

Programme Title and Name of Award	University Certificate in Project Controls		
Professional Qualifications / Accreditation	The University Certificate will prepare students to take the Association for Project Management (APM) Project Fundamentals Qualification (PFQ). This qualification is not included in the course and candidates can choose whether or not to sit the accredited exam, there will be an additional fee for the examination which is set by the APM.		
Academic Level	4	Total Credits	60
UCAS Code	N/A		
HECoS Code	TBC		
Criteria for Admission to the Programme	<p>The University's standard criteria for admissions apply. Please refer to the Applicant information pages of the University website for more information. For APL, please refer to the University website.</p> <p>Typically students applying for entry to this course will be in employment in a role linked to their chosen area of study. If this is not the case then potential applicants are advised to contact the course team to discuss the suitability of this award to their needs and aspirations before submitting their application.</p>		
Teaching Institution	University of Cumbria		
Owning Department	Institute of Business, Industry and Leadership		
Programme delivered in conjunction with	N/A		
Principal Mode of Delivery	Blended Learning or online delivery (synchronous)		
Pattern of Delivery	Part Time.		
Delivery Site(s)	All University of Cumbria campuses, sites and approved partner locations		
Programme Length	Normally one semester of study		
Higher Education Achievement Report	Upon successful completion of this programme, you may receive a Diploma Supplement/Higher Education Achievement Report (HEAR).		

(HEAR)	
Exit Awards	N/A

Programme Features

The University Certificate in Project Controls has been designed around established bodies of knowledge from the Association for Project Management (APM) and the Project Management Institute (PMI). The curriculum specifically maps onto the syllabus for the APM Project Fundamentals Qualification (PMQ) and incorporates the guidance from APM on Project Planning and Control.

The content of the course is vocational and applied in nature but there is no specific requirement for a work-placement. Opportunities to engage with industry through guest lectures, site visits and case studies will feature strongly in the programme to ensure that students who do not have access to an appropriate employment opportunity can gain experience and contextual knowledge.

This course, and others in the wider project management portfolio, has been designed with strong involvement from industry and the UK professional body for project management, the Association for Project Management (APM). As such this course provides not only a well-designed academic programme but one that also delivers relevant vocational skills that are seen as best practice and essential by employers and the professional body. The majority of students in the project management subject area (over 95%) are in employment in project related roles either at the time of their studies or following graduation, this demonstrates the suitability of the course to contemporary industry requirements and expectations and places graduates in an ideal position when seeking employment in their first graduate level role.

The programme features an intensive block start to ensure that a solid foundation of knowledge is established. This establishes the fundamentals of project management and the role of project controls in the context of project management. After the initial block delivery, there is a more traditional delivery style of concurrent modules running across a University semester. The main delivery model for this programme is day release so students seeking to study this programme in employment need to discuss these arrangements with their employer prior to application. Undertaking the programme in full-time mode alongside full-time work is possible with employer support, if employer support is limited then it may be more practicable to study in part-time mode.

The University of Cumbria also offers a FdSc in Project Management and a BSc (Hons) Project Management. This means, on successfully completing your University Certificate in Project Controls, you can apply to continue your studies towards an honours Bachelors degree in Project Management.

Aims of the Programme

The overall aims of the Programme are:

1. To prepare you for a future career in project controls;
2. To provide you with an understanding of the use of the business case throughout the project lifecycle.
3. To equip you with the tools and techniques required to become a project controls technician.

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 4: (Usually Year 1 undergraduate), you will be able to demonstrate that you have the ability:

- To apply a systematic approach to the acquisition of knowledge, underpinning concepts and principles and deploy a range of subject specific, cognitive and transferable skills.
- Evaluate the appropriateness of different approaches to solving well defined problems and communicate outcomes in a structured and clear manner.
- Identify and discuss the relationship between personal and work place experience and findings from books and journals and other data drawn from the field of study.

