

Programme Specification

1	Awarding body	University of London					
2	Teaching Institution	Birkbeck College					
3	Programme Title(s)	PG Cert Career Coaching					
4	Programme Code(s)	TPCCCOAC_C					
5	UCAS code	N/A					
6	Home Department	Organizational Psychology					
7	Exit Award(s)	N/A					
8	Duration of Study (number of years)	1					
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	N/A					
13	<u>QAA Benchmark Statement</u>	N/A					

14	Programme Rationale & Aims
	<p>Rationale</p> <p>The Certificate course has been developed to operate as a feeder onto the Masters in Career Coaching, which has been running successfully for more than 20 years.</p> <p>The Certificate course will also encourage more students into Birkbeck as there is no longer a Certificate in Career coaching programme offered in London.. We can attract a wider variety of students onto an entry level qualification before they commit to a full Masters programme.</p> <p>Aims</p> <p>The Certificate is aimed both at career practitioners who seek an in-depth theoretical knowledge in the field of careers and core career coaching skills and professionals considering a career change to career coaches themselves</p> <p>Those students who want to continue to Advanced skills and to Masters level research will self select onto the Masters programme. At this stage, students will use their prior credits from the Certificate against the Masters programme.</p> <p>The Masters course regularly attracts “non standard” applicants without a first degree and increasingly a diverse range of students in terms of age, education, work background, nationality and race. With a Certificate level route, we can offer a wider range of students access to a more accessible course in terms of the modules we offer.</p>

	<p>Many of the current career students are also considering career change into the field. A certificate course offers them a realistic view of the work before they commit to the Masters and a thorough basis in theory and practice.</p> <p>Structure</p> <p>The Certificate includes three academic modules from the OP department, which specialise in career theory, coaching theory and career coaching. These modules are supported by a skills module, which enables students to link theory to practice work with career clients.</p>
15	<p>Entry Criteria</p> <p>Our standard postgraduate entry requirement is a second-class honours degree (2:2 or above) from a UK university, or an equivalent international qualification.</p> <p>We also encourage applications to Birkbeck on individual merit. Professional qualifications and/or relevant work experience will be taken into consideration positively. We actively support and encourage applications from mature learners.</p> <p>Career and Management development professionals and consultants without a second-class honours degree but with suitable professional qualifications and at least five years' significant work experience in a range of organisations may be considered.</p>
16	<p>Learning Outcomes</p> <p>The PG Certificate in Career Coaching is aligned with the Career Development Institute National Occupational Standards</p> <p>By the end of the course, students will have</p> <ul style="list-style-type: none"> • An In-depth theoretical knowledge of career theories, coaching approaches and career coaching theory • Developed the core career coaching skills to work at depth with career clients • An Evidence based approach to working with career clients • The skills of reflective practice to develop an ethical approach to working with clients • The ability to monitor and evaluate their coaching practice. • Learned how to develop evidence based organisational career interventions • Applied critical and reflective thinking skills • The knowledge to plan, design and evaluate career coaching interventions • An understanding of the organizational, social and cultural contexts which impact on careers
17	<p>Learning, teaching and assessment methods</p> <p>Lectures to support theory and practice development which are designed for both experienced practitioners and adult learners returning to study</p> <p>Skills weekend workshops to build essential coaching skills</p>

	Group work to develop skills for organisational team working Client case reviews for development of ethical practice Practice work with clients to build client hours Reflective practice assessment for professional practice development Case work to integrate theory and evidence based practice across the programme
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18	Programme Description
	The course is made up of four 15- credit compulsory modules over one academic year: Life Career Development The Coaching Context Career Counselling and Coaching Career Coaching Skills

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

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 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 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

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/student-services</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 (term/year)	October 2020
26	Date approved by Education Committee	Summer 2020
27	Date approved by Academic Board	Summer 2020
28	Date(s) updated/amended	6 April 2020