



**UNIVERSITY OF  
PORTSMOUTH**

## **COURSE SPECIFICATION**

### **Certificate of Higher Education Professional Studies**

# COURSE SPECIFICATION

Please refer to the [Course Specification Guidance Notes](#) for guidance on completing this document.

Course Title	<b>Professional Studies</b>
Final Award	Cert HE
Exit Awards	N/A
Course Code / UCAS code (if applicable)	U3169PTD
Mode of study	Part-time
Mode of delivery	Work-based learning
Normal length of course	2-5 years (Max 8)
Cohort(s) to which this course specification applies	September 2023 onwards
Awarding Body	University of Portsmouth
Teaching Institution	University of Portsmouth
Faculty	Faculty of Technology
School/Department/Subject Group	Learning at Work
School/Department/Subject Group webpage	<a href="https://www.port.ac.uk/study/studying-while-working/work-based-degrees">https://www.port.ac.uk/study/studying-while-working/work-based-degrees</a>
Course webpage including entry criteria	<a href="https://www.port.ac.uk/study/courses/undergraduate/certificate-the-professional-studies">https://www.port.ac.uk/study/courses/undergraduate/certificate-the-professional-studies</a>
Professional and/or Statutory Regulatory Body accreditations	None
<a href="#">Quality Assurance Agency Framework for Higher Education Qualifications (FHEQ) Level</a>	4

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 an opportunity to study at Higher Education without committing to a full degree course
- To equip students with the necessary transferable skills for lifelong learning, employability and flexibility in the context of changing labour markets
- To provide students with the skills and knowledge required to maximise career and further undergraduate study opportunities
- To provide a framework within which academic knowledge and understanding is integrated with vocational skills and competency
- To offer an accessible, flexible and coherent programme in which word-based learning is an integral part
- To make an important contribution to widening participation in Higher Education and to meet the demand for Level 4 qualifications which support skill development in the workplace.

Undergraduate learning at work programmes aim to equip students to progress within their specific fields of practice. More generally, the programme aims to:

- value and accredit the student's relevant prior learning.
- provide learning relevant to the career development of people who are in work.
- offer study of skills and current technology and business practice relevant to the student and his/her employer.
- provide a quality assured framework that enables negotiated study programmes
- ensure flexibility within the programme that meets the variable time constraints and changing strategic needs of the world of work.

The overall philosophy of the Learning at Work Programme is to encourage and reward career related lifelong learning by:

- Accrediting career related and self-managed learning that is at undergraduate level.
- Enhancing the scholarship of work-based learners, by requiring the development of a range of self-managed, conceptual and analytical skills applicable to practical problems within their professional fields.
- Assisting in the personal and professional development of students so that they may improve the contribution they can make to the organisations in which they are employed.
- Furthering the University's plans for expanding work-based learning and widening participation, by offering education that is relevant to the economy (local, national and international) and by maximising learning partnerships between the University and industry, commerce, the service and voluntary sectors.
- Encouraging industry and commerce to become partners in developing their employees' technical and business competences

## 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.

<b>A. Knowledge and understanding of:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
A1	The facts, theories, concepts and the relationship of theory to fact in the student's own field of work practice and learning as identified in the student's approved Learning Contract.	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
A2	Key professional practices, markets, customers, operations, policy and strategy relevant to their industry	Tutorials, lectures, seminars, online materials, activities, discussions	Portfolio based assessment, Scenario-based assessment, WBL project, blogs
A3	Learning, its role and impact in the workplace	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, blogs Portfolio-based assessment, Scenario-based assessment, WBL project
A4	Sustainability, inclusivity and wellbeing issues related to their field of work	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, blogs Portfolio-based assessment, Scenario-based assessment
A5	Enterprise and entrepreneurship	Tutorials, lectures, seminars, online materials, activities, discussions	Portfolio-based assessment, Scenario-based assessment, WBL project

<b>B. Cognitive (Intellectual or Thinking) skills, able to:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
B1	Demonstrate a capacity for independent judgement, critical reasoning and innovative and creative response and the development of reflective skills.	Tutorials, online activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
B2	Analyse and examine different information from diverse sources and integrate and organise that information effectively in relation to defined goals.	Tutorials, online activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
B3	Plan, manage, execute and report on a work-based project	Tutorials, online activities, discussions	WBL project
B4	Analyse and critically appraise own work and appreciate the limits of own knowledge.	Tutorials, online activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs

<b>C. Practical (Professional or Subject) skills, able to:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
C1	Accurately and appropriately select principles, analytic methods, technologies and practices for the successful development of work-based systems or processes.	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
C2	Research, access information and problem solve from appropriate academic, company and professional sources.	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
C3	To communicate effectively in a manner appropriate to their discipline and report practical procedures in a clear and concise manner in a variety of formats.	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
C4	Plan and develop a development project at work.	Tutorials, lectures, seminars, online materials, activities, discussions	<i>WBL project</i>

<b>D. Transferrable (Graduate and Employability) skills, able to:</b>			
<b>LO number</b>	<b>Learning outcome</b>	<b>Learning and Teaching methods</b>	<b>Assessment methods</b>
D1	Present ideas and work to audiences in a range of situations. Use interpersonal skills of effective listening, networking, negotiating, persuasion and presentation	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
D2	To take responsibility for own learning with minimum supervision, direction and increasing autonomy and demonstrate the independent learning ability required for continuing professional development.	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
D3	Retrieve and generate information, and evaluate sources, in carrying out independent research.	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
D4	Collaborate, working effectively with others in teams.	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs
D5	Demonstrate a growth mindset, resilience, adaptability and leadership skills	Tutorials, lectures, seminars, online materials, activities, discussions	Learning contract, WBL project, scenario-based assessment, Portfolio-based assessment, blogs

## Academic Regulations

The current University of Portsmouth [Academic Regulations: Examination & Assessment Regulations](#) will apply to this course. Approved course exemptions can be found [here](#).

## 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...**

- The Programme is managed by a Programme Director, Programme Leader and Department Manager.
- An induction programme introduces the student to the University and Programme and this is followed by successive learning management and study skills workshops. The programme will include course related issues on learning contracts, WBL, reflective writing, independent study, student support and library induction and research methods. It will support students to navigate their course structure and the online Moodle environment.
- Each student has a learning manager, personal tutor and module/project tutors. Students are encouraged to seek a mentor within their workplace to provide professional support and guidance.
- Personal and group tutor sessions will enable students the opportunity to develop a community of peer support and provide support with study skills and using feedback/feedforward on assessments.
- The Learning Management module enables the student to determine their existing learning and, with support from the University, peers and workplace analyse the skills, knowledge and behaviours they wish to develop for effective performance at work and career enhancement.
- Students will be provided with networking opportunities to gain peer support from Learning at Work students.
- Students will be supported through a Course Moodle site providing an online community of learning and professional development and their student handbook.
- Course materials and teaching will be provided through module Moodle sites. Learning opportunities with the full Learning at Work student community will be made available through the Learning at Work Home module site encouraging students to learn alongside their peers studying at different levels of the programme.
- Students will have the use of the Learning at Work online CPD courses to further their professional development and networking opportunities.

## 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 Vision](#)
- [Office for Students Conditions of Registration](#)
- [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](#) (appropriate to the award title)
- [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
- National Occupational Standards

## Changes to your course/modules

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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