# Programme Specification

**University of Cumbria**

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| **Programme Title and Name of Award** | **Graduate Certificate in Applied Programme Management** |

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| **Academic Level** | 6 | **Total Credits** | 60 |

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| **Professional Body Accreditation / Qualification** | Application for Association for Project Management accreditation is in preparation. Participants may also achieve assessment of subject knowledge and competence via employer approved CPD training provision |

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| **Date of Professional Body Accreditation** | Pending | **Accreditation Period** | TBC |

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| **UCAS Code** | Not applicable |

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| **JACS Code** | N213 |

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| **HECoS Code** | 100812 |

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| **Criteria for Admission to the Programme** | The University's standard criteria for admissions apply. Applicants must normally hold an Honours degree (Minimum Class 2:2) of a recognised university or comparable institution, or must in other ways be qualified to be regarded by the University as equivalent to such graduates. Where the course has a professional focus, candidates may be required to demonstrate competence as prescribed by the relevant professional body. The following additional requirements apply for entry to this programme:<br><br>The applicant should:<br><br>• Be employed full time in a role relevant to Programme Management<br><br>• Have completed any in house induction required by their employer<br><br>• Be able to evidence previous engagement in CPD activity in Project Management (or demonstrate equivalent experience and understanding) and an introduction to Programme Management<br><br>• Have the commitment of their employer to provide the opportunity to embed and implement learning in the work place<br><br>For APL, please refer to the University website. |

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| **Teaching Institution** | University of Cumbria |

| Owning Department | Institute for Industrial Practice |
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| Programme delivered in conjunction with | NA |
| Principal Mode of Delivery | Work-Based Learning |
| Pattern of Delivery | Part Time |
| Delivery Site(s) | Energus/Lillyhall |
| Programme Length | 18 Months Part Time |
| Higher Education Achievement Report (HEAR) | Upon successful completion of this programme, you may receive a Diploma Supplement/Higher Education Achievement Report (HEAR). |
| Exit Awards | You may be awarded Modular Credit for all module successfully completed if you fail to achieve the requirements of the full programme. |
| Period of Approval | 1st November 2018 to 31st July 2024 |

This programme has been approved (validated) by the University of Cumbria as suitable for a range of delivery sites. This level of potential flexibility does not reflect a commitment on behalf of the University to offer the programme at all locations in every academic cycle.

| Cumbria Graduate Attributes |
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| Throughout your studies, you will be provided with the skills and knowledge relevant to the global workplace. All successful graduates of the University of Cumbria will be:<br><br>• Enquiring and open to change<br><br>• Self-reliant, adaptable and flexible<br><br>• Confident in your discipline as it develops and changes over time<br><br>• Capable of working across disciplines and working well with others<br><br>• Confident in your digital capabilities<br><br>• Able to manage your own professional and personal development<br><br>• A global citizen, socially responsible and aware of the potential contribution of your work to the cultural and economic wellbeing of the community and its impact on the environment<br><br>• A leader of people and of places<br><br>• Ambitious and proud |

## Programme Features

This programme has been developed as one of two linked programmes for Programme Managers and Business Change Managers, as a direct response to requests from employers who have identified that whilst they currently provide a significant amount of CPD training for their staff that there is a gap in the provision of education and training for Programme Managers at Higher Education level. Whilst this CPD is effective and high quality, it is not accredited or developing to meet the wider educational needs of their business.

The programme is at Undergraduate Honours level (L6) as most practitioners in these areas are graduates in other subject areas and it has been developed as a Graduate Certificate to allow an extension to your learning at this level, enhancing your effectiveness as a practitioner and also to value and recognise the role of the continuous professional development training already provides to you in your role.

This programme is designed to further develop Programme Management professionals as effective and reflective practitioners, and to enable you to apply and embed your learning from industry based CPD training activity in the workplace whilst developing your ability to synthesise and evaluate this through reflection and the mutual transfer of learning between the academy and workplace.

A unique feature of this programme is that it utilises industry standard training and assessment as the basis for developing the core knowledge and understanding whilst developing your higher level meta-cognitive skills to enhance your practice.

As a course participant you will engage with a range of CPD activities provided by industry recognised experts in Programme Management whilst also developing and keeping a reflective learning log which develops your learning on a reflective pathway which requires embedding, application, reflection and evaluation of the CPD content in your workplace.

The programme is structured around three modules, each of which encompasses a qualificatory element of CPD. On successful completion of the CPD element you will submit a reflective learning log and a reflective assessment to complete the module.

