

## Programme Specification

### Graduate Certificate Project Management

<i>School:</i>	York Business School
<i>Entry from academic year:</i>	2024-25
<i>in the month(s) of</i>	January, September
<i>Awarding institution:</i>	York St John University
<i>Teaching institution:</i>	York St John University
<i>Delivery location:</i>	Online
<i>Programme/s accredited by:</i>	N/A
<i>Exit awards:</i>	
<i>UCAS code / GTTR / other:</i>	Not Applicable
<i>Joint Honours combinations:</i>	Not Applicable
<i>QAA subject benchmark statement(s):</i>	Business and Management (2015)
<i>Mode/s of study:</i>	non-standard period of study as follows: part time for one academic year
<i>Language of study:</i>	English
<i>Paired with Foundation Year</i>	No
<i>Study abroad opportunities:</i>	No
<i>Placement Year opportunity:</i>	No

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### Introduction and special features

Project management is fundamental to successful implementation of strategic change in any organisation. The Graduate Certificate Project Management is designed to develop your academic skills in evaluating the key principles and concepts of project management, allowing you to develop strategic and practical approaches in a wide variety of business environments. Designed around the established bodies of knowledge of the Association of Project Management (APM) and Project Management Institute (PMI), you will gain an insight into the principles and practice of project management as well as the tools and techniques required to contribute to business effectiveness. This will include consideration of the different methodologies and frameworks that are adopted within the field of project management, including Waterfall and Agile. The programme will introduce you to the strategic and operational considerations together with the human factors by looking at project leadership and team management. You will explore issues that have significant impact within organisations by working with others and building on both their experiences and your own.

In recognition of the importance of professional certification within the project management discipline, the Graduate Certificate will provide you with the necessary knowledge to prepare you for the foundation level professional body qualifications, such as CAPM and APFQ.

This programme will be delivered online. This online initiative recognises trends towards independent ways of learning and virtual forms of communicating, whilst maintaining the known benefits of sharing and disseminating experience in a group. Consequently, much of the learning is developed through the establishment of online collaborative learning communities of programme participants and tutors and you will become part of that community of learning. Your understanding is developed around the key skills, processes and practices of project management. Solutions to real problems are suggested, discussed and analysed within the learning community with the support of tutors and fellow learners.

The distance learning element provides opportunities to grow global networks virtually, as well as creating an environment for cross cultural peer to peer learning.

Special features of the programme include:

- Flexible approach to enable you to balance your studies with existing commitments
- Designed for individuals in employment wishing to obtain a formal project management qualification but who do not hold a first degree
- Online lectures, specially tailored to help you develop your critical thinking skills
- Provides a supportive platform for critical reflection, through reflecting on the application of academic theories to real world situations
- Participation in active and supportive forums
- Access to guest lectures from practitioners
- Provides progression route to MSc Project Management

## **Admissions criteria**

You must meet the University's general entry criteria for [undergraduate](#) study. In addition, you must have:

- Two years' relevant business experience

If your first language is not English, you need to take an IELTS test or an equivalent qualification accepted by the University (see <https://www.yorksj.ac.uk/international/how-to-apply/english-language-requirements/>).

If you do not have traditional qualifications, you may be eligible for entry on the basis of [Recognition of prior learning \(RPL\)](#). We also consider applications for entry with advanced standing.

## **Programme aim(s)**

The programme is designed to allow individuals to gain access to university study building on their prior relevant business experience in order to achieve their future ambitions. The overall aim of the Graduate Certificate Project Management is to develop students' knowledge and understanding of the fundamental concepts and methodologies relevant to the successful delivery of projects, in particular:

- To prepare you for a future career within the field of project management
- To provide you with a detailed understanding of projects, programmes and portfolios and the relationship with business operations
- To provide you with a clear understanding of the tools and techniques crucial to the managing of projects

## **Programme learning outcomes**

Upon successful completion of the programme you will be able to:

- 6.1 Differentiate the role of projects, programmes, portfolios and the relationship with the organisational operations.
- 6.2 Apply the principles of project management in a range of contexts
- 6.3 Appraise the roles and responsibilities required to deliver projects
- 6.4 Effectively analyse and mitigate risk in the project context
- 6.5 Evaluate project governance frameworks
- 6.6 Critically analyse the project environment
- 6.7 Apply methodologies and processes to successfully achieve project objectives within the triple constraints of cost, time and quality
- 6.8 Analyse the project interfaces including contractual relationships and the procurement of solutions and services
- 6.9 Manage your own learning to explore a wide variety of learning sources and opportunities

## Programme structure

Code	Level	Title	Credits	Module status	
				compulsory or optional to take <b>C or O</b>	non-compensatable or compensatable <b>NC or X</b>
BMP6001M	6	Project Management People & Organisations	30	C	NC
BMP6002M	6	Project Management Processes	30	C	NC

\*Modules run sequentially in the order listed

## Learning, teaching and assessment

Each module is delivered using a range of teaching, learning and assessment strategies including articulated lectures, online tutorials and activities all designed to reinforce learning and confidence. The teaching material is available through our virtual learning environment (Moodle) as well as reading lists for recommended texts to support your study.

You will be expected to commit around 15-20 hours equivalent per week to your studies although this will vary to suit each individual. As you work through each topic you will undertake a variety of exercises which will provide opportunities for formative feedback to inform your work and help you prepare for the end assessment. Formative assessment is conducted through the completion of the topic activities/exercises which will help you to develop your skills in both academic writing and technical knowledge of the subject matter.

You will work in online study groups to allow virtual socialisation and peer support throughout the course and periodic online tutorial sessions will allow for live interaction with the tutor.

Each module is 30 credits at Level 6. Modules are delivered sequentially, over 10-week blocks with a final assessment.

The Graduate Certificate has been designed as an access programme for postgraduate study. Upon successful completion of the Graduate Certificate Project Management, you will have the opportunity to progress your studies by undertaking our MSc Project Management, or similar programmes within the Masters suite at York Business School, subject to application.

## Progression and graduation requirements

The University's [general regulations](#) for undergraduate awards apply to this programme.

Any modules that must be passed for progression or award are indicated in the Programme Structure section as non-compensatable.

## Internal and external reference points

This programme specification was formulated with reference to:

- [University mission and values](#)
- [University 2026 Strategy](#)
- [QAA subject benchmark statements](#)
- [Frameworks for Higher Education Qualifications](#)
- [APM Body of Knowledge, 7<sup>th</sup> Edition 2019](#)
- [PMI Body of Knowledge, 6<sup>th</sup> Edition 2017](#)

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Date written / revised: 21/08/2019  
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