Programme Specification



Programme Title and Name of Award	PGCert Management and Leadership in Health and Social Care: Practice Development		
Academic Level	7	Total Credits	60
Professional Body Accreditation / Qualification	Not applicable		
Date of Professional Body Accreditation	Not applicable	Accreditation Period	Not applicable
UCAS Code	Not applicable		
HECoS Code	100088		
Criteria for Admission to the Programme	The University's standard criteria for admissions apply. Please refer to the Applicant Information pages of the University website for more information. For APL, please refer to the University website Detailed criteria for admission to this programme can be found on the relevant programme webpage: https://www.cumbria.ac.uk/study/courses/cpd-and-short-courses/Management-and-Leadership-in-Health-and-Social-Care-Practice-Development The decision to offer a place on the programme is at the discretion of the programme leader There is full commitment to equal opportunities criteria. The University is committed to widening access by taking candidates from a variety of educational backgrounds, without compromising academic standards. The following additional requirements apply for entry to this programme: Applicants must be a registered healthcare professional. All applicants must complete a pre-entry study skills package such as Preparing for Postgraduate Study if they are new to this level of study		
Teaching Institution	University of Cumbria		
Owning Department	Nursing, Health and Professional Practice		

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Programme delivered in conjunction with	Not applicable
Principal Mode of Delivery	Blended Learning, Distance Learning
Pattern of Delivery	Part-Time
Delivery Site(s)	All UoC campuses, approved partner locations, or off-site at employer premises (subject to the policy for off-site delivery)
Programme Length	Part-Time: Up to 2 years standard, 4 years maximum
Exit Awards	Not applicable
Period of Approval	August 2019 – July 2025

This programme has been approved (validated) by the University of Cumbria as suitable for a range of delivery modes, delivery patterns, and delivery sites. This level of potential flexibility does not reflect a commitment on behalf of the University to offer the programme by all modes/patterns and at all locations in every academic cycle. The details of the programme offered for a particular intake year will be as detailed on the programme webpage.

Cumbria Graduate Attributes

Throughout your studies, you will be provided with the skills and knowledge relevant to the global workplace. All successful graduates of the University of Cumbria will be:

- Enquiring and open to change
- Self-reliant, adaptable and flexible
- Confident in your discipline as it develops and changes over time
- Capable of working across disciplines and working well with others
- Confident in your digital capabilities
- Able to manage your own professional and personal development
- A global citizen, socially responsible and aware of the potential contribution of your work to the cultural and economic wellbeing of the community and its impact on the environment
- A leader of people and of places
- Ambitious and proud

Programme Features

Our long-established Practice Development Framework comprises tailor-made continuing professional development (CPD) for all healthcare professionals including nurses, occupational therapists, physiotherapists, radiographers, paramedics as well as unregistered staff working in the health, wellbeing and social care sector. Programmes within the framework have been designed to meet the needs of anyone interested in developing their professional and personal knowledge and

expertise to develop excellence in practice within community, workplace and health and social care settings. Studying with us you will be offered the opportunity of tailoring your own programme of study, consisting of single modules, short courses or full programmes of study. Delivery is flexible involving online distance learning and/or on campus study. Potentially, credits from other programmes you have studied can be taken into account and there are flexible funding options available, with the option to pay on a module-by-module basis or via a student loan where appropriate.

Programmes within the Practice Development Framework provide accessible higher education opportunities at a level which is appropriate to you, the student. The programmes utilise a collaborative approach in the provision of inclusive person-centred continuing professional development education, which is responsive to market demand and which has been developed following extensive engagement with employers, current students and external commissioners. Whilst undertaking this programme of study, you will be introduced to and experience the process of transformative learning, founded upon personal critical reflection which will develop you as a knowledgeable, flexible, enquiring practitioner, capable of problem solving and leading innovative approaches.

Your programme "will include content which is relevant to the world of work, emphasising problem-solving and the interaction of theory and practice. It will challenge you intellectually, promoting independence and confidence" (University of Cumbria, Learning, Teaching and Assessment Strategy [LTA] 2017-22). Equally focussing upon one of the key themes from the same strategy we aim to "provide an environment for the development of professionally relevant, research informed and innovative programmes". This theme not only provides a foundation for your chosen area of study, but it also recognises the importance of using a clear educational curriculum model and framework to structure your programme, with you as the learner being central to this process.

