



ahep

Association of
Higher Education
Professionals

PgCert Prospectus

Postgraduate Certificate in Higher Education
Administration, Management and Leadership
April 2024 intake



Factual summary

Awarding institution

Nottingham Trent University
(NTU)

Credit value

60 credits

Teaching institution

The Association of Higher Education
Professionals (AHEP)

Notional learning time

600 hours (average 12 hours
per week)

Final award

Postgraduate Certificate (PgCert)

Validated

18-19 March 2002
22-23 March 2006
29-30 March 2009
5 May 2012
7 July 2014
7 July 2017
1 July 2020

Mode of delivery

Self-directed, part-time, distance
learning

Duration of the programme

12 months

Next validation

2024

**Level of Framework for
Higher Education
Qualifications (FHEQ)**

Level 7

Intakes per year

Usually October and April



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Welcome

UK higher education like so many other sectors, has had to diversify and adapt to the extraordinary events of the past few years.

The administration and management of HE has evolved and expanded to meet these challenges. HE institutions need professional services staff who command a wide range of skills and knowledge and are competent in applying their experience in a complex professional environment.

The AHEP Postgraduate Certificate in Higher Education Administration, Management and Leadership (PgCert) is a specialised programme designed to realise your full potential as a UK HE professional. It has a strong reputation for its flexible approach, which enables you to tailor your learning to your development needs and to the specific reality of your working environment.



“

Whether you're looking to develop sector knowledge, self-confidence or career visualisation, if you engage meaningfully with the programme's content then you will emerge from it a stronger professional.

Robyn, The Dyson Institute of Engineering and Technology.

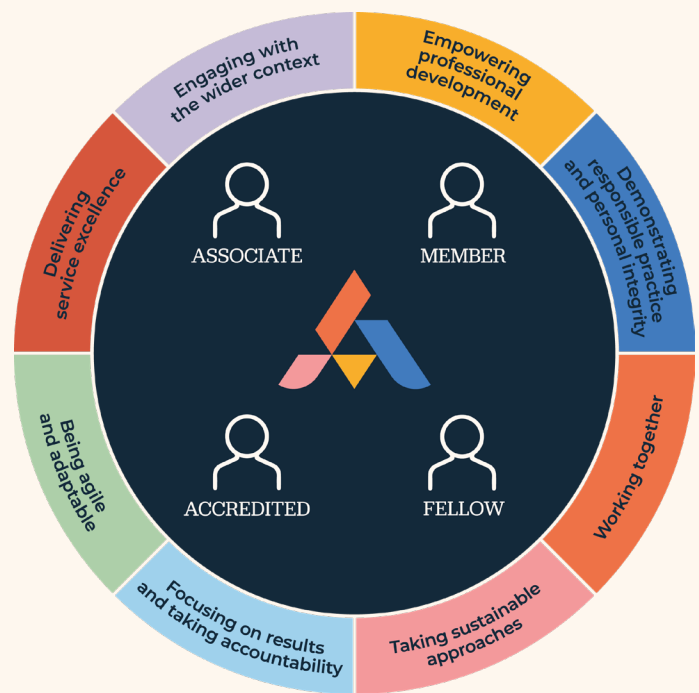
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What is the AHEP PgCert?

The PgCert is a self directed, part time, distance and work based learning programme. It is validated at level 7 masters level and combines a substantial element of professional development and academic rigour, demanding a genuine commitment to learning and development.

The programme incorporates the AHEP Professional Framework and integrates theory and practice of higher education administration, management and leadership. There is a strong focus on developing your skills as a reflective practitioner; the ability to analyse individual knowledge, skills and experience and apply this to professional practice.

The PgCert is a collaborative programme jointly delivered by AHEP and Nottingham Trent University (NTU) who validate the award. All students are fully registered students of NTU.



Nottingham Trent
University

Find out more about the Professional Framework at ahep.ac.uk/ahep-professional-framework/

Why study the PgCert?

The programme is for professional managers and administrators across the spectrum of UK higher education.

Completing the programme formalises your professional experience with an academic qualification. By broadening your knowledge and understanding of the sector and by engaging you in professional development it will support your career development and enhance your professional practice.

Programme aims

The aim of the programme is to enable you to analyse and evaluate your existing HE knowledge and to develop an understanding and critical awareness of current issues in the sector. Specifically the programme will enable you to:

- 1. Engage in a process of planned professional development, based on reflection and self-assessment of your approach and performance in professional contexts**
- 2. Develop an understanding and critical awareness of current issues in the sector, through independent learning and research**
- 3. Develop an understanding of leadership and management in the context of HE**
- 4. Enhance your professional practice through critical appraisal of, and reflection on, your knowledge, skills, behaviours and values**
- 5. Develop reflective skills enabling you to apply your knowledge and understanding to evaluate and analyse your practice and experiences**

Progression routes

On successful completion of the PgCert, you are eligible to progress to further qualifications delivered by NTU.

Visit ntu.ac.uk for more information on the PgDip and MSc.



Stage 1:

AHEP PgCert
in HE
Administration,
Management and
Leadership:
(60 level 7 credits)

Stage 2:

NTU PgDip
in HE Administration,
Management and
Leadership:
(60 level 7 credits, a
cumulative total of
120 credits)

Stage 3:

NTU MSc
in HE Administration,
Management and
Leadership:
(60 level 7 credits, a
cumulative total of
180 credits)

The programme

All assessment on the PgCert is coursework and task-based assessment. Modules run concurrently over the 12 months.