Learning will take place through engagement with the CPD training, university input and support for the development of reflective practice, in the work place where you will embed, evaluate and reflect on the learning and the through the production of assessed reflective learning logs and written assessments.

The programme encompasses and reflects the University of Cumbria portfolio themes of Innovation and entrepreneurship and curriculum focus areas of: Creativity and leadership skills; Employability and graduate attributes; Partnerships with industry and community. It will further equip you to become more effective and reflective professionals who is able to demonstrate learning at a higher level.

To complete this programme, you will need to be in concurrent relevant employment and be afforded the opportunity to apply, test and embed learning in the workplace.

## Aim of the Programme

The overall aim of the Programme are:

1. To further develop participants as effective Programme Management practitioners
2. To further develop participants ability to operate as a reflective Programme Management practitioners
3. To assist participants to embed appropriate knowledge and skills gained from participation in relevant industry based CPD training activity in their practice

4. To develop participants ability to synthesise, evaluate and transfer learning between the academy and workplace

## Level Descriptors

Level Descriptors describe in general terms the expected outcomes you will achieve at each level of study as you progress through your programmes.  They describe the relative demand, complexity, depth of learning and learner autonomy associated with a particular level of learning and achievement. The University's Level Descriptors are aligned to the national Framework for Higher Education Qualifications (FHEQ) and are a key mechanism for ensuring the academic standards of the University's provision.

At Level 6: You will be able to demonstrate that you have the ability:

- To critically review, consolidate and extend a systematic and coherent body of knowledge.

- Critically evaluate concepts and evidence from a range of resources.

- Transfer and apply subject-specific, cognitive and transferable skills and problem solving strategies to a range of situations and to solve complex problems.

- Communicate solutions, arguments and ideas clearly and in a variety of forms.

- Exercise considerable judgement in a range of situations.

- Accept accountability for determining and achieving personal and group outcomes.

- Reflect critically and analytically on personal and work place experience in the light of recent scholarship and current statutory regulations.

## Programme Outcomes – Knowledge and Understanding

The programme provides opportunities for you to develop and demonstrate the following:

**After 60 credits of study (Grad Cert) you will be able to demonstrate:**

**K1.** A deep knowledge and understanding of the role of reflective practice

**K2.** A critical understanding and appreciation of the Fundamentals of Programme and Business Change Management

**K3.** A critical understanding and appreciation of Programme or Business Change Management Themes

**K4.** A critical understanding and appreciation of Applying Assurance and Review in Programme and Business Change Management

## Programme Outcomes – Skills and other Attributes (including Employability Skills)

The programme provides opportunities for you to develop and demonstrate the following:

**After 60 credits of study (Grad Cert) you will be able to demonstrate:**

**S1.** The ability to apply and embed learning from industry based CPD training activity in the workplace and personal practice

**S2.** The ability to synthesise and critically evaluate learning from industry based CPD training

**S3.** The ability to develop reflection and the mutual transfer of learning between the academy and workplace

**S4.** The development of higher level meta- cognitive skills to develop and improve practice

## External and Internal Reference Points

The following Subject Benchmark Statements and other external and internal reference points have been used to inform the Programme Outcomes:

Association for Project Management (APM) Body of Knowledge 6th Edition (2012)

Association for Project Management Competence Framework (2015)

ICB IPMA Competence Baseline (2006)

Project Management Institute PMBOK 5th Edition (2013)

Cabinet Office (2011) Managing Successful Programmes Stationery Office, 4th Edition. London.

Infrastructure and Projects Authority (2011) Assurance Review Toolkit

QAA Benchmark statements for General Business and Management (2007)

QAA Benchmark statements for Construction, property and surveying (2008)

## Graduate Prospects

The demand for effective Programme Managers is being identified by employers across a range of sectors. This programme should increase your employability and career prospects as well as enhancing your performance and capability in your current role.

## Learning, Teaching and Assessment Strategies employed to enable the Programme Outcomes to be Achieved and Demonstrated

As a student at the University of Cumbria, you are part of an inclusive learning community that recognises diversity. You will have opportunities to learn by interacting with others in a collegiate, facilitative and dynamic learning environment. Teaching, assessment and student support will allow equal and equitable opportunities for you to optimise your potential and develop autonomy.

We seek to create a stimulating and innovative community of learning, whether encountered on campus or at a distance, on placement or in the workplace. Facilitated by our expert practitioner staff, you will experience a learning environment that is well equipped, flexible, and stimulating.