Programme Outcomes – Knowledge and Understanding

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

Upon completion of this programme you will be able to:

- K1.** Explain the roles and responsibilities required to successfully deliver projects in an organisational context and particularly the role of project controls
- K2.** Describe and analyse the business context of a project
- K3.** Describe the use of techniques for planning and monitoring projects

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

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

Upon completion of this programme you will be able to:

- S1.** Apply processes, methods, knowledge and skills to successfully achieve project objectives within quality, cost and time parameters.
- S2.** Communicate professionally and effectively with a wide range of stakeholders using appropriate techniques
- S3.** Research specific topics and analyse and evaluate the information retrieved

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)

QAA Benchmark statements for General Business and Management (2007)

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

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

The specific learning approaches adopted depends on the needs of employers and cohorts of students. For groups of students based in a small, localised geographical region (Cumbria for example) then blended delivery with face-to-face session in class, supported by on-line content will be the normal option. For cohorts of students from more diverse employers and locations then online delivery will be the normal approach. Online in this context means sessions led by tutors using virtual technologies, students will still study as a group, together, and will interact synchronously online using appropriate software tools.

Learning and Teaching

Blended Delivery:

In line with the University's Learning, Teaching and Assessment Strategy, this award places you at the heart of the learning experience and will monitor the effectiveness of this approach through your active engagement in the programme quality and review processes. The University Certificate in Project Controls is delivered mainly through tutor-led sessions which will include such things as lectures, workshops, seminars and practical activities. Alongside this 'traditional' delivery there will be supporting information and learning materials made available through the University's Virtual Learning Environment (VLE). This mix of traditional and on-line delivery is referred to as blended learning and reflects that your time on University premises is only one element of your overall learning experience.

Distance learning and online:

No purely distance learning mode is planned, the online delivery model that is supported is tutor-led and uses technology to replicate the classroom environment. Students will still study in a day-release model and will interact with their tutor and with their fellow students in much the same way as they would in a classroom, only using technology to provide the mechanism. All University teaching and learning will be actively facilitated through the Virtual Learning Environment.

To support the online students at the beginning of their studies, a full week of online activity is organised before the delivery reverts to the normal day-release model. During this orientation week, students will be shown how to make use of the University's virtual learning tools, the library services, appropriate software for recording their own course contributions as well as opportunities to get to their fellow students and their tutors.

The range of learning and teaching strategies used on the programme includes:

- Development of academic skills
- Independent study skills
- Online Learning
- Personal Development
- Work Based learning or learning using Business Simulation

- Group / team-work tasks

Online Delivery

Where online delivery is used, the tools used will enable synchronous interaction between the students as a cohort and also with the tutor. The delivery follows the same model as the in-person delivery, ie. day release, and each day of delivery is structured to provide a range of learning experiences. The list below outlines the methods used to facilitate the online delivery:

- Tutor-led discussion
- Group activities (using breakout rooms)
- Independent learning following pre-prepared slides, worksheets and activities (individual and group)
- Individual journals to record notes and progress through which the tutor can provide formative feedback
- Library activities, finding and using source materials
- Practical skills, developing basic core competencies relevant for Project Management including the use of some specialist software

It is beneficial if you have access to a laptop or desktop computer to make full use of the learning materials and university systems. Whilst many of the university systems are accessible via mobile phone or tablet, such devices are not appropriate for working on assessments.

Assessment

Assessment has been guided by student feedback on previous courses involving the programme team as well as consultation with relevant professional bodies and employer representatives. This consultation and experience indicates that assessment on the award should be relevant to the workplace; allow opportunities for creativity; include some aspects of personal reflection and development; be appropriately challenging and must also be academically rigorous. The programme therefore provides a variety of assessments in each academic period that build in size and complexity as you progress through the course.

Digital literacy is now widely acknowledged as a crucial skill for employees and this is integrated into the assessment strategy by allowing you to use the Virtual Learning Environment to construct, submit and receive feedback on your assessments.

There are some group activities included within the programme. This is essential as projects in industry involve teams of people working together to achieve a common goal. None of the modules are assessed by group-work although it is used therefore as a teaching and learning strategy.

Formative Assessment

Formative (non-marked) assessment is used to support the development of summative (marked) work. This award provides opportunities for you to develop your final marked work through, for instance:

- Engagement with VLE discussions which support both subject specific learning and enhancement of digital literacy
- Showing draft work to module tutors on particular dates/times and receiving feedback on activities undertaken as part of work-based learning
- Being able to undertake practice activities and receive feedback to enable you to improve your work and study skills
- Individual tutorials

In class-based activities formative feedback is given continually, from your tutors, facilitators and

peer group.

