

Programme Specification

1	Awarding body	University of London				
2	Teaching Institution	Birkbeck College				
3	Programme Title(s)	MSc Career Coaching				
4	Programme Code(s)	TMSCCOAC_C				
5	UCAS code	N/A				
6	Home Department	Organizational Psychology				
7	Exit Award(s)	PG Diploma PG Certificate				
8	Duration of Study (number of years)	2				
9	Mode of Study	FT		PT	x	DL
10	Level of Award (FHEQ)	7				
11	Other teaching depts or institution	N/A				
12	Professional, Statutory Regulatory Body(PSRB) details	Career Development Institute http://www.thecdi.net/GettingQualified				
13	<u>QAA Benchmark Statement</u>	N/A				

14	Programme Rationale & Aims
	<p>This Master's degree in career coaching offers a unique combination of in-depth study of career theory, counselling and coaching with practical training in career coaching skills. It includes a placement with the Birkbeck Careers and Employability Service, the development of research skills and the academic study of behaviour at work.</p> <p>This is one of the few programmes in the UK to focus on adult career management and coaching. It attracts individuals working in a wide range of settings and organisational contexts, and provides excellent opportunities for peer learning and networking.</p> <ul style="list-style-type: none"> • Suitable for those wanting careers in adult career coaching and other career-based roles, such as mentoring or coaching. • Unique combination of theoretical rigour and practical skills training. • The Department of Organizational Psychology is renowned for its quality teaching and expertise in the delivery of part-time programmes. • A flexible programme available by evening study and 12 skills days. • Access to an extensive range of electronic resources, including specially prepared texts for each module. Use of the online learning environment with a high level of staff support. • People who hold the MSc in Career Management and Coaching meet the qualification requirements for entry to the UK Register of Career Development Professionals. The Register is the sector equivalent of Chartered Status. Being on the Register proves to employers and clients that you hold a qualification in career development at QCF Level 6 /SCQF level 11 or above, abide by the CDI Code of Ethics and undertake and record a minimum of 25 hours' CPD per year. Increasingly employers are asking that employees are on the Register.

15	Entry Criteria
	<p>A good honours degree, or equivalent, from a recognised university.</p> <p>Management development professionals and consultants without a first degree but with suitable professional qualifications and at least 5 or more years' significant management experience in a range of organisations may be considered.</p>
16	Learning Outcomes
	<p>The programme aims to equip coaches, consultants and HR professionals to work with groups and individuals at relational depth in organisations in the role of career coach, coach or consultant. It will enable career coaches to critically evaluate theory, research and practice in these fields.</p> <ol style="list-style-type: none"> 1. To acquire a broad knowledge and skill base in the field of career counselling and coaching; 2. To develop career counselling, organizational consultancy and coaching skills; 3. To critically assess practice of consultancy and coaching 4. To engage in active learning; 5. To demonstrate and in-depth knowledge of the theory that underpins practice of career coaching and consulting; 6. To demonstrate critical, evaluative and creative thought; 7. To demonstrate a critical understanding of the links between theory, research and practice; 8. To be able to apply knowledge in the practice of career coaching and organizational consultancy; 9. To understand the ethical issues in operating as a practitioner; and 10. To develop networking, team-working, presentation and communication skills.
17	Learning, teaching and assessment methods
	<p>Teaching</p> <p>Theoretical components are taught mainly via evening sessions supported through online materials or by attendance at evening classes. The Career Coaching Skills 1 Module runs for six days over the first year (1 weekend and one Saturday in term 1, one weekend in term 2 and one Saturday in term 3) to develop your skills as a Careers practitioner and to prepare for working with clients. The Advanced Coaching Skills Module runs over 3 termly weekends per year to further develop your skills as a practitioner and to support your client work. Access to suitable clients is required for this work. Students are required to provide evidence of 20 hours of supervised practice client work.</p> <p>Assessment</p> <p>Essays or reports; client reviews; written examinations at the end of each term; and an independent applied research project for practitioners with research paper (8000-10,000 words), normally submitted at the end of the final year.</p>