### Learning and Teaching

The majority of learning on this programme takes place through:

- the successful completion of employer approved industry based and recognised CPD training in various elements of Programme Management
- the embedding, application, evaluation and reflection of/on this in the workplace
- the production of a reflective learning log

- summative reflective assessments

Alongside your engagement in the CPD training in various elements of Programme Management you will be supported in your learning by the University through a combination of face to face sessions, use of the University's Virtual Learning Environment and development of an online portfolio. You will learn alongside other Programme or Business Change Management professionals; building your professional network.

The programme is fundamentally designed to be relevant to the needs of the workplace, emphasising problem-solving and the interaction of theory and practice.

The face to face elements of this programme will be delivered at a site agreed with your employer, this could be on a University of Cumbria site or at another site close to your employer.

**Summative and Formative Assessment**

The assessment of this programme is designed to develop your knowledge, skills and ability to operate as an effective and reflective practitioner in Programme Management.

Through undertaking the CPD training programmes, you will be assessed on your knowledge of the underlying fields of Programme Management. These assessments will not contribute to your module or final Graduate Certificate assessments but it is a requirement that you have successfully completed the identified CPD course to pass the university module.

The assessment of your university modules and the final award of the Graduate Certificate will be achieved through the production of assessed reflective learning logs and written reflective assessments.

## Student Support

We provide responsive learner support that promotes student success. Our approach to learner support is designed to support achievement and progression, champion inclusivity and accessibility, prepare you for opportunities beyond study, and promote independence and resilience, enabling you to achieve your potential.

As a student of the University of Cumbria, you will be taught by academics and expert practitioners who facilitate learning through structured inquiry. You will be provided with access to high quality academic resources through physical and digital libraries and will be supported to develop skills that enable you to become a critical, reflective, discerning and independent learner and researcher.

### Induction

At the beginning of your studies you will receive an induction to the programme and you will also be introduced to the range of academic and pastoral support available to you during your studies. This induction will also introduce you to reflective practice, prepare you to keep your reflective journal and explore the philosophy of the programme etc.

### Personal Tutoring

You will also be allocated a Personal Tutor. Your Personal Tutor will be proactively involved in the support of your programme and will have contact with you throughout your time at the University. They will support your learning and development and act as your point of contact for the programme.

### Personal Development Planning (PDP)

The nature of this programme means that PDP is embedded throughout and is reflected in the

programme as a whole.

**Library and Academic Support (based in Information Services)**

Module leaders will collaborate with Library and Academic Advisors to ensure that your reading and resource lists are current and items are available via the library discovery tool OneSearch. In order to maximise access, availability and usefulness, ebooks and electronic journal titles will, in most cases, be prioritised. You can access a wide range of electronic and print content using OneSearch and you can find out more about key texts, databases and journals for your subject by accessing the library's subject resources webpages. Where appropriate, module reading and resource lists will be made available to you electronically using the University's online reading and resource list system.

The Skills@Cumbria service can help support your academic skills and success throughout your programme. The service is delivered by a team of professional Library and Academic Advisors. It includes a suite of online self-help resources accessible 24/7 via the University's website and Blackboard site. It also provides group and individual advice and guidance accessible through and alongside your course and by different means such as face to face, email or virtual. Visit skills@cumbria for more details.

**IT and Technical Support**

Technology is an invaluable asset when it comes to studying, so it's important you know how to make the most out of the excellent facilities we have available. Our aim is to ensure you can access university electronic resources from anywhere or any device, whether on or off campus. The Student Hub is your one-stop gateway to all university systems, Outlook email, and OneDrive.

Whether you consider yourself a computer expert or you're not confident about your IT skills, we're always around to ensure you get the level of support you need. We have a wealth of information and support available on the website and have a dedicated IT Service Desk where you can talk to someone by phone or log your question online from anywhere, at any time.

**Staff and Student Services**

Staff and Student Services offer a wide range of support, including: careers and employability, financial help, counselling, health and wellbeing and support for disabled students and those with specific learning requirements. We know that you want to get the most out of your programme, make the best use of your time and find or continue in the career you always dreamed of. Access university support and facilities easily and quickly via the website and/or via the Student Services guidance tile on the Student Hub.

In addition to the range of guidance above, you have the opportunity to further develop your personal, academic and professional skills by taking part in a number of initiatives coordinated and delivered by professional services advisers:

**Head Start Plus**

Head Start Plus is also an online skills development course, designed to support students who are about or who have just started study at level 5 or 6 (2nd and 3rd year undergraduate). This course is particularly recommended to students who may not have studied at HE level for some time or who are transitioning into the higher HE levels. The course provides a useful refresh on academic skills and practice and an insight into the expectations of tutors at those levels.

