Corporate Training & Professional Development

Flexible Pathways

University of Hertfordshire Business School
Contents

Turning potential into performance 3
A leading entrepreneurial university 4
Study that works for you 4
Our Flexible Framework 5
Undergraduate
BA (Hons) Professional Studies via APEL 6
Postgraduate
MSc in Business and Management Studies via APEL 7
Training Academies
Creating your own academy 8

“I found the teaching at UH to be first-rate and the access to the full facilities of the University extremely helpful!”

Matthew Gale, CIM Chartered Postgraduate Diploma student
Turning potential into performance

We firmly believe business can only be successful if employees are motivated and have opportunities to develop their potential.

At the University of Hertfordshire, we’re passionately committed to lifelong learning and helping people realise their full potential. That’s why, to meet the needs of employers and employees alike, we offer a wide range of accredited and non-accredited continuing professional development (CPD) and corporate training programmes designed to shape new ways of thinking and give employees the skills to go further.

Our courses are taught by specialist academics and expert practitioners. Whatever sector you’re in, whatever level you’re at, you’ll find the right course at the University of Hertfordshire.

To find out more about studying with us:
visit go.herts.ac.uk/professionaldevelopment
or email cpdu@herts.ac.uk

Our professional partners
**A leading entrepreneurial university**

The University of Hertfordshire is a new kind of higher education institute.

More than 4,300 students and over 500 working professionals on traditional workforce programmes study with us in a vibrant environment, supported by first-class facilities and a hugely experienced 250-strong academic team. Our staff continue to practise and bring valuable real-world experience to the school. We maintain strong links across all business sectors – public, private and third – as well as with professional bodies on a regional, national and international level. By working closely together, we ensure that all of our courses are designed and developed with working professionals in mind.

**10 great reasons to study at the University of Hertfordshire**

1. Rated ‘excellent’ by the Quality Assurance Agency (QAA)
2. Specialist subject tutors
3. Small class sizes
4. Expert 1-2-1 support
5. Outstanding university resources
6. Access to our professional network
7. Convenient weekend schedule
8. State of the art facilities
9. Convenient road and rail links
10. Free parking

**Study that works for you**

The Business School offers a diverse range of professional qualifications and short courses, flexibly delivered and designed to fit around your work and family commitments.

Starting at different times of the year, our courses are underpinned by expert classroom tuition held at weekends, at the University’s state-of-the-art de Havilland Campus. All of which is backed up by extensive independent study opportunities through our distance learning platform: when it comes to studying back at home, you’ll find our virtual learning environment, StudyNet, invaluable. StudyNet gives you round-the-clock access to course information, e-resources, study notes, your fellow students and so much more.

You’ll also have access to our award-winning Learning Resources Centres, boasting a technology-rich environment with almost 3,000 study places, 1,500 computer workstations, 600,000 books and 120,000 electronic books.

If you have a number of staff requiring development, we can custom deliver our corporate training and professional development programmes. This means we can deliver on-site at your premises or at the Business School. Programmes are tailored to suit the level and experience of your staff and to reflect the needs of your business. While we offer an extensive range of programme choice, we can additionally create bespoke programmes to reflect more specialist development needs. As well as classroom taught programmes, we provide one to one executive coaching and group coaching sessions for action-learning. Whatever your development requirement, we can help.
Our Flexible Framework

What is it?
Our Flexible Credit Framework was developed to provide improved access to Higher Education for those in work. It recognises that Higher Education credit may be obtained in a range of ways and seeks to maximise opportunities for employees with workplace experience to gain credit and build that credit towards an award. The key feature of the framework is its flexibility, serving the personal and professional development needs of individuals and the workforce development needs of business.

How does it work?
Our framework is based within a shell structure and consists of modular building blocks enabling individuals to gain and bank credit via different learning and training routes over a period of time.

How can I be assessed?
We offer shell pathways in Professional Development Studies and Business and Management Studies from small awards at certificate level to full masters.

- Work Based Learning
- Prior Experiential Learning
- Prior Certified Learning
- Employer internal programmes
- Non-certified external programmes
- Bespoke programmes from UH
- Standard modules from UH.

What will I get out of it?
- Freedom, choice and flexibility in your learning
- Build up credit at your own pace
- Transfer credits to avoid repeating learning
- Record all learning on an electronic learner record.

What is work-based learning?
Work based learning acknowledges the skills and knowledge that we all gain through a working environment (including the voluntary sector). It equates to what you could learn in an educational establishment and gives them credit. This credit, which is judged as rigorously as conventional classroom acquired credit, can then be used towards awards and even degrees. The work based learning project itself may take several forms including, among others, a portfolio evidencing what you are learning from the activity.

What is Accredited Prior Experiential Learning (APEL)?
Your experiential learning is just as valuable as that gained from a formal course of study, and as it is personal and often linked to repeated experience, you are unlikely to forget it.

