

## PROGRAMME SPECIFICATION

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| Name, title and level of final qualification(s)   | <b>PG Cert Career Coaching</b><br>(Level 7)  |
| 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  | Birkbeck 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 (1 year)<br>September              |
| Professional, statutory or regulatory body  | <a href="#">Career Development Institute</a> |
| <a href="#">QAA subject benchmark group(s)</a><br><a href="#">Higher Education Credit Framework for England</a> | N/A  |
| Birkbeck Course Code  | TPCCCOAC_C                                   |
| HECoS Code  | 101294                                       |
| Start date of programme   | Autumn 2020                                  |
| Date of programme approval  | Summer 2020                                  |
| Date of last programme amendment approval   | November 2022                                |
| Valid for academic entry year   | 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.

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.

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.

## Course aims

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.

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.

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.

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.

## HIGHLIGHTS:

- Our Postgraduate Certificate in Career Coaching is aligned with the [Career Development Institute National Occupational Standards](#).
- The [Birkbeck Business School](#) 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.
- 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.

## Course structure

| Level                     | Module Code | Module Title                    | Credit | Comp Core/ Option | Likely teaching term(s) |
|---------------------------|-------------|---------------------------------|--------|-------------------|-------------------------|
| <b>Part-time – 1 year</b> |             |                                 |        |                   |                         |
| 7                         | MOOP007H7   | Life Career Development         | 15     | Compulsory        | T1                      |
| 7                         | MOOP001H7   | Career Counselling and Coaching | 15     | Compulsory        | T2                      |
| 7                         | BUOB098S7   | Core Career Coaching Skills     | 30     | 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.

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.

Access to small number of 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 by termly essays, reports, case studies, reflective assignments or proposals.

## 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.

The PG Certificate in Career Coaching is aligned with the Career Development Institute National Occupational Standards

By the end of the course, students will have:

- 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
- An understanding through personal development work of their own career development
- Critical Thinking Skills.
- Established a professional network

### **Careers and further study**

Career coaching is an expanding profession, given the changing world of work. Graduates can pursue career paths in:

- career management and outplacement agencies
- university careers advisory services
- human resources
- management consultancy
- private practice.

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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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