Focussing on the knowledge and skills required for your employment, the curriculum accommodates the latest contemporary practice developments, key elements of reflective practice and transformative learning. Our University of Cumbria graduate attributes recognise the importance of you being "self-reliant, adaptable and flexible" in your thinking and practice. This will be reflected in developing and enhancing your skills of enquiry and encouraging you to be "open to change" embracing the principles which underpin transformative learning. Our collaborative approach to learning has underpinned Practice Development programmes for many years and moving forward together we can support you as you adopt and benefit from the transformative learning process, which indicates an ongoing change and reflects the importance of life-long learning.

Managed by an overall framework leader, with individual programme leaders for each target award, the Practice Development Framework is based on the principles of credit accumulation (and transfer), flexibility and choice. You may be able to transfer existing internal (University of Cumbria) credit into your award, providing you can demonstrate currency and applicability of the credit to the award. Each programme incorporates a pre-determined selection of relevant health, wellbeing and social care modules which have been validated for stand-alone delivery. You will have the opportunity to accumulate credit through the completion of those modules which are most appropriate to you and your practice. The number and type of modules will depend on your desired target award. For those students studying on a module-by-module basis, once the appropriate amount of credit has been acquired, you will be able to transfer the credit into a named award (providing you meet the entry criteria for that award) and providing the requirements in relation to core and optional modules for the award have been achieved.

In the case of the **PGCert Management and Leadership in Health and Social Care: Practice Development**, you will be required to undertake the following core modules:

- Leadership through Transformative Learning (20 credits)
- Management Within a Strategic and Organisational Context (20 credits).

And one optional module, select either

- Coaching and Mentoring (20 credits)
- Workbased learning (20 credits)

This programme of study is created to align with workforce development and supports the progression of staff, in accordance with the standards set by professional, statutory and regulatory bodies such as the Nursing and Midwifery Council (NMC), the Health and Care Professions Council (HCPC). The 3 modules of this programme are contemporary, in that they meet the needs of the stakeholders and will continue to do so in the future.

The PGC Management and Leadership in Health & Social Care is one of a suite of programmes within the Practice Development framework. This programme has been specifically developed to meet the continuing professional development needs of individuals who are leading, managing, supervising at a strategic level (or aspiring to do so) in health and social care settings. The programme is designed to enable you to apply your learning to your own health and social care context.

The development of the PGC Management and Leadership in Health & Social care has been informed by engagement with key employers and NHS commissioners who require a suite of modules to support management and leadership development for staff at all levels within their organisations. This engagement has ensured that content and delivery methods are appropriate for the needs of a diverse workforce (NHS and private and voluntary sectors).

The PGCert Management and Leadership in Health and Social Care: Practice Development includes shared modules with other programmes, affording you the opportunity to learn alongside a wide range of other students who are studying health and social care related programmes. This will provide you with opportunities to encourage the development of interprofessional values and perspectives, and to support the ethos of collaborative working.

The importance of the development and enhancement of management knowledge, skills and behaviours for health & social care leaders & managers is crucial and the programme has been developed with this in mind; TLA's are designed to enable you to demonstrate application of these skills to practice.

Following completion of the PGCert Management and Leadership in Health and Social Care: Practice Development the Practice Development framework facilitates seamless progression to the PGDip and MSc Practice Development to further support your continuing professional development.

Aims of the Programme

The overall aims of the Programme are to:

- 1. Provide a transformative, postgraduate learning experience for you to advance your academic and professional development through critical self-reflection and reflexivity.
- 2. Enable you to develop a mastery of complex and specialised knowledge and a critical awareness of issues at the forefront of your field of practice.
- 3. Develop conceptual knowledge and advanced understanding of how techniques of enquiry enable the critical and objective analysis, interpretation and application of research and evidence within your sphere of influence.

Level Descriptors

Level Descriptors describe in general terms the expected outcomes you will achieve at each level of study as you progress through your programmes. They describe the relative demand, complexity, depth of learning and learner autonomy associated with a particular level of learning and achievement. The University's Level Descriptors are aligned to the national Framework for Higher Education Qualifications (FHEQ) and are a key mechanism for ensuring the academic standards of the University's provision.