Higher Education in Context module (30 credits)

There will be a choice of assessments and topics within this module with the option for you to tailor them to your professional context.

*Assessments currently include a short formative assessment to aid development, a 1500 word blog task assessment, and a longer assessment of 4000 words based on a choice of HE topic areas and formats, to help you develop your critical awareness of current issues within the sector.

The module may include the following areas:

- The history and development of HE with a focus on the UK
- Current and developing HE policy
- The context within which the sector operates
- Leadership, governance and management within HE

***Please note, assessments may be subject to change.**



Professional Practice in Higher Education module (30 Credits)

Assessments within this module have been designed to engage you in the principles of critical reflection and formal professional development planning.

Through self-analysis of capacities against the AHEP Professional Framework you will apply the Professional Commitments to your own professional practice, drawing on your own experience and learning throughout the programme.

*Assessments include a short formative assessment to aid development, followed by a 2000 word reflective assessment of leadership and management. The longer assessment, of 3500 words, will review personal development, progression and change.

The module may include the following areas:

- Models and principles of reflective practice and their application
- Approaches to personal development planning
- Self-analysis of capacities against the AHEP Professional Framework
- Consideration of professional values and behaviours

What you can expect from the programme

AHEP provides a supportive framework to complement and enable you to plan your professional development and progress through the programme.

Supporting your learning:

Although you are required to manage your own learning, you are supported in a number of ways:

- A series of webinars delivered online
- A personal mentor
- The online learning resource, 'NOW', including NTU study skills support
- Fully registered student status and full access to NTU resources
- Support and advice from the AHEP Office and Programme Team

Webinar sessions:

You are required to attend webinars that cover content for both modules. Sessions will be delivered as a series of online webinar sessions; spread over a week, half days or individual sessions throughout the 12 months in line with assessment activity. There is no face to face delivery for this cohort. Webinar sessions are interactive, and involve practical group discussions and provide guidance and information. They are a great opportunity to meet and network with other students on the programme. The dates of the webinar sessions will be available online.

The online learning workspace 'NOW':

NOW is NTU's online workspace where you will find comprehensive guidance on all the elements of the programme and the regulations and background information on knowledge areas for both modules. There are suggested reading lists and self-led activities provided as a starting point for your learning.

You will have access to NOW ahead of the first sessions to complete induction exercises, which include personal development planning.

The AHEP office and programme team:

You can contact the AHEP office staff that form part of the programme team for support and advice on how the programme is structured, delivered, and assessed.



Your Mentor:

You will be matched with a personal mentor from a different institution and/or contrasting area of expertise to support you through the programme. Mentors are professional HE managers and administrators and receive training by AHEP to undertake the role. The role of the mentor is not to teach, but to facilitate your self-directed learning, to broaden perspectives and to challenge your thinking beyond your immediate professional context.



The relationship with my mentor was a highlight of the programme for me and I truly valued the support they provided. The opportunity to share my thoughts and ideas, particularly when I was struggling to articulate them in writing, was invaluable and they encouraged me to consider different ways of looking at things.



- Louise, University of Leeds

What is expected of you?

The programme requires a real commitment to your professional development as finding time to undertake self-directed study alongside personal and working commitments can be a challenge.



Self-directed study

As a self-directed programme, there is no taught provision. You need to independently engage with the syllabus and plan your learning and study, carry out literature searches and be prepared to do a significant amount of reading and investigation around the subject areas.

Expected workload

We recommend that you need to commit on average to 12 hours of independent study per week. This is based on a 60 credit programme being the equivalent of 600 hours notional learning time. A study plan will help you manage your time and you may want to investigate the possibility of study leave with your employer.

Returning to academic study:

If you have been away from study for some time, you will find practical advice on study skills, reflective practice and the standard of work expected on NOW. We also cover this in the webinar sessions. Recommended reading is available on the AHEP website. Having a clear understanding of the requirement of the study skills listed below will help your transition onto the programme.

- Writing level 7 academic assignments
- Referencing
- 'Critical' reading of academic texts
- Taking notes (while reading)

Entry requirements

Due to the nature of the study and assessment for the programme, in order to be eligible for admission to the programme applicants will usually:

- hold a UK or Republic of Ireland first degree (or equivalent); and
- have at least six months' experience of working in the higher education sector, preferably at a higher education institution, in an administrative or managerial capacity; and
- hold a current position within the UK or ROI HE sector in an administrative or managerial capacity.

Applicants who do not hold a first degree may be admitted to the programme if they can demonstrate their ability to succeed at level 7 study by:

- holding a current position within the UK or ROI HE sector in an administrative or managerial capacity; and
- having at least 12 months' experience of working in the HE sector in an administrative or managerial capacity; and/or
- holding comparable professional qualifications.



Applicants whose first language is not English must be competent in written and spoken English up to the following standard: IELTS 6.5 (minimum 5.5 in reading and writing) or TOEFL iBT 83 with at least: Reading 18, Listening 17, Speaking 20, Writing 17.

The programme is based on the UK higher education sector and therefore only eligible for applicants who live and work in the UK or ROI. Unfortunately it is not possible for anyone outside the UK or ROI to apply. AHEP membership is included in the programme fee as all students are required to be AHEP members throughout their registration.

Ready to apply?

Full details on how to apply can be found at ahep.ac.uk/pgcert or you can contact us:

pgcert@ahep.ac.uk

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