

Programme Specification

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| 1 | Awarding body | University of London |
| 2 | Teaching Institution | Birkbeck College |
| 3 | Programme Title(s) | Postgraduate Certificate Organizational Psychology |
| 4 | Programme Code(s) | TPCORPSY_C |
| 5 | UCAS code (if applicable) | 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/DL) | PT/DL |
| 10 | Level of Award (FHEQ) | 7 |

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| 11 | Other teaching depts or institution (if applicable) | N/A |
| 12 | Professional, Statutory Regulatory Body(PSRB) details (if applicable) | N/A (include URL to PSRB) |
| 13 | QAA Benchmark Group (if applicable) | Psychology |

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| 14 | Programme Rationale & Aims |
| | <p>Main Aims</p> <p>The programme aims to:</p> <ol style="list-style-type: none"> 1. Introduce students to core topics and theories in occupational and organizational psychology 2. Facilitate the development of critical thinking skills to evaluate theory, concepts and epistemological issues and assess their application to organizational contexts. 4. Enable students to critically assess the extent of application of psychological theory and knowledge to practices and procedures in organizations. 5. Provide opportunities for students to engage in active and reflective learning through a range of activities including peer instruction and feedback. 6. Contextualise any learning with the consideration of ethical and diversity issues in research and practice. <p>Distinctive Features</p> |

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| | <p>The programme is offered on a one-year part-time basis. Students may study either by evening study or Network learning. Network learning involves distance learning using pre-recorded and online course materials, online conferencing discussions, and attendance at weekend workshops. Teaching and learning is across the spring and summer terms. On successful completion of the award, students may apply to progress to the MSc Organizational Psychology.</p> |
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| 15 | Entry Criteria |
| | <p>Students are normally required to hold at least a lower second class honours degree in psychology or an allied field from a recognised university. 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 at the discretion of the admissions tutor.</p> <p>For students where English is not their first language or where they have not previously studied in English, the requirement for this course is the equivalent of an International English Language Testing System (IELTS Academic Test) score of 7.0, with not less than 6.5 in each of the sub-tests</p> |

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| 16 | Prospectus Entry |
| | <p>This programme is aimed at those who wish to develop their understanding of people and organisations.</p> <p>You will gain a knowledge base in some areas of occupational psychology and organisational behaviour. The certificate focuses on discussions of current research, to encourage you to engage in critical thinking and reflect on theory and practice.</p> <p>Students who successfully complete the PG Certificate in Organizational Psychology are eligible to progress on to the MSc Organizational Psychology. Credit Exemption will be available for those modules successfully passed.</p> |

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| 17 | Learning Outcomes |
| | <p>Students successfully completing the programme will be able to:</p> <ul style="list-style-type: none"> • Approach a range of topics, theories and paradigms in occupational and organisational psychology from a critical perspective • Demonstrate in-depth knowledge of theory and research underpinning relevant practice in occupational and organizational psychology • Debate the strengths and limitations of existing research on relevant topics in occupational and organizational psychology and how this informs evidence-based practice. • Have developed a critical understanding of relevant links between theory, research and practice |

