

# PROGRAMME SPECIFICATION

## Course record information

Name and level of final award	BSc (Hons) Project Management The BSc (Hons) Project Management is a BSc degree that is Bologna FQ-EHEA first cycle degree or diploma compatible.
Name and level of intermediate awards	None.
Awarding body/institution	University of Westminster
Teaching Institution	University of Westminster
Status of awarding body/institution	Recognised Body
Location of delivery	Marylebone Campus
Language of delivery and assessment	English
Mode, length of study and normal starting month	Two years part time day release (apprenticeship) Entry at level 5 only. September start
<a href="#">QAA subject benchmarking group(s)</a>	Business and Management
Professional statutory or regulatory body	N/A
Date of course validation/Revalidation	November 2020
Date of programme specification approval	April 2021
Valid for cohorts	From 2021-22
Course Leader	Dania Issa
UCAS code and URL	<a href="http://westminster.ac.uk/courses/undergraduate">westminster.ac.uk/courses/undergraduate</a>
Westminster course code	BSBSM01A (Project Manager Apprenticeship)
HECoS code	100812 Project Management

## Admissions requirements

There are standard minimum [entry requirements](#) for all undergraduate courses. Students are advised to check the standard requirements for the most up-to-date information.

For most courses a decision will be made on the basis of your application form alone. However, for some courses the selection process may include an interview to demonstrate your strengths in addition to any formal entry requirements.

More information can be found here: [westminster.ac.uk/courses/undergraduate/how-to-apply](https://westminster.ac.uk/courses/undergraduate/how-to-apply).

## **Recognition of Prior Learning**

Applicants with prior certificated or experiential learning at the same level of the qualification for which they wish to apply are advised to visit the following page for further information: [westminster.ac.uk/recognition-of-prior-certified-learning](https://westminster.ac.uk/recognition-of-prior-certified-learning).

## **Aims of the course**

Project management concerns every organization whether it is a private enterprise, a public authority, or a multinational giant. Project management can be defined as any action plan or program that makes use of every strategy and technique that may help in the successful completion of any project. It also refers to planning, organising, leading and controlling the resources both human and physical to achieve the project goals efficiently and effectively. It covers various techniques, methods, process and strategies and the main purpose of all of them is same that is to minimize the chances of loss or failure of any project.

Project managers need well-developed technical and soft skills, in what is described as a combination of science and art. Therefore, