

PROGRAMME SPECIFICATION

Name, title and level of final qualification(s)	MSc Career Coaching (Level 7)
Name and title of any exit qualification(s)	PG Dip PG Cert
Awarding Body	University of London
Teaching Institution(s)	Birkbeck, University of London
Home school/other teaching departments	Birbeck Business School
Location of delivery	Central London
Language of delivery and assessment	English
Mode of study, length of study and normal start month	Part-time (2 years) September
Professional, statutory or regulatory body	Career Development Institute
QAA subject benchmark group(s) Higher Education Credit Framework for England	N/A
Birkbeck Course Code	TMSCCOAC_C
HECoS Code	101294
Start date of programme	Prior to 2008/9
Date of programme approval	Prior to 2008/9
Date of last programme amendment approval	November 2022
Valid for academic entry	2023-24
Date of last revision to document	26/08/2022

Admissions requirements

Our standard postgraduate entry requirement is a second-class honours degree (2:2 or above) from a UK university, or an equivalent international qualification.

Management development professionals and consultants without a second-class honours degree (2:2 or above) but with suitable professional qualifications and at least five years' significant management experience in a range of organisations may be considered.

Applications are reviewed on their individual merits and professional qualifications and/or relevant work experience will be taken into consideration positively. We actively support and encourage applications from mature learners.

Course aims

The MSc Career Coaching offers a unique combination of in-depth study of career management, counselling and coaching with practical training in career coaching skills. It includes the development of research skills and the academic study of behaviour at work. Students will also have the opportunity to apply for one of a limited number of placements with the [Birkbeck Careers Service](#) in their second year.

The course 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 students to critically evaluate theory, research and practice in these fields and to undertake applied career research.

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.

HIGHLIGHTS:

- The [Birkbeck Business School](#) is renowned for its quality teaching and expertise in the delivery of part-time courses.
- We offer students a bespoke skills training day, as part of this course and the opportunity to apply for a placement opportunity in the Birkbeck careers service
- 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 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.

Course structure

Level	Module Code	Module Title	Credit	Comp Core/ Option	Likely teaching term(s)
Part-time – 2 years					
Year 1					
7	MOOP007H7	Life Career Development	15	Compulsory	T1
7	BUOB037H7	Research Methods	15	Compulsory	T1
7	MOOP001H7	Career Counselling and Coaching	15	Compulsory	T2
7	BUOB098S7	Core Career Coaching Skills	30	Compulsory	T1-3
Year 2					
7	MOOP008H7	Work and Wellbeing	15	Compulsory	T2
7	BUOB099S7	Coaching in Practice	30	Compulsory	T1-3
7	BUOB042D7	Research Project (Organizational Psychology)	60	Compulsory	T1-3

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.

In addition, students have access to pastoral support via a named Personal Tutor.

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 and Coaching in Practice are taught mainly through Saturday workshops with teaching and feedback on skills development from experienced tutors.

Access to suitable clients is required for this work. External independent supervision is also required to support professional practice.

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.

The programme is assessed by termly essays, reports, case studies, reflective assignments or proposal and written examinations and by an independent applied research project (8000 words), normally submitted at the end of the final year.

Learning outcomes (what you can expect to achieve)

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.

At the end of this course, you should have:

- Developed the core and advanced 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
- Built a career coaching practice supported by professional supervision.
- 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 the complex demands of clients
- An understanding of the dynamics present in coaching relationships
- Have an understanding of organizational, social and cultural contexts which impact on careers
- An ability for critical self-reflection on the ways in which they impact on the coaching process.
- A knowledge of the research evidence on process and outcomes of psychological therapy relevant to coaching
- An understanding through personal development work of their own career development
- Critical Thinking Skills.
- Conducted Masters level research and thereby contribute to the career field.
- Built a career and coaching network

Careers and further study

You will find Career Coaching graduates in the following kinds of roles: Career Coaching Practices and Agencies, Higher Education Career Services, Career or Talent Managers in a wide range of commercial organisations, Mentoring services, Health Service Employment and social agencies providing career support.

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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