At Level 7 (Usually Master's level), you will be able to demonstrate that you have the ability:

- To display a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of your academic discipline, field of study or area of professional practice.
- Employ advanced subject-specific and cognitive skills to enable decision-making in complex and unpredictable situations.
- Generate new ideas and support the achievement of desired outcomes.
- Accept accountability for decision making including the use of supervision.
- Analyse complex concepts and professional situations by means of synthesis of personal and work place reflection and data drawn from scholarship and research in the field.

Programme Outcomes – Knowledge and Understanding

The programme provides opportunities for you to develop and demonstrate the following:

After 60 credits of study (PGCert) you will be able to demonstrate understanding of:

- **K1.** The evidence, theories and policy drivers that underpin decision-making and judgement in practice.
- **K2.** A holistic approach to management and leadership within the field of health and wellbeing practice.
- **K3.** The complexities of professional, ethical and legal perspectives relating to practice, incorporating sensitivity to diversity and cultural issues.

Programme Outcomes – Skills and other Attributes (including Employability Skills)

The programme provides opportunities for you to develop and demonstrate the following:

After 60 credits of study (PGCert) you will be able to:

- **S1**. Use initiative in decision-making and generate transformative solutions through the synthesis of ideas and information as a result of critical reflexivity.
- **S2**. Communicate effectively and empathically with patients, colleagues and your team in complex and unpredictable situations.
- **S3**.Use information technology innovatively for the acquisition and the effective presentation of information.

External and Internal Reference Points

The following Subject Benchmark Statements and other external and internal reference points have been used to inform the Programme Outcomes:

- Public Health England (2017) consultation document <u>Facing the Facts</u>, <u>Shaping the Future</u> (a draft health and care workforce strategy for England to 2027)
- QAA Subject Benchmark Statement: Paramedics (2016)
- College of Paramedics, Post-Registration Career Framework (2018)
- Transforming Urgent and Emergency Care Services in England (NHS England, 2015)
- UoC Learning, Teaching and Assessment Strategy
- UoC Strategic Plan 2017-2020
- UoC Department of Nursing, Health and Professional Practice Business Plan 2016-2021
- <u>UoC Academic Regulations and Academic Procedures and Processes</u>

Graduate Prospects

Completion of this programme of study will enhance employability and career prospects. This may manifest in a number of ways, for example, you may use this qualification to gain promotion within your professional role or to develop or extend your sphere of practice.

This programme will enable you to develop competence and confidence in your role, increasing your career prospects and the ability to work as an autonomous practitioner.

Learning, Teaching and Assessment Strategies employed to enable the Programme Outcomes to be Achieved and Demonstrated

As a student at the University of Cumbria, you are part of an inclusive learning community that recognises diversity. You will have opportunities to learn by interacting with others in a collegiate, facilitative and dynamic learning environment. Teaching, assessment and student support will allow equal and equitable opportunities for you to optimise your potential and develop autonomy.

We seek to create a stimulating and innovative community of learning, whether encountered on campus or at a distance. Facilitated by our expert practitioner staff, you will experience a learning environment that is well equipped, flexible, and stimulating.

The University of Cumbria, Learning, Teaching and Assessment Strategy (LTA, 2017-22) underpins all aspects of the Practice Development Framework.

The framework is designed to be flexible, utilising the full range of UoC digital resources and supported communication through learning technology (including online and distributed places for learning). Learning is based in both academic study and practice environments. You are actively facilitated to use, apply and integrate your developing knowledge within your practice and to develop an enquiring, evaluative approach to your study and practice, through a transformative learning experience.

Where specifically included, work based learning is facilitated by a practice designated mentor, supported by the University.

