

## Nottingham Trent University Course Specification

### Basic Course Information

1.	Awarding Institution:	Nottingham Trent University
2.	School/Campus:	Nottingham Business School
3.	Final Award, Course Title and Modes of Study:	PG Diploma in HE Administration, Management & Leadership (Part-time)
4.	Normal Duration:	10 months
5.	UCAS Code:	NA

### 6. Overview and general educational aims of the course

This is an innovative course that provides professional staff working in management and administration roles in higher education with a transformative experience to enhance their administrative, managerial and leadership capabilities.

The course provides a pathway for staff working in management and administration roles in higher education with a progression route to support their career development. The course enables participants to develop their knowledge, skills and abilities as HE professionals, promoting excellence in management and administration in higher education.

Specific distinctive features of the course include;

- A directed learning, self-managed, supported, work-based learning programme which gives participants a large degree of control over the pace and timing of their learning
- A solid understanding and critical awareness of the current issues in the HE sector, developed through independent learning and research
- An opportunity for participants to develop and enhance their skills as reflective practitioners
- Input and support from specialist academics and experienced HE professionals
- An opportunity to develop your own management related skills and apply them to real situations facing staff working in management and administration roles in HE

The aim of the course is to build upon your existing knowledge and experience, to provide practical and work-based ways to develop leadership skills, a sensitivity to organisational issues in HE and an ability to deliver and promote excellence in a HE context.

The PG Diploma in Higher Education Administration, Management and Leadership aims to:

1. Develop and enhance participants' management and leadership knowledge through providing a stimulating and supportive learning environment
2. Enhance professional practice through critical appraisal, reflection, and application of management and leadership knowledge, skills, behaviours and values
3. Develop transferable skills (including verbal and written communication, working in teams, problem identification, research, making presentations and working with data)

### 7. Course outcomes

Course outcomes describe what you should know and be able to do by the end of your course if you take advantage of the opportunities for learning that we provide.

#### Knowledge and understanding

By the end of the course you should be able to:

On successful completion of the programme participants should be able to not only demonstrate the learning outcomes for the PG Cert stage but should also be able to:

- D1 Demonstrate a critical understanding of contemporary issues, theories and ideologies relating to administration, management & leadership and how they apply to your institution.
- D2 Apply knowledge, tools and techniques to resolve strategic and managerial issues within your organisation.
- D3 Show creativity and intellectual curiosity in the application and synthesis of knowledge.
- D4 Display an awareness of an ethical and sustainable approach to finance within HE institutions.

### **Skills, qualities and attributes**

By the end of the course you should be able to:

On successful completion of the programme participants should be able to not only demonstrate the learning outcomes for the PG Cert stage but should also be able to:

- D5 Analyse a variety of relevant data to support decision-making within your institution.
- D6 Communicate key issues and arguments in written and oral format to a professional standard.
- D7 Work collaboratively in diverse teams.
- D8 Demonstrate the ability to make recommendations for organisational practice based on theoretical insights through a process of experiential or applied learning.

### **8. Teaching and Learning Methods**

A key feature of the learning and teaching strategy is the focus on student centred, experiential and applied learning. The teaching and learning ethos is to encourage participants to be reflective, to be able to use theoretical knowledge creatively in a variety of contexts, use initiative, and apply management and leadership skills appropriately.

The learning methods encompass short study blocks and directed independent study. Study blocks incorporate a range of teaching and learning methods such as group exercises, case studies, reflection, lectures, presentations and videos. Independent study is supported by a blend of multi-media e-learning materials, with additional support from module leaders.

The course will also use NOW, the University's virtual learning environment as a means of learning support and guidance, providing materials and testing facilities (e.g. on-line testing of knowledge) during the course, but particularly to allow participants to access learning materials and resources in between study blocks and assignments. All course materials will be available on the virtual learning environment; the course handbook, the module documents, the module slides, plus electronic access to the University's library. This allows participants the flexibility to obtain the course information wherever and whenever they wish.

### **9. Assessment Methods**

The course uses summative assessments to enable you to demonstrate your ability to apply knowledge and skills, as well as an understanding of the academic theories.

The assessments are designed to test all course learning outcomes, and include written assignments and presentations.

