



UNIVERSITY OF  
PORTSMOUTH

## COURSE SPECIFICATION

# *PG Certificate Educational Leadership and Management*

**Quality Assurance, Academic Standards and Partnerships  
Department of Student and Academic Administration**

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## COURSE SPECIFICATION

<b>Course Title</b>	<b><i>PG Cert Educational Leadership and Management</i></b>
Final Award	<i>PG Cert</i>
Exit Awards	<i>N/A</i>
Course Code / UCAS code (if applicable)	<i>P2691FTC/P2691PTC</i>
Mode of study	<i>Full time, part time</i>
Mode of delivery	<i>Campus</i>
Normal length of course	<i>1 year full-time &amp; part-time</i>
Cohort(s) to which this course specification applies	<i>from September 2020 intake onwards</i>
Awarding Body	<i>University of Portsmouth</i>
Teaching Institution	<i>University of Portsmouth</i>
Faculty	<i>Faculty of Humanities and Social Sciences</i>
School/Department/Subject Group	<i>School of Education and Sociology</i>
School/Department/Subject Group webpage	<a href="https://www.port.ac.uk/about-us/structure-and-governance/organisational-structure/our-academic-structure/faculty-of-humanities-and-social-sciences/school-of-education-and-sociology">https://www.port.ac.uk/about-us/structure-and-governance/organisational-structure/our-academic-structure/faculty-of-humanities-and-social-sciences/school-of-education-and-sociology</a>
Course webpage including entry criteria	<a href="https://www.port.ac.uk/study/courses/msc-pgdip-pgcert-educational-leadership-and-management">https://www.port.ac.uk/study/courses/msc-pgdip-pgcert-educational-leadership-and-management</a>
Professional and/or Statutory Regulatory Body accreditations	<i>None</i>
<a href="#">Quality Assurance Agency Framework for Higher Education Qualifications (FHEQ) Level</a>	<i>Level 7</i>

This course specification provides a summary of the main features of the course, identifies the aims and learning outcomes of the course, the teaching, learning and assessment methods used by teaching staff, and the reference points used to inform the curriculum.

This information is therefore useful to potential students to help them choose the right course of study, to current students on the course and to staff teaching and administering the course.

Further detailed information on the individual modules within the course may be found in the relevant module descriptors and the Course Handbook provided to students on enrolment.

Please refer to the [Course and Module Catalogue](#) for further information on the course structure and modules.

## Educational aims of the course

- To provide a coherent course of studies for students who wish to develop a detailed knowledge and understanding of management issues in education and training organisations.
- To meet the developing needs of those holding, or aspiring to hold, senior positions in such organisations.
- To provide a challenging and stimulating experience of study.
- To ensure that the scholarship and professional expertise of staff informs the curriculum.
- To provide students with the skills and knowledge to undertake research and scholarship on specific issues in Educational Leadership and Management and in their own professional practice
- To contribute to the support of students in improving their own professional knowledge and practice.

## Course Learning Outcomes and Learning, Teaching and Assessment Strategies

The [Quality Assurance Agency for Higher Education \(QAA\)](#) sets out a national framework of qualification levels, and the associated standards of achievement are found in their [Framework for Higher Education Qualifications](#) document.

The Course Learning Outcomes for this course are outlined in the tables below.

### A. Knowledge and understanding of:

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
A1	Human Resource Management - Strategic and operational HRM, meeting future organisational requirements, people development, HR systems (3.12 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
A2	Finance - the sources, uses and management of finance; the use of accounting and other information systems for managerial applications (3.12 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays; oral presentations and online examination</i>
A3	Marketing - different approaches for segmentation, targeting, positioning, and the need for innovation in product and service design (3.12 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>

**B. Cognitive (Intellectual or Thinking) skills, able to:**

<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
B1	Synthesise, interpret and analyse information from different sources.	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
B2	Evaluate information from different sources, developing alternative lines of enquiry where appropriate	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
B3	Critically assess problems, researching information needed to establish their critical features	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
B4	Evaluate appropriate methods to illustrate problem solving process; present results to peers	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
B5	Assess and reflect on the effectiveness of strategy, including factors that have an impact on outcomes	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays oral presentations</i>

