

- **Overview**

Our Postgraduate Certificate in Business and Management offers an advanced qualification useful to graduates who wish to become effective leaders and managers.

After completing our PG Cert in Business and Management, you have a number of options to continue your personal and professional development.

You can continue your journey by progressing onto our MSc Business and Management programme, or you can choose to specialise with our MSc Business with Finance, MSc Business with Human Resources or MSc Business with Marketing course.

- **Course structure**

The Postgraduate Certificate in Business and Management is made up of the following modules and, upon completion, is equal to a total of 60 credits at Level 7.

- **Level 7 modules:**

Management: Principles and Practices (20 credits)
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Optional modules equal to 40 credits
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- **Optional modules**

(Please note: If you plan to progress onto either our Management, HR, Finance or Marketing pathway, you must choose the appropriate modules for each pathway. Our Admissions team will be able to advise you on the appropriate choice for you.)

Marketing: Principles and Practices (20 credits)
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Economics for Managers (20 credits)
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Leadership in Practice (20 credits)
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Financial Decision Making (20 credits)
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Human Resource Management (10 credits)
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Human Resource Management in Context (10 credits)
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You can choose to continue your journey with our 120-credit PG Diploma Business and Management, PG Diploma Business with Finance, PG Diploma Business with Human Resources or PG Diploma Business with Marketing courses. Or you can continue your journey by progressing onto our 180-credit MSc Business and Management, MSc Business with Finance, MSc Business with Human Resources or MSc Business with Marketing courses.

- **Course Duration:** 8 Months

**Mode:** Online

## **Entry requirements**

We have flexible entry requirements that look at both your academic and work-based experience as well as your motivation to do the course. There are two entry routes onto our PG Cert Business and Management programme:

### **1. Academic Entry Route**

In order to satisfy the Academic Entry Route requirements for our PG Cert Business and Management programme you must have the following qualifications as a minimum:

- An undergraduate degree from an approved institution equivalent to a UK Honours degree or a relevant professional qualification.

If English is not your first language, IELTS (Academic) 6.5 or equivalent. If you do not hold an IELTS or equivalent qualification, we require students to pass a free online English test.

You don't need to prove your knowledge of English if you're a national of, or if you have completed a qualification equivalent to a UK degree in, any of these countries.

### **2. Work Experience Entry Route**

We recognise that you can gain skills in a wide variety of ways and that prior academic performance is not the only indicator of an applicant's ability. Therefore, if you do not meet the minimum academic standards above, you may still be eligible to enrol via our Work Experience Entry Route.

In order to satisfy the Work Experience Entry Route requirements for our PG Cert Business and Management programme you must meet the following criteria as a minimum:

- At least five years' senior level work experience.
- English language proficiency should be at a level equivalent to IELTS 6.5.
- If you do not hold an IELTS or equivalent qualification, we require students to pass a free online English test.

You don't need to prove your knowledge of English if you're a national of, or if you have completed a qualification equivalent to a UK degree in, any of these countries.

Your application will be considered on an individual basis taking into account your motivation for doing the course, prior work experience and other relevant qualifications that demonstrate your ability to successfully complete the programme.

- **Assessment**

We adopt an assignment-based approach to assessment instead of exams. Assessment for the Postgraduate Certificate in Business and Management is based on a combination of written coursework.

You are always aware of your current provisional grade right from the start of the programme, allowing you to evaluate the success of your current study methods and clearly identify areas to improve. We believe that this transparency gives you the information you need to make the most of your postgraduate course. We achieve this by:

- showing your marks clearly in your gradebook, which can be viewed whenever you log onto the learning platform
- the rapid turnaround of work assessed to ensure that your gradebook is always up to date
- assessing your work throughout the module rather than waiting for end of year exams
- ensuring you have regular contact with your Student Adviser
- the simplicity and transparency in the design of our assessment criteria

We also have a policy of ensuring that work submitted by students is authentic. As well as the fact that all work is frequently assessed, we use a well-established electronic monitoring system to check for plagiarism.