The above learning and teaching strategy has been developed to be consistent with the University of Cumbria's Learning, Teaching and Assessment Strategy 2014-17.

Staff Expertise

Due to the vocational nature of this award and the links with industry, the main teaching staff involved in the delivery of this programme (module leaders) will be expected to hold an appropriate professional qualification such as APM Project Management Qualification (PMQ) or equivalent. Staff supporting the delivery of programme, by giving subject specific lectures or guest lectures, do not need to have these qualifications, although they would be advantageous.

Student Support

At the start of your University Certificate programme you will attend an intensive induction period which will introduce you to the Programme Leader, teaching staff and your personal tutor(s). You will get to know your fellow students and relevant administration procedures. You will also participate in a number of University-wide induction activities. As part of these induction activities, we will ensure that you are fully registered and can access all the University services available to you, especially the Blackboard VLE system used extensively in the programme.

The course features an intensive block at the beginning to enable you to become fully inducted into the University. This block will cover higher education study expectations, University support structures as well as engaging with the content of the first module, 'HPRO4001: Foundations of Project Management'. This intensive start will quickly establish group cohesion within your student cohort and will enable you to get to know the teaching team. During this block, you will also become acquainted with the range of support services that the University provides, as well as developing your study skills to enable you to get the most out of your studies.

Although much of your course content will be delivered in a taught classroom environment, there will also be materials made available through the University Virtual Learning Environment and you will be expected to engage with these. These additional materials may include such things as required reading, short tests or organised discussion topics. It is recognised that students on this course are likely to need to balance the demands of work alongside their studies. The course team are aware of this and will work with individual students to provide support in a variety of ways to ensure that your needs are met. It is also recognised that students involved in work may not be able to attend every session and where technology allows lectures will be recorded and made available online.

Personal Tutoring

You will be allocated a Personal Tutor. Your Personal Tutor will be proactively involved in the delivery of your programme and will have contact with you throughout your time at the University. They will support your learning and development, including tutorials and other support as outlined in the Personal Tutor Policy. (<https://my.cumbria.ac.uk/Student-Life/Support/Personal-Tutor/>) Tutorials can be undertaken alongside taught sessions during the block or day release periods or can be arranged by appointment. If necessary, and for online students, personal tutorials can be undertaken on the telephone or through electronic communications such as MS Teams.

For online students the 1-1 tutorials will be the primary mechanism through which your studies and experience can be personalised, your personal tutor will formally arrange a meeting at least twice per academic year, sometimes more if necessary, but you are free to contact your personal tutor any time you have something that you need to discuss. The simplest way to arrange a meeting is through e-mail, your tutor will then send you an electronic invitation to a scheduled meeting

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.

Student Support Services

Student Support 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 also offer mentoring by trained students which you can request at any point during your studies. 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:

Headstart

Head Start is a self-learning pre-entry module that is completed online and at your own pace. The module gives new undergraduate students an opportunity to prepare for their transition into university and to start to develop the academic skills that will help them become successful students.

All UG students are given the opportunity to register and complete Head Start prior to entry on their main programme of study. If you haven't been able to complete Head Start before starting your course, you can access the module via Blackboard by selecting the Skills@Cumbria tab and then the Head Start tile. Learning at university, academic writing and referencing are the key topics introduced in the module and previous students have told us how useful they have found the online resources and activities.

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.

Peer Mentoring @ Cumbria

You will be allocated a student Mentor who will be in touch to offer a non-judgemental and friendly hand and to help with various aspects of your student experience, from making friends to settling in, to helping you understand the expectations of academic study and dealing with assessment worries.

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.

Help is at Hand Events

Keep a look out for these interactive events on campus around October and January. You are encouraged to attend these as they showcase the range of support available here and give you the opportunity to talk to people from Finance, Accommodation, the Students' Union, the Wellbeing and Disability Team etc.