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| | <ul style="list-style-type: none"> • Appreciate ethical, diversity and contextual (e.g. legal or directive) issues in organizational psychology • Develop networking, team working, presentation and communication skills • Prepare for lifelong learning and development in the field • Be able to apply their knowledge in the practice of some areas of occupational psychology. |
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| 18 | <p>Learning, teaching and assessment methods</p> <p>Students may study for the certificate under one of two modes: the face-to-face evening programme or the network learning programme. The programmes differ with regard to the range of teaching and learning methods used.</p> <p>Regarding learning methods, the evening programme includes formal lectures, small group discussions and practical exercises, and other activities such as student presentations of group work. The network learning programme provides pre-recorded lectures and uses online conferencing as the main mode of communication between staff and students. This involves participating in online discussions of set topics facilitated by dedicated tutors. In addition to participating in online conferencing, network learning students attend two weekend workshops over the one year of the programme. These workshops provide the opportunity for students to meet face-to-face and offer learning via more traditional methods such as lectures, seminars, and practical exercises.</p> <p>Both modes of delivery are supported through the VLE (Moodle) which includes links to academic readings through Birkbeck E-library and recordings of evening lectures and events through Panopto as well as online exercises, summaries, links and reports identified by the module coordinators. The network learning conferences and evening lectures and seminars work in parallel drawing on the same materials, exercises and discussion questions. This structure enables students to pace their way through the modules.</p> <p>The programme provides opportunity for two-way exchange and academic debate as well as peer learning and support, and will enable students to hone their communication skills.</p> <p>Students' personal development is attended to in the following ways. Each student has a named personal tutor who provides advice on progress and any learning difficulties if requested. Several modules involve the development of transferable vocational skills. In addition, much learning is self-directed, and students develop important time management skills in planning their work.</p> <p>Assessment methods used and rationale</p> <p>All modules are assessed and the assessment criteria are described in detail on the respective Moodle site. Additional information on marking criteria is available on the Programme Handbook and the Moodle site.</p> <p>The pass mark on each module is 50 per cent. All modules need to be passed to obtain the Postgraduate Certificate.</p> |
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| | <p>All examinations are unseen and marked blind, a sample is double marked by the second marker as per the department's marking and moderation policy. For coursework, samples are also subject to sample moderation.</p> <p>The module convenor is responsible for the marking process and oversees any tutors involved in the marking process. The convenor produces indicative answers to guide the assessment of all markers and is responsible for the quality of the feedback provided.</p> <p>The assessment criteria are related to the learning outcomes and the marking scales show how different levels of achievement relate to the learning outcomes. A range of assessment methods is used: essays, case studies and examinations. All assessment questions are approved by the external examiner, who also marks a sample of assessments to provide independent feedback on the process.</p> <p>Students receive individual written feedback on all assessed coursework within four weeks of submission. Feedback may take the form of narrative feedback and/ or in-text comments, and in some cases a feedback rubric may be used. All feedback is available in Moodle. Any students who fail an assessment are encouraged to seek advice from the school skills tutor about the structure and content of their next essay before writing it. The internal and external examiners are provided with copies of the clear criteria for assessment that explain how the marks relate to different categories of achievement. The assessment criteria are reviewed regularly, particularly in the context of the Examinations Board.</p> |
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| 19 | Programme Structure |
| | <p>Description</p> <p>The taught modules will provide a sound knowledge base in some areas of Organizational Psychology. The different types of assessment are evenly spread over the two terms of the programme. The deadlines for assessment submission are normally scheduled immediately after teaching is completed at the end of each term. Extensions are not permitted but students who have difficulties are advised to submit these in writing to the Mitigating Circumstances committee, who may grant a two-week extension or submission during the next assessment re-sit period.</p> <p>On completion of the Postgraduate Certificate students may apply for entry to the MSc in Organizational Psychology. Credit Exemption will be available for those modules successfully passed.</p> |

| <i>Postgraduate Certificate programme part-time evening/ distance learning 1 year</i> | | | | |
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| <i>Year 1</i> | | | | |
| Level | Module Code | Module Title | Credits | Status |
| 7 | MOOP009H7 | Employee Relations and Motivation | 15 | Core |
| 7 | MOOP008H7 | Work and Wellbeing | 15 | Core |
| 7 | MOOP006H7 | Selection and Assessment | 15 | Core |
| 7 | MOOP017H7 | Leadership and Performance management | 15 | Core |

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| 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/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> |

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| | For more information please see the Academic Standards and Quality website http://www.bbk.ac.uk/registry/about-us/operations-and-quality |
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| 23 | Programme Director | Dr Kevin Teoh / Dr Yi-Ling Lai |
| 24 | Start Date (<i>term/year</i>) | Spring 2021 |
| 25 | Date approved by Education Committee | Summer 2020 |
| 26 | Date approved by Academic Board | Autumn 2020 |
| 27 | Date(s) updated/amended | August 2020 |