**Module 3: *From Strategy to Practice***

80% 4000 word report

20% Group presentation (20 mins + Q&A)

**Module 4: *Managing and Leading People & Change in HE***

80% 4000 word report

20% Group Presentation (20 mins + Q&A)

**10. Course structure and curriculum**

The PG Diploma in HE Administration, Management & Leadership is studied on a part time basis with each module delivered in short blocks of 3 days, supported by directed independent learning. Building on the structure of the PG Certificate in HE Administration, Management & Leadership, the structure of the course has been designed to offer a balance of independent study, as well as working and learning with peers from other institutions on the course. The Course consists of 2 core modules:

		CATS*
PG Dip		
3	From Strategy to Practice	30
4	Managing & Leading People and Change in HE	30
Total CATS		60

\*CATS = Credit Accumulation and Transfer Scheme

Module 3: From Strategy to Practice (30 M level Credit Points)

Module 4: Managing & Leading People and Change in HE (30 M level Credit Points)

The PG Diploma builds on the knowledge developed at the PG Cert stage by providing a grounding of the key functional areas and activities within HE, with an emphasis on imparting the skills required for effective management and leadership.

**11. Admission to the course**

*Criteria for direct entry to the Postgraduate Diploma stage are normally:*

- Satisfactory completion of the PG Certificate in HE Administration, Management & Leadership (within the last 5 years); or
- 60 M level points awarded through the NBS/NTU APEL process; or
- Possession of a relevant professional or academic qualification deemed to be equivalent and appropriate to at least 60 M level points.

Applicants whose first language is not English must be competent in written and spoken English up to the following standard: IELTS 6.5 (minimum 5.5 in reading and writing) or TOEFL iBT 83 with at least: Reading 18, Listening 17, Speaking 20, Writing 17.

If applicants do not meet the language entry requirements, they will be directed to the English for Academic Purposes (EAP) course provided by Nottingham Language Centre prior to the start of the MSc course. A range of language courses are available.

**12. Support for Learning**

The course leader, together with the course administrator and the course team, coordinate the academic support and other facilities available to all students enrolled on the course. All contact details are provided in the course handbook.

An induction, immediately prior to the start of the first module of the course, will include: an introduction to the course and the modules you will be studying, introduction to university I.T. facilities and Virtual Learning Environment (VLE), other sources of help and student support services. A student handbook, made available to all students at induction, will provide you with essential information about the Nottingham Business School for use throughout your period of study, and the support provided for your learning.

The library, IT and other learning resources are continually updated to ensure they are fit for purpose. In addition, University central support offers a range of professional services (including personal counselling) which are available on request and are publicised by the providers of those services. University central support departments include language support via the Nottingham Language Centre, Student Support Services, and the Careers Service.

**13. Graduate destinations / employability**

In recent years, HE has undergone unprecedented levels of change and diversification, with the administration and management of HE expanding to meet these challenges. In this context, HE institutions require administrative and managerial staff who command a wide range of skills and knowledge, and are competent in applying their experience in a highly complex and wide-ranging professional environment. The programme is designed to help individuals rise to these challenges and fulfil their potential as professional managers and administrators.

Once this course is completed successfully you may proceed to the MSc in HE Administration, Management & Leadership.

**14. Course standards and quality**

Course standards and quality are maintained in a number of ways. For example:

- A Course Committee, which includes student representatives from each current cohort, meets during or after each module to consider the course to ensure that the University standards are being met, and to consider the 'health' of the course. This committee will look at the delivery of the modules, the performance on assessments and feedback from students. It will also look at how the course and overall student experience can be developed for future cohorts. Student representatives from each cohort are elected by students to represent their views at programme committees.
- Module leaders produce an annual reflective report on each module as well as the Course Leader – both of these feed into the School Report and thus ensure that issues that need to be addressed or opportunities for enhancements are raised and reviewed by members of the management team at regular intervals during the life of a course.
- The course team ensures the continuing relevance of course content by consulting respected professional practitioners, such as employers, professional bodies and other academic institutions. The research interests of the staff also enhance the curriculum.

- The examination board will operate in accordance with current University policy and procedures as stated in the Academic Standards and Quality handbook.
- External examiners report on the appropriateness of the curriculum, the quality of student work and the assessment process.

Further quality assurances are built into the Courses with course team meetings and module team meetings.

Current national subject benchmarks for masters courses (identifying characteristic features of postgraduate), together with graduate attributes sought by employers, have informed course learning outcomes (see Section 7 above).

The course is also subject to the standards laid down by the University Handbook. Mechanisms are built into the quality assurance, such that developments or amendments to the programme are fed back to participants, and external examiners.

15. **Assessment regulations**

This course is subject to the University's Common Assessment Regulations (located in its Quality Handbook). Any course specific assessment features are described below:

The course is governed by the University assessment regulations as indicated in the Quality Handbook.

16. **Additional Information**

Collaborative partner(s):

Course referenced to national QAA Benchmark Statements:

QAA – Framework for higher education qualifications August 2008

QAA benchmark statement for Masters degrees in business and management (2007)

Course recognised by:

Date implemented:

Any additional information: