO2, PGCCLO3, PGCCLO4

Teaching, Learning and Assessment:

Learning and Teaching: This is a part-time course for aspiring leaders and managers, delivered via the Canvas VLE, supported by partly campus-based activities.

Learning and Teaching Activities: Blended learning lends itself to enquiry-based learning – this puts less emphasis on the lecture method of teaching and more on getting students to solve problems, evaluate situations, research topics or apply principles, which is more appropriate to leadership education. Face-to-face sessions are delivered in workshop mode with a set of task-based activities which draw on the online content, to enable students to practically and critically explore the topic individually and in small groups. Opportunities are built in for students to collaborate in peer-to-peer learning activities through action learning and small group case study analysis, student-led assessment unpacking, group discussions, student-led tasks, appreciative enquiry, and problem-based learning scenarios. The assessments for this course is the production of a report and a portfolio (action learning journal).

Inclusivity

The modules are developed with Universal Design in mind, and to meet all accessibility standards. For instance, downloadable transcripts will be provided for all the videos – these may be created by Panopto and then edited into a useable text or may be scripted by the author in advance of the recording. We will also ensure that there are adequate descriptions provided all of graphs, charts, images etc used in PowerPoint slides included in the transcripts. There will also be alternative text for all graphics used in page, and we will ensure that all documents, PDFs etc are formatted to best be used by screen readers.

Case studies, examples and resources are drawn from a wide range of business cultures and contexts representing our diverse and international community.

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:

General University support:

[University Learning Centres](#) are the key source of academic information for students. Learning Centres provide physical library resources (books, journal, DVDs etc.) and offer a range of study areas to allow students to study in the environment that suit them best: Social areas, quiet and silent areas. Learning Centres also provide access to wide range of online information sources, including eBooks, e-Journals and subject databases.

Learning Centres also provide students with academic skills support via the [Skills for Learning programme](#). Students on campus can attend workshops or ask for one-to-one help on a range of skills such as academic writing and referencing. Students can access a range of online skills material at: www.wlv.ac.uk/lib/skills

The [University Student Support website](#) offers advice on a variety of matters (careers, counselling, student union advice, etc.) Students can also access these services by booking appointment with the SU, careers, counselling services, etc.

Course Specific Support

Employability in the Curriculum:

Closed course. Participants already in employment.



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