



Postgraduate Certificate Guide

In association with:



University of
Chester

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The Postgraduate Certificate Qualification

- The postgraduate certificate (PG Cert) is a postgraduate qualification which sits between a degree and a masters.
- This is still a level 7 qualification and enables you to add PG Cert after your name upon completion.
- The postgraduate certificate also provides an excellent route into a full MBA, contributing 60 credits towards the 180 credits needed for the MBA. In essence, this is one third of the full masters qualification.

Enrolment

- **Prior to starting the PG Cert and completing your formal application with the university, you will need to contact the In Professional Development team at enquiries@inpd.co.uk or contact 0161 509 2999.**
- **Please note that enrolment with the University of Chester needs to be completed with 12 months of completing the initial 5-day course (Directors Development Programme or Executive Mini MBA). Please contact In Professional Development to assist you with the enrolment process, rather than contacting the university directly.**

How to apply – 5 simple steps

1. Contact In Professional Development, who can process your enquiry and look after invoicing in relation to ELCAS. Do not proceed to step 2 until requested by In Professional Development.
2. Please visit the following URL – <https://www1.chester.ac.uk/study/postgraduate/how-apply>
3. Click on 'Apply now' to access the online application system – NOTE: 'Apply now' button at the bottom of the page.
4. On the course drop down option, select the appropriate course code as follows:
Business Administration PG Cert (if you are attending our Executive Mini MBA)
or
Strategic Leadership for Directors PG Cert (if you are attending our Directors Development Programme or Non-Executive Directors Programme)
5. Complete the application form (Ensure you upload copies of relevant supporting documentation) and submit!

IMPORTANT TO NOTE: If your main residence is classed as overseas when applying for the PG Cert, then you may be liable for higher tuition fees as you will be deemed as an international student by the University of Chester.

Next Steps

- Admissions will review your application and come directly back to you should they need additional clarification regarding your application.
- Once reviewed and accepted, you will receive a formal 'Offer letter'. This will be sent electronically to the email address you have provided.
- You will need to formally respond to the 'Offer letter' and accept.
- You will then be sent a welcome email from the university containing your student number and access logins for online resources.

Hints and Tips

- You only need to list your most relevant qualifications in your application. If it is not relevant, then please don't add it in to your application – your professional experience is often more important to evidence than older qualifications.
- You need to provide certificates for all previous qualifications you list. If you do not have copies of your certificates then you will need to upload a copy of your CV and your application will be based on your work experience.

Further Help

If you have any questions or experience any difficulties with the application process, please contact:

- Email: postgrad@chester.ac.uk
- Tel: 01244 511000 and ask for 'Postgraduate Admissions'
- Visit: <https://www1.chester.ac.uk/centre-work-related-studies/study>

Alternatively, feel free to speak to one of the team here at in > Professional Development and we would be more than happy to help you.

The Assessments

- The assessments can all be applied to the business situation and workplace which give you and the wider organisation a chance to learn and adapt business practice.
- This also allows businesses and people to apply recognised theory and frameworks to the business situation which will improve working practices and ultimately lead to business improvement.
- To achieve the qualification, you must submit and pass an assignment for each module.
- Each Postgraduate Certificate is made up of three different modules, as below, and assignments are submitted across a 30-week timeframe.

Postgraduate Certificate in Strategic Leadership for Directors

- Aligned to the **Directors Development Programme**
- The Postgraduate Certificate in Strategic Leadership for Directors is composed of three 20 credit modules at Level 7.
- Modules are:
 - The Director's Role in Governance and Finance (due week 14)
 - The Director's Role in Leading and Managing an Organisation (due week 20)
 - The Director's Role in Strategic Leadership and Marketing (due week 30)

Postgraduate Certificate in Business Administration

- Aligned to the **Mini MBA Accelerator Programme**
- The Postgraduate Certificate in Business Administration (WBIS) is a Master level qualification which is composed of three 20 credit modules at Level 7.
- Modules are:
 - Leadership for Excellence in Projects and Processes (due week 14)
 - Finance for Managers and Leaders (due week 20)
 - Strategic Management for Marketing (due week 30)

Each module is assessed through a work-based critically reflective essay or report (notionally 5000 words).

Academic Support

- You will be assigned an experienced academic assessor who will provide support throughout the postgraduate certificate via email, video call or telephone. They will:
 - Discuss ideas for assessments
 - Assist with relevant theories and literature
 - Provide feedback on one full draft of each assessment prior to submission
 - Mark final assessments and provide thorough feedback
- You will be given access to the University of Chester online portal and resources.
- INPD also run virtual group tutorials discussing different topics, including (but not limited to) referencing, critical thinking and structuring an assignment. This is a good opportunity to learn, ask questions and engage with other students.
- These sessions are recorded and stored in a video library on Moodle.
- In Professional Development also have a dedicated Quality Assurance team who are always on hand should students have queries pertaining to their studies.

FAQs

<p>How do I prepare to a PGCert?</p>	<p>You will receive a reading list prior to the course with our joining instructions. Any e-resources can be found on the portal (https://portal.chester.ac.uk/Pages/default). This can only be accessed if you have applied as a student with the university – instructions below.</p>
<p>Am I automatically a student at University of Chester?</p>	<p>No. You need to ‘apply’ to be a student, if you haven’t done already. This won’t be an automatic registration and you will need to follow these 5 simple steps:</p> <p>How to apply – 5 simple steps</p> <ol style="list-style-type: none"> 1. Please visit the following URL – https://www1.chester.ac.uk/study/postgraduate/how-apply 2. Click on ‘Apply now’ to access the online application system – NOTE: ‘Apply now’ button at the bottom of the page 3. On the course drop option select course code: <i>Business Administration PG Cert (if you are attending our Executive Mini MBA)</i> or <i>Strategic Leadership for Directors PG Cert (if you are attending our Directors Development Programme or Non-Executive Directors Programme)</i> 4. Complete the application form <ul style="list-style-type: none"> • Ensure you upload copies of relevant supporting documentation 5. Submit!
<p>When do I start on my assignments?</p>	<p>Your lead assessor will introduce themselves shortly after you have completed the enrolment process. They will run through the course handbook with you. You will then start on your assignments unless you have stated to the In Professional Development team a reason why you are unable to continue with the assignments.</p>
<p>How do I access the portal?</p>	<p>University intranet (http://portal.chester.ac.uk)</p> <ul style="list-style-type: none"> • username = student number e.g. 1812345 • password = initially CheDOB in YYYYMMDD order e.g. Che19900401 for April 1st 1990 – can be reset • secure (only staff and students) – different access for partner/associate staff • Access news and information • Your Email is: studentnumber@chester.ac.uk e.g. 1812345@chester.ac.uk

	You will have access to Moodle , a site within the portal in which you will be able to access all the information about the individual modules.
If I have any questions, who do I contact?	<p>In Professional Development are here to assist with any queries you have, whether it's regarding your application process with the university, tuition or learning.</p> <p>Please contact the Quality Assurance team at QATeam@inpd.co.uk</p>