Learning and Teaching Methods will:

- Promote the development of inclusive practice and address a range of learner types
- "Scheduled learning and teaching" encompasses a variety of approaches to learning and teaching
 across the framework. Strategies include online and / or class-based workshop activities,
 facilitated discussion and debate, tutorials, guided study and reading, work based learning,
 reflection on practice
- Use learning technology to promote your learning and achievement, for example through the use of mobile technology, podcasts, webinars
- Provide active learning and social learning opportunities
- Provide appropriate engagement and facilitation models for distance, online and flexible learning students
- Provide opportunities for you to select modules appropriate to your professional context thus fostering employability prospects
- Foster aspiration and career readiness through work-based, experiential and inter-professional learning
- Be relevant to the needs of your workplace, emphasising problem-solving and the interaction of theory and practice
- Use research-informed teaching, drawing on health, social care and workplace knowledge and expertise

The framework is successfully delivered by a team of specialist, experienced lecturers, ensuring learning and teaching methods are contemporary and contextually relevant.

Summative and Formative Assessment Methods:

- Assessment load is minimised for your benefit whilst upholding robust academic standards
- Are designed to provide a creative and balanced strategy across the programme
- Provide a range of authentic, engaging and challenging formative assessment activities which as
 well as being important for learning, promote the value of formative assessment and contribute
 to the successful completion of the summative assignment task(s). Examples include quizzes,
 group work, peer review, presentations, reflection, tutorials, online activities which are designed
 to generate feedback on performance in order to improve learning
- Enable the valid testing of the programme learning outcomes, through a variety of summative "written assignments" including for example; portfolio, case study, reports, reflective accounts, response to peer review, academic essays, appraisal of evidence
- Are relevant to the needs of the workplace, allowing for authentic assessment and effective formative feedback to facilitate your success
- Encourage you to critically reflect on your knowledge and skills development, in order to develop your ability to make sound professional judgements

Student Support

Here at the University of Cumbria you will be supported by many individuals and teams. Some, like your tutors and library services, you will have regular contact with, others work in teams 'behind the scenes', however their valuable contribution to your experience and engagement with the learning

process is a significant one and they too have been involved in the development of your modules and programmes, as evidenced by their suggestions (highlighted through the use of quotations below).

Through studying with us you will be able to "recognise and understand how digital literacy works to enhance your learning" (LTA, 2017-22). Some of your formative and summative assessments will involve using digital resources to capture your personal learning and this will be linked to the use of 'artefacts' and transformative learning.

Digital technology allows us to access the most up to date information and research especially in relation to care and practice. Accepting that the location and finding of information can be extremely quick, it becomes important to develop your "abilities to critique the quality and validity of this". Our academic literacy team (along with your tutors) will encourage you to be discerning in your use of evidence and reference sources to support your academic writing. The literacy team will also encourage you to "develop your practice voice" when writing, and "be able to articulate your learning in relation to practice and the associated decision making process in order to teach others". This is an important aspect of developing your confidence when writing academically, accepting and recognising the depth of your critical thinking when problem solving in practice and then transferring this process to your academic literacy skills.

In doing this you will obviously have the support from our literacy team and tutors, with both encouraging you to access our HeadStart virtual learning study skills package. Here you will be guided through the programme which specifically focuses upon developing your academic writing skills. This will show you how to begin, structure and conclude an assignment for example and reinforce the importance of using the adopted Harvard referencing technique to support your content. Feedback from these teams has led us to involve a teacher from the continuing professional programme in the initial academic study skills induction. With this collaborative approach you will be able to ground the exploration of literacy skills in your own practice.

We provide responsive learner support that promotes student success. Our approach to learner support is designed to support achievement and progression, champion inclusivity and accessibility, prepare you for opportunities beyond study, and promote independence and resilience, enabling you to achieve your potential.

As a student of the University of Cumbria, you will be taught by academics and expert practitioners who facilitate learning through structured inquiry. You will be provided with access to high quality academic resources through physical and digital libraries and will be supported to develop skills that enable you to become a critical, reflective, discerning and independent learner and researcher.

Induction

You will be required to complete a framework-specific induction programme either online or face-to-face. Induction is used to introduce you to the Practice Development Framework and to the University's systems and resources, including Library Service, Blackboard, Timetabling, Webfolio, etc.