18	Programme Description
	<p>8 taught compulsory modules including training in career coaching skills.</p> <p>Students also complete a supervised independent applied research project of 8000-10,000 words.</p> <p>Year 1 modules</p> <p>Life Career Development Career Coaching Skills 1 Career Counselling and Coaching The Coaching Context Research methods</p> <p>Year 2 Modules</p> <p>Understanding Organizations and Change Advanced Coaching Skills Work and Wellbeing</p> <p>Research project (Practitioner research paper)</p>

19	Programme Structure			
Part Time programme				
Year 1				
Level	Module Code	Module Title	Credits	Status*
7	MOOP007H7	Life Career Development	15	Compulsory
7	BUOB061H7	The Coaching Context	15	Compulsory
7	MOOP001H7	Career Counselling and Coaching	15	Compulsory
7	BUOB034H7	Career Coaching Skills 1	15	Compulsory
7	BUOB037H7	Research Methods	15	Compulsory
Year 2				
Level	Module Code	Module Title	Credits	Status*
7	MOOP005H7	Understanding Organisations and Change	15	Compulsory
7	MOOP008H7	Work and Wellbeing	15	Compulsory
7	BUOB035H7	Advanced Coaching Skills	15	Compulsory
7	BUOB042D7	Research Project (Organizational Psychology)	60	Compulsory

Status*

CORE – Module must be taken and passed by student, COMPULSORY – Module must be taken, mark can be reviewed at sub-exam board; OPTIONAL – Student can choose to take this module

20	Regulations
	<ul style="list-style-type: none"> Admissions This programme adheres to the College Admissions Policy: http://www.bbk.ac.uk/registry/policies/documents/admissions-policy.pdf Credit Transfer

	<p>Accredited Prior Learning will be considered in line with the College Policy on Accredited Prior Learning http://www.bbk.ac.uk/registry/policies/documents/accreditation-prior-learning.pdf</p> <ul style="list-style-type: none"> • Programme Regulations This programme adheres to the College Common Awards Scheme http://www.bbk.ac.uk/registry/policies/regulations • Programme Specific Regulations (or not applicable) N/A
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21	Student Attendance Framework – in brief
	<p>The full version of the 'Student Attendance Framework' is available http://www.bbk.ac.uk/mybirkbeck/services/rules/Attendance-Framework.pdf .</p> <p>Principle Consistent and regular student attendance in class (or equivalent) promotes and affords student success. Inconsistent and irregular attendance is less likely to result in student success and is consistent with lower marks and degree classifications being achieved and awarded.</p> <p>Attendance expectation Birkbeck, University of London expects you to consistently attend all timetabled sessions, including lectures, seminars, group and individual tutorials, learning support sessions, workshops, laboratories, field trips, inductions and demonstrations.</p> <p>E-Registers All Birkbeck students are issued with student cards. Students are expected to take them to classes and to assessment venues and to present them to a member of staff if requested. This is for the purpose of identifying Birkbeck students.</p>

22	Student Support and Guidance
	<p>All Birkbeck students have access to a range of student support services, details can be found on our website here: http://www.bbk.ac.uk/mybirkbeck/services/facilities</p>

23	Methods of Enhancing Quality and Standards
	<p>The College has rigorous procedures in place for the monitoring and enhancing its educational provision. This includes regular monitoring of programmes drawing on feedback from various sources including external examiner's reports, student feedback, student achievement and progression data. In addition, departments are reviewed every four to five years through the internal review process that includes external input.</p> <p>For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality .</p>

24	Programme Director	Janet Sheath
25	Start Date (<i>term/year</i>)	Prior to 2008/9
26	Date approved by TQEC	Prior to 2008/9
27	Date approved by Academic Board	Prior to 2008/9
28	Date(s) updated/amended	April 2020