**C. Practical (Professional or Subject) skills, able to:**

<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
C1	Being able to think critically and be creative: manage the creative processes in self and others; organise thoughts, analyse, synthesise and critically appraise (3.13 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
C2	Being able to solve complex problems and make decisions: establish criteria, using appropriate decision-making techniques including identifying, formulating and solving business problems; the ability	<i>lectures, seminars, group work, use of directed</i>	<i>Written artefacts such as essays and oral presentations</i>

LO number	Learning outcome	Learning and Teaching methods	Assessment methods
	to create, identify and evaluate options; the ability to implement and review decisions (3.13 SBS)	<i>resources on VLE.</i>	
C3	Effective communication: networking, listening, oral and written communication of complex ideas and arguments, using a range of media, including the preparation of business reports (3.13 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
C4	Leadership and performance management: selecting appropriate leadership style for different situations; setting objectives, motivating, monitoring performance, coaching and mentoring (3.13 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
C5	The ability to recognise and address ethical dilemmas, corporate social responsibility and sustainability issues, applying ethical and organisational values to situations and choices (3.13 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>

**D. Transferable (Graduate and Employability) skills, able to:**

LO number	Learning outcome	Learning and Teaching methods	Assessment Methods
D1	Evaluate a range of strategies and resources to explore problems	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
D2	High personal effectiveness: critical self-awareness, self-reflection and self-management; time management; conflict resolution, displaying commercial acumen, the ability to continue to learn through reflection on practice and experience (3.13 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
D3	Soft skills: understanding the needs of others and empathy towards them; sensitivity to diversity in people and in different situations (3.13 SBS)	<i>lectures, seminars, group work, use of directed resources on VLE.</i>	<i>Written artefacts such as essays and oral presentations</i>
D4	Take a lead role in making things happen, sustaining motivation and effective working relationships	<i>lectures, seminars, group work, use of directed</i>	<i>Written artefacts such as essays and oral presentations</i>

LO number	Learning outcome	Learning and Teaching methods	Assessment Methods
		<i>resources on VLE.</i>	

## Academic Regulations

The current University of Portsmouth [Academic Regulations](#) will apply to this course.

## Support for Student Learning

The University of Portsmouth provides a comprehensive range of support services for students throughout their course, details of which are available at the [MyPort](#) student portal.

In addition to these University support services this course also provides Academic skills sessions linked to core module for students new to HE /International students.

## Evaluation and Enhancement of Standards and Quality in Learning and Teaching

The University of Portsmouth undertakes comprehensive monitoring, review and evaluation of courses within clearly assigned staff responsibilities. Student feedback is a key feature in these evaluations, as represented in our [Policy for Listening to and Responding to the Student Voice](#) where you can also find further information.

## Reference Points

The course and outcomes have been developed taking account of:

- [University of Portsmouth Curriculum Framework Specification](#)
- [University of Portsmouth Strategy](#)
- [University of Portsmouth Code of Practice for Work-based and Placement Learning](#)
- [Quality Assurance Agency UK Quality Code for Higher Education](#)
- [Quality Assurance Agency Qualification Characteristic Statements](#)
- [Quality Assurance Agency Subject Benchmark Statement for Business and Management](#)
- [Quality Assurance Agency Framework for Higher Education Qualifications](#)
- Vocational and professional experience, scholarship and research expertise of the University of Portsmouth's academic members of staff

## Disclaimer

The University of Portsmouth has checked the information provided in this Course Specification and will endeavour to deliver this course in keeping with this Course Specification. However, changes to the course may sometimes be required arising from annual monitoring, student feedback, and the review and update of modules and courses.

Where this activity leads to significant changes to modules and courses there will be prior consultation with students and others, wherever possible, and the University of Portsmouth will take all reasonable steps to minimise disruption to students.

It is also possible that the University of Portsmouth may not be able to offer a module or course for reasons outside of its control, for example, due to the absence of a member of staff or low student registration numbers. Where this is the case, the University of Portsmouth will endeavour to inform applicants and

students as soon as possible, and where appropriate, will facilitate the transfer of affected students to another suitable course.

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## Document details

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