Personal Tutoring

You will also be allocated a Personal Tutor (PT). Regardless of your mode of study (distance learning, blended learning), your Personal Tutor will be proactively involved in the delivery of your programme and will have contact with you throughout your time at the University. They will support your learning and development, including tutorials (face to face, Skype, telephone according your needs), Progress Reviews and other support as outlined in the Personal Tutoring Policy. Regular contact will enable you to plan your personal development needs. Your PT will signpost you to appropriate members of the team, or specific sources of information as appropriate.

Personal Development Planning

Personal development planning is a key function of your PT, who in the case of the Practice Development Framework is charged with supporting you to identify and meet your individual

personal and professional learning and development needs. The PT will assume an academic tailoring role which consists of moderating your journey through your programme of study, so that your choice of modules and focus of the assessments is appropriate to both your area of practice and your target award. Your PT will provide support and guidance for your academic development planning.

Library and Academic Support (based in Information Services)

Module leaders will collaborate with Library and Academic Advisors to ensure that your reading lists are current and items are available via the library collections. In order to maximise access, availability and usefulness, ebooks and electronic journal titles will, in most cases, be prioritised. You can access a wide range of great electronic and print content using OneSearch and you can find out more about key texts, databases and journals for your subject by accessing the library's subject resources webpages. Where appropriate, module reading lists will be made available to you electronically using the university's online reading list system.

The <u>Skills@Cumbria</u> service can help support your academic skills and success throughout your programme. The service is delivered by a team of professional Library and Academic Advisors. It includes a suite of <u>online self-help resources</u> accessible 24/7 via the University's website and Blackboard site. It also provides group and individual advice and guidance accessible through and alongside your course and by different means such as face-to-face, email or virtual. Visit skills@cumbria for more details.

IT and Technical Support

Technology is an invaluable asset when it comes to studying, so it's important you know how to make the most out of the excellent <u>facilities</u> we have available. Our aim is to ensure you can access university electronic resources from anywhere or any device, whether on or off campus. The <u>Student Hub</u> is your one-stop gateway to all university systems, Outlook email, and OneDrive.

Whether you consider yourself a computer expert or you're not confident about your IT skills, we're always around to ensure you get the level of support you need. We have a wealth of information and support available on the <u>website</u> and have a dedicated IT Service Desk where you can talk to someone by phone or log your question online from anywhere, at any time.

Staff and Student Services

Staff and Student Services offer a wide range of support, including: careers and employability, financial help, counselling, health and wellbeing and support for disabled students and those with specific learning requirements. We know that you want to get the most out of your programme, make the best use of your time and find or continue in the career you always dreamed of. Access university support and facilities easily and quickly via the website and/or via the Student Services guidance tile on the Student Hub.

In addition to the range of guidance above, you have the opportunity to further develop your personal, academic and professional skills by taking part in a number of initiatives coordinated and delivered by professional services advisers:

Preparing for Postgraduate Study

This free online pre-entry Master's level course is available free of charge through the Open Education Platform powered by Blackboard as is Head Start Plus. It provides a useful insight into the academic requirements of study at postgraduate level and is recommended to students who are about to start their PG qualification.

To access the course simply follow the link to https://openeducation.blackboard.com/cumbria and set-up a free account with Open Education. Once logged on, select the course free of charge and work through it at your own pace.

Mature Students' Events

Whether it is a coffee morning, lunchtime gathering or a social event, there are events happening throughout the year to link you up with other mature students who will also be juggling a number of commitments alongside their studies.

Help is at Hand Events

Keep a look out for these interactive events on campus around October and January. You are encouraged to attend these as they showcase the range of support available here and gives you the opportunity to talk to people from Finance, Accommodation, the Students' Union, the Wellbeing and Disability Team etc.

Career Ahead

Career Ahead is the University's Employability Award, which gives students the opportunity to make their graduate CV stand out. Based on what employers look for in an ideal candidate, this award works with students to identify any gaps in their skill set, reflect on their experiences and develop further skills. The University of Cumbria's employability award is split into three stages: Bronze, Silver and Gold, with a further Career Ahead + Platinum level. Students' engagement in extra curricula activities such as volunteering, part-time work, project and charity work and peer mentoring are recognised within Career Ahead. To find out more or to register, email careerahead@cumbria.ac.uk.

