

PROGRAMME SPECIFICATION

Name, title and level of final qualification(s)	Cert HE Arts Management (Level 4)
Name and title of any exit qualification(s)	N/A
Awarding Body	University of London
Teaching Institution(s)	Birkbeck, University of London
Home School/other teaching departments	School of Creative Arts, Culture and Communication
Location of delivery	Central London
Language of delivery and assessment	English
Mode of study, length of study and normal start month	Part-time (2-3 years) September
Professional, statutory or regulatory body	N/A
QAA subject benchmark group(s) Higher Education Credit Framework for England	N/A
Birkbeck Course Code	UEHAPLMN
HECoS Code	100643
Start date of programme	Autumn 2008
Date of programme approval	Summer 2008
Date of last programme amendment approval	October 2020
Valid for academic entry year	2023-24
Programme Director	TBC
Date of last revision to document	29/10/20

Admissions requirements

We welcome applicants without traditional entry qualifications as we base decisions on our own assessment of qualifications, knowledge and previous work experience. We may waive formal entry requirements based on judgement of academic potential.

Students must:

- Be able to read and write English
- Be willing to participate in assessment; and,
- Have experience in one of the arts sectors either in a paid or voluntary capacity

Course aims

The rationale of this programme is to provide a unique balance of practice and theory through varied teaching delivery including site visits and guest speakers. Teaching is conducted by both full-time members of staff but also include arts practitioners and specialists in the field to create links and connections between theory and practice.

The aims of this programme are:

- To provide a flexible, modular, part-time programme for students working within Arts Management or other arts or cultural based organisations who wish to progress their careers, or for those wishing to work in those areas in a management capacity.
- To enable students to gain a critical understanding of factors such as class, racism, ethnicity, gender, age, disability and sexuality and how they relate to all aspects of arts management, policy, planning and practice.
- To offer students the opportunity to evaluate, extend or acquire experience through work experience or placements.
- To provide a positive and creative learning environment and the opportunity for students to follow up individual interests within the programme.
- To offer a programme integrating arts administration, policy and management units with those specifically designed for arts practitioners which challenges the divide between management and practice
- To enable students to develop their oral, communication, study, technical, performance and written skills.

Course structure

Level	Module Code	Module Title	Credit	Comp Core/ Option	Likely teaching term(s)
Part-time – 2 years					
Year 1					
4		Option module	30	Option	
4		Option module	30	Option	
Year 2					
4		Option module	30	Option	
4		Option module	30	Option	
Indicative options					
4	FFME031S4	Introduction to Public Relations and Digital Marketing	30	Option	T2
4	ARMC157S4	Introduction to Digital Culture	30	Option	T1

4	ARMC120S4	Visual Art: Histories, Networks and Organisations	30	Option	T3
4	FFME027S4	Introduction to Journalism Practice	30	Option	T1
4	ARMC240S4	Working with Film Camera	30	option	T3

Core: Module must be taken and passed by student

Compulsory: Module must be taken but can be considered for compensated credit (see CAS regulations paragraph 24)

Option: Student can choose to take this module

How you will learn

Your learning and teaching is organised to help you meet the learning outcomes (below) of the course. As a student, we expect you to be an active learner and to take responsibility for your learning, engaging with all of the material and sessions arranged for you.

Each course is divided into modules. You will find information on the virtual learning site (Moodle, see Academic Support below) about each of your modules, what to expect, the work you need to prepare, links to reading lists, information about how and when you will be assessed.

Your learning for this course will be organised around the activities outlined below.

This programme is structured around lectures, discussions, practical exercises, guest lectures, student presentations and site visits.

How we will assess you

The course will use a variety of assessment methods. Assessment is used to enhance your learning rather than simply to test it. For most of the modules associated with this course, your assessment will be through the following types of assessment.

Assessment for the modules are conducted through a formative and summative assignments that include but are not limited to written coursework in the forms of essays and critical reports and group and individual presentations.

Learning outcomes (what you can expect to achieve)

'Learning outcomes' indicate what you should be able to know or do at the end of your course. Providing them helps you to understand what your teachers will expect and also the learning requirements upon which you will be assessed.

At the end of this course, you will be expected to have:

1. A sound basis for progression and accreditation in higher education, professional training or employment
2. Developed skills, knowledge and understanding of specific sectors in arts management and practice
3. Developed further knowledge and confidence in communication, study and work related skills
4. Enhanced personal development in specific areas of arts and media studies and training
5. Developed skills and competencies through student-centred learning

6. Developed critical awareness and understanding of the perspectives of class, race, ethnicity, gender, sexuality, disability and age in relation to policies, practices and personal development in the arts sector/s.

Careers and further study

Graduates can pursue careers in journalism, media or education. Possible professions include:

- arts administrator
- museum/gallery curator
- multimedia specialist
- community arts worker

Birkbeck offers a range of careers support to its students. You can find out more on [the careers pages of our website](#).

Academic regulations and course management

Birkbeck's academic regulations are contained in its [Common Award Scheme Regulations](#) and Policies published by year of application on the Birkbeck website.

You will have access to a course handbook on Moodle and this will outline how your course is managed, including who to contact if you have any questions about your module or course.

Support for your study

Your learning at Birkbeck is supported by your teaching team and other resources and people in the College there to help you with your study. Birkbeck uses a virtual learning environment called Moodle and each course has a dedicated Moodle page and there are further Moodle sites for each of your modules. This will include your course handbook.

Birkbeck will introduce you to the Library and IT support, how to access materials online, including using Moodle, and provide you with an orientation which includes an online Moodle module to guide you through all of the support available. You will also be allocated a personal tutor and provided with information about learning support offered within your School and by the College.

[Please check our website for more information about student support services](#). This covers the whole of your time as a student with us including learning support and support for your wellbeing.

Quality and standards at Birkbeck

Birkbeck's courses are subject to our quality assurance procedures. This means that new courses must follow our design principles and meet the requirements of our academic regulations. Each new course or module is subject to a course approval process where the proposal is scrutinised by subject specialists, quality professionals and external representatives to ensure that it will offer an excellent student experience and meet the expectation of regulatory and other professional bodies.

You will be invited to participate in an online survey for each module you take. We take these surveys seriously and they are considered by the course team to develop both modules and the overall courses. Please take the time to complete any surveys you are sent as a student.

We conduct an annual process of reviewing our portfolio of courses which analyses student achievement, equality data and includes an action plan for each department to identify ongoing enhancements to our education, including changes made as a result of student feedback.

Our periodic review process is a regular check (usually every four years) on the courses by department with a specialist team including students.

Each course will have an external examiner associated with it who produces an annual report and any recommendations. Students can read the most recent external examiner reports on the course Moodle pages. Our courses are all subject to Birkbeck Baseline Standards for our Moodle module information. This supports the accessibility of our education including expectations of what information is provided online for students.

The information in this programme specification has been approved by the College's Academic Board and every effort has been made to ensure the accuracy of the information it contains.

Programme specifications are reviewed periodically. If any changes are made to courses, including core and/or compulsory modules, the relevant department is required to provide a revised programme specification. Students will be notified of any changes via Moodle.

[Further information](#) about specifications and an archive of programme specifications for the College's courses is available online.

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