APEL recognises that learning gained through work based experience is considered to be university level credit-worthy and allows the skills, knowledge, and understanding obtained in such a way to lead to an award. Accrediting learning from experience enables it to be used as part of a qualification and so save learners having to repeat what they have already acquired and demonstrated.
Is this course for me?
Yes, if you have extensive work experience and are currently in employment and are looking to obtain an Honours degree within one year to support your personal and professional development goals.

What will I be studying?
The programme aims to develop graduate-level knowledge and higher level skills that employers need in their workforce. These skills include creativity, enterprise, interpersonal/communication, problem solving and flexibility. You will cover areas such as organisational development, people development and project planning applications.

Where do I study?
The course is uniquely designed to fit around your existing work commitments, and is delivered over one calendar year with teaching taking place on our de Havilland Campus during weekends and one evening during the week.

What will I get out of it?
By developing and applying the skills you have learnt on the programme to your work place, your prior subject knowledge and experience will be complemented, providing you with a deeper professional appreciation of your subject area.

What are the entry requirements?
You should normally have successfully completed a Foundation Degree, HND, DipHE or equivalent and have previous work experience. Applicants with professional work experience and/or relevant qualifications returning to study after a break would be particularly welcome to apply.

When does it start?
The course starts in September.

APEL
Learning is a lifelong process and general credit awarded in recognition of experiential learning is not time limited. It involves identifying, assessing and accrediting relevant learning that has been gained through experience (such as employment, work experience, volunteering or experience as a service user) that can be shown to be equivalent to learning within a formal qualification.

How do I apply?
For further information about the programme please contact the Programme Tutor Jon Douglas at j.douglas@herts.ac.uk or call 01707 286538.
Is this course for me?
Yes, if you are a professional looking for a tailored route to a master's degree based on your previous work experiences.

What can I study?
Informal learning can count for up to 135 credits towards the 180 required for a master's degree. Your remaining credit will be acquired through formal learning and assignments or project work.

Where and when do I study?
Most study will be undirected study time but you will have structured meetings with your APEL tutor either in person or via video conferencing.

What are the entry requirements?
You need to submit an application form and full CV which will be assessed by the APEL tutor. They may contact you to discuss your application if they have any queries prior to accepting you on to the course.

When does it start?
You can start the course on acceptance of your application.

How long is the course?
This is a highly individualised study programme with one-to-one support from your tutor. The total study time varies but you should be able to complete the APEL stage within 21 weeks from enrolment. The project stage should be able to be completed within 4 months.

How do I apply?
For further information about the programme please call +44 (0)1707 285552 / 285584 or email CPDU@herts.ac.uk
Creating your own academy

What’s in it for us?
Many organisations are adopting a more strategic approach to learning and development to:
- Maximise return on investment of L & D expenditure by improving the impact and effectiveness of staff development
- Offer a tangible employee engagement and retention framework
- Implement benchmarking processes across varied training provisions
- Minimise duplication across professional, technical and functional training provisions
- Build capacity and higher skills in staff and management across the organisation

What can our Academy include?
It introduces an inclusive framework for staff undertaking:
- Work Based Learning
- Prior Experiential Learning
- Prior Certified Learning
- Employer internal programmes
- Non-certified external programmes
- Bespoke programmes from UH
- Standard modules from UH

How can it help our staff?
Once staff are within an Academy framework, their achievements can be recorded permanently in a University credit transcript. Small amounts of measurable learning can therefore be accredited and recorded, and accumulated towards a qualification. You can assist your staff with professional development through a structured progressive pathway.

This will encourage participation from individuals who might otherwise initially be nervous of commitment to longer term study. Experience has shown that once learners have achieved tangible recognition of their ability they are eager to go further.

How it works?
We can assess and accredit staff experience and learning within generic or ‘shell’ UH qualifications, such as:
- Professional Development Studies
- Business and Management Studies
These qualifications can be awarded from Certificate through to Masters. The smallest unit of credit to be awarded is 5 credits.

How to set up an academy
You will need to undergo a full audit and once approved, become a strategic accreditation partner of the university. We can then implement your assessment centre by registering staff on our flexible shell qualifications. Different assessment approaches are required for different learning approaches.

1. Accrediting in-house programmes
An entire programme can be approved as a UH accredited course. This means we can confer credit to all successful delegates. This approach is appropriate for high volumes of staff undertaking the same course.

2. Individual learning pathway
For those wishing to gain credit through prior experience, work-based learning, external certified training and non-certified training, a more individualised approach will be undertaken to assess learning.

Find out more.
call 01707 285552 or 285584.
The University of Hertfordshire Business School’s Corporate and Professional Development Unit is ready to help you, your people and your organisation.

To find out more about any of our services and facilities, call +44 (0)1707 285552 / 285584 or email CPDU@herts.ac.uk

Plug into a real business network

go.herts.ac.uk/businessservices