Programme Curriculum Map Academic Module Code Module Title Credits Credits Status* Programme Outcomes achieved

Managing Within a Strategic and Organisational

Context

Leadership Through Transformational Learning

Coaching and Mentoring

7 Or HCPD7015 Workbased Learning 20

Notes

7

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This programme operates in accordance with the University's Academic Regulations and Academic Procedures and Processes.

Module pass mark: 50% (Postgraduate)

HCPD7057

HCPD7058

HCPD7060

A failed student will not be permitted to re-register on the same programme.

* Key to Module Statuses		
Core Modules	Must be taken and must be successfully passed	
Optional Modules	Are a set of modules from which you will be required to choose a set number to study. Once chosen, it may possible to condone/compensate as a marginal fail (within the limits set out in the Academic Regulations and provided that all core or pass/fail elements of module assessment have been passed)	

20

20

20

Core

Core

Optional

Optional

K1, K2, K3, S1, S2, S3

K1, K2, K3, S1, S2, S3

K1, K2, K3, S1, S2, S3

Programme Delivery Structure: Part-Time Examples

20 credit modules are timetabled to run over a 12-week period, starting in September (Autumn Semester) or January (Spring Semester). You have the option to vary your pace of study and to complete the modules within a 1-2 year period.

September intake				
Module Code	Module Title	Delivery Pattern	Method(s) of Assessment	Approximate Assessment Deadline
HCPD7058	Leadership Through Transformational Learning	Autumn Semester	Written assignment	March
HCPD7057	Managing with a Strategic and Organisational Context	Spring Semester	Written assignment	April
HCPC7060 Or HCPD7015	Coaching and Mentoring Or Workbased Learning	Extended Semester	Written assignment	July

Students exiting at this point with 60 credits including all core modules would receive a PGCert Management and Leadership in Health and Social Care: Practice Development

January intake				
Module Code	Module Title	Delivery Pattern	Method(s) of Assessment	Approximate Assessment Deadline

HCPD7057	Managing with a Strategic and Organisational Context	Spring Semester	Written assignment	April
HCPD7060 Or HCPD7015	Coaching and Mentoring Or Workbased Learning	Extended Semester	Written assignment	July
HCPD7058	Leadership Through Transformational Learning	Autumn Semester	Written assignment	December

Students exiting at this point with 60 credits including all core modules would receive a PGCert Management and Leadership in Health and Social Care: Practice Development

April intake				
Module Code	Module Title	Delivery Pattern	Method(s) of Assessment	Approximate Assessment Deadline
HCPC7060 Or HCPD7015	Coaching and Mentoring Or Workbased Learning	Extended Semester	Written assignment	July
HCPD7058	Leadership Through Transformational Learning	Autumn Semester	Written assignment	December
HCPD7057	Managing with a Strategic and Organisational Context	Spring Semester	Written assignment	April

Students exiting at this point with 60 credits including all core modules would receive a PGCert Management and Leadership in Health and Social Care: Practice Development

Methods for Evaluating and Improving the Quality and Standards of Learning			
Mechanisms used for the Review and Evaluation of the Curriculum and Learning, Teaching and Assessment Methods	 Module Evaluation Programme Validation and Periodic Review Annual Monitoring Peer Review of Teaching External Examiner Reports Student Success and Quality Assurance Committee 		
Mechanisms used for gaining and responding to feedback on the quality of teaching and the learning experience – gained from: Students, graduates, employers, placement and workbased learning providers, other stakeholders, etc.	 Staff Student Forum (for those programmes with specific cohort start and end dates). Module Evaluation Forms Programme Evaluation: National Student Survey, UK Engagement Survey Module/Programme/Personal tutorials Meetings with External Examiners Meetings with stakeholders / commissioners of programmes 		

Date of Programme Specification Production:	January 2019	
Date Programme Specification was last updated:	October 2021	
For further information about this programme, refer to the programme page on the University website		

The following information has implications for potential international applicants who require a Tier 4 visa to study in the UK		
Is the placement requirement more than 50% of the programme?		
If yes, what % of the programme is the placement requirement?	Not applicable	
If yes, is the amount of placement a statutory requirement to meet Professional, Statutory or Regulatory Body (PSRB) or Department of Education requirements?	Not applicable	