Career Ahead+

Career Ahead+ is the University of Cumbria's Employability Award. Completing Career Ahead+ will help you recognise and develop your skills, providing a greater opportunity for you to get the job you want when you graduate. The award is based on what employers look for in an ideal candidate, in relation to skills, knowledge and experience. You will be supported with career direction, gaining experience, and providing all the skills needed to complete the perfect application and be successful in that all important job interview. Contact careerahead@cumbria.ac.uk or visit www.cumbria.ac.uk/careerahead for more information.

Programme Curriculum Map¹

Academic Level	Module Code	Module Title ²	Credits	Module Status ³	Map to Programme Outcomes ⁴
4	HPRO4001	Foundations of Project Management	20	Compulsory	K1, S1
4	HPRO4003	Projects in Context, the Business Environment	20	Compulsory	K2, S1, S2, S3
4	HPRO4007	Project Planning and Control	20	Compulsory	K3, S1, S2

Notes

Module pass mark: 40% (Undergraduate)

Please see the Academic Regulations <http://www.cumbria.ac.uk/media/university-of-cumbria-website/content-assets/public/ags/documents/academicregulations/AcRegs.pdf> Section G for guidance on progression and the carrying of fails.

There are no pre-requisites on the programme nor are there any co-requisites. It is anticipated that the students are likely to be studying whilst in employment, perhaps on a day release basis. The course has been designed to enable a one semester completion period for full-time students alongside full-time employment and as such there are some recommendations on the delivery model. These are recommendations however and not constraints, it may be the case that the actual delivery model differs if the student cohort or employers require it to do so.

The recommendations for delivery are as follows:

- 1 - The module HPRO4001 is run as an intensive block and course induction
- 2 - Following the block, a day release pattern would enable 2 further modules to be studied in one Semester (one in the morning session and the other in the afternoon).

These recommendations are illustrated in Figure 1.

Programme Curriculum Map¹

Academic Level	Module Code	Module Title ²	Credits	Module Status ³	Map to Programme Outcomes ⁴
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		Academic Week																								
		1				4				8				12				16				20				
	HPRO4001					Block									Assessment								Christmas break			
	HPRO4003									Day Release												Christmas break				
	HPRO4007									Day Release												Christmas break				

Figure 1 – example delivery model, 2-week block followed by day release

		1		4		8		12		16		20		24	
	Orientation														
	HPRO4001														
	HPRO4003														
	HPRO4007														

Figure 2 – example delivery model, 1-week block followed by day release

¹ This programme operates in accordance with the University’s Academic Regulations and Academic Procedures and Process.

² Please refer to the relevant programme webpage on the University’s website for summaries of the individual Module Aims.

³ **Core Modules** must be taken and must be successfully passed.

Compulsory Modules must be taken although it may possible to carry as a fail (if the award permits).

Optional Modules are a set of modules from which you will be required to choose to study. Once chosen, unless indicated otherwise in the table above, an optional module carries the same rules as a compulsory module as per the Academic Regulations.

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				
Module Code	Module Title	Delivery Pattern	Method(s) of Assessment	Approximate Assessment Deadline
		Autumn Semester / Spring Semester		
HPRO4001	Foundations of Project Management	Autumn	Practical Skills Test Written Exam	September October
HPRO4003	Projects in Context, the Business Environment	Autumn	Written Exam Written Assignment	November January
HPRO4007	Project Planning and Control	Autumn	Practical Skills Test Practical Skills Test	October December

Methods for Evaluating and Improving the Quality and Standards of Learning

Mechanisms used for the Review and Evaluation of the Curriculum and Learning, Teaching and Assessment Methods

- Module Evaluation
- Programme Validation and Periodic Review
- Annual Monitoring
- Peer Review of Teaching
- External Examiner Reports
- Student Success and Quality Assurance Committee
- Liaison with external examiners
- Liaison with employers
- Involvement of student representatives on committees
- Engagement of industry stakeholders in projects and real world experiences

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
- Module Evaluation Forms
- Module/Programme/Personal tutorials
- Meetings with External Examiners
- Informal consultative meetings with students
- Peer Review
- Liaison with employers

Date of Programme Specification Production:

20th May 2016

Date Programme Specification was last updated:

27.10.2020

For further information about this programme, refer to the programme page on the University website