

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	Career Development Institute				
13	QAA Benchmark Statement	N/A				

14	Programme Rationale & Aims
	<p>The Postgraduate Certificate in Career Coaching offers an introductory route onto our highly regarded Career Coaching Masters programme, with its combination of in-depth academic study of career management and coaching and practical training in career coaching skills.</p> <p>The course aims to equip coaches, consultants and HR professionals with an introduction to the skills and knowledge needed to work in organisations and in private practice in the role of career coach.</p> <p>The Certificate is designed as a progression route onto our MSc in Career Coaching for professionals aiming to transition into career coaching. The Certificate also offers a well regarded academic base for experienced coaches or managers building an evidenced based career coaching practice.</p> <p>This is one of the few courses 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> <p>HIGHLIGHTS:</p> <ul style="list-style-type: none"> • Our Postgraduate Certificate in Career Coaching is aligned with the Career Development Institute National Occupational Standards. • The Department of Organizational Psychology is renowned for its quality teaching and expertise in the delivery of part-time coaching courses. • We offer specialist career coaching skills practical training days.

	<ul style="list-style-type: none"> We will provide you with access to an extensive range of electronic resources, including specially prepared texts for each module and use of the online learning environment, with a high level of staff support. People who hold the Postgraduate Certificate in Career Coaching meet the qualification requirements for entry to the UK Register of Career Development Professionals. 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.
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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>Career and management development professionals, HR specialists or 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> <p>Applications are reviewed on their individual merits and your professional qualifications and/or relevant work experience will be taken into consideration positively. We actively support and encourage applications from mature learners.</p>
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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"> Developed and practiced core career coaching skills to work at depth with career clients. An In-depth theoretical knowledge of career theories, coaching approaches and career coaching theory Developed an evidence based approach to working with career clients The skills to support individuals to identify and explore their career development needs and aspirations The capacity to build and maintain client centred relationships 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 and manage evidence based organisational career interventions The ability to respond appropriately to clients An understanding of the dynamics present in coaching relationships An understanding of organizational, social and cultural contexts which impact on careers An ability for critical self-reflection on the ways in which the coach impacts on the coaching process. A knowledge of the research evidence on process and outcomes of psychological therapy relevant to coaching
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	<ul style="list-style-type: none"> • An understanding through personal development work of their own career development • Critical Thinking Skills. • Established a professional network
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17	Learning, teaching and assessment methods
	<p>Methods Of Teaching: Theoretical components are taught mainly via evening sessions, supported through online materials and by attendance at evening classes. The career coaching skills are taught mainly through Saturday workshops with supported by small group teaching and with feedback on skills development from experienced tutors.</p> <p>Access to small number of suitable clients is required for this work. External independent supervision is also required to support professional practice.</p> <p>Methods Of Assessment: The programme is assessed by termly essays, reports, case studies, reflective assignments or proposals .</p>

18	Programme Description
	<p>The Post Graduate certificate is a combination of Academic and Skills modules as below:</p> <p>Term One: Life Career Development</p> <p>Term Three: Career Counselling and Coaching</p> <p>Terms One, Two and Three: Core Career Coaching Skills</p>

19	Programme Structure			
Part-Time programme – 1 year				
Year 1				
Level	Module Code	Module Title	Credits	Status*
7	MOOP007H7	Life Career Development	15	Compulsory
7	MOOP001H7	Career Counselling and Coaching	15	Compulsory
7	BUOB098S7	Core Career Coaching Skills	30	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	Programme Director	Janet Sheath
21	Start Date (term/year)	October 2020
22	Date approved by Education Committee	Summer 2020
23	Date approved by Academic Board	Summer 2020
24	Date(s) updated/amended	April 2022 (for 2022/23)