This course is free and available via the Open Education Platform powered by Blackboard. To access the course, follow the link to https://openeducation.blackboard.com/cumbria and set-up a free account with Open Education. Once logged on, select the course free of charge and work through it at your

own pace.

**Mature Students' Events**

Whether it is a coffee morning, lunchtime gathering or a social event, there are events happening throughout the year to link you up with other mature students who will also be juggling a number of commitments alongside their studies.

| Programme Curriculum Map | | | | | |
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| **Graduate Certificate in Applied Programme Management** | | | | | |
| **Academic Level** | **Module Code** | **Module Title** | **Credits** | **Module Status\*** | **Programme Outcomes achieved** |
| 6 | HPRO6007 | Applying the Fundamentals of Programme and Business Change Management | 20 | Compulsory | K1, K2, S1, S2, S3, S4 |
| 6 | HPRO6008 | Applying the Themes of Programme Management | 20 | Compulsory | K1, K3, S1, S2, S3, S4 |
| 6 | HPRO6009 | Applying Assurance and Review in Programme and Business Change Management | 20 | Compulsory | K1, K4, S1, S2, S3, S4 |

**Notes**

This programme operates in accordance with the University's Academic Regulations and Academic Procedures and Processes.

For a credit bearing module to be successfully completed the relevant qualificatory requirements in the module must also be passed.

| \* **Key to Module Statuses** | |
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| Core Modules | Must be taken and must be successfully passed |
| Compulsory Modules | Must be taken although it may possible to condone/compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed) |
| Optional Modules | Are a set of modules from which you will be required to choose a set number to study. Once chosen, it may possible to condone/compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed) |
| Qualificatory Units | These are non- credit-bearing pass/fail components that are used to satisfy relevant professional, statutory or regulatory body professional requirements that are associated with the programme |

| Programme Delivery Structure: Graduate Certificate in Applied Programme Management (Part Time) | | | | |
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| **Module Code** | **Module Title** | **Delivery Pattern**<br><br>**Year-Long** | **Method(s) of Assessment** | **Approximate Assessment Deadline** |
| HPRO6007 | Applying the Fundamentals of Programme and Business Change Management<br><br>(Completion of agreed relevant CPD activity in Fundamentals of Programme Management) | November<br><br>(Months 1-6) | Portfolio consisting of Certificate of successful completion of agreed CPD element, Reflective Learning Log and Summative reflective written piece | April<br><br>(Month 6) |
| HPRO6008 | Applying the Themes of Programme Management<br><br>(Completion of agreed relevant CPD activity in Themes of Programme Management) | May<br><br>(Months 7-12) | Portfolio consisting of Certificate of successful completion of agreed CPD element, Reflective Learning Log and Summative reflective written piece | October<br><br>(Month 12) |
| HPRO6009 | Applying Assurance and Review in Programme and Business Change Management<br><br>(Completion of agreed relevant CPD activity in Assurance and Review in Programme Management) | November<br><br>(Months 13-18) | Portfolio consisting of Certificate of successful completion of agreed CPD element, Reflective Learning Log and Summative reflective written piece | April<br><br>(Month 18) |
| **Students exit with a Graduate Certificate in Applied Programme Management** | | | | |

| Methods for Evaluating and Improving the Quality and Standards of Learning | |
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| **Mechanisms used for the Review and Evaluation of the Curriculum and Learning, Teaching and Assessment Methods** | • Module Evaluation <br><br> • Programme Validation and Periodic Review <br><br> • Annual Monitoring <br><br> • Peer Review of Teaching <br><br> • External Examiner Reports <br><br> • Student Success and Quality Assurance Committee <br><br> • Employer feedback |
| **Mechanisms used for gaining and responding to feedback on the quality of teaching and the learning experience – gained from: Students, graduates, employers, placement and work-based learning providers, other stakeholders, etc.** | • Staff Student Forum <br><br> • Module Evaluation Forms <br><br> • Programme Evaluation: National Student Survey, UK Engagement Survey <br><br> • Module/Programme/Personal tutorials <br><br> • Meetings with External Examiners <br><br> • Meetings with employers |

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| **Date of Programme Specification Production:** | August 2018 |
| **Date Programme Specification was last updated:** | NA |
| **For further information about this programme, refer to the programme page on the University website** | |

| The following information has implications for potential international applicants who require a Tier 4 visa to study in the UK | |
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| **Is the placement requirement more than 50% of the programme?** | Not Applicable. Student is required to be in relevant employment. |
| **If yes, what % of the programme is the placement requirement?** | NA |
| **If yes, is the amount of placement a statutory requirement to meet Professional, Statutory or Regulatory Body (PSRB) or D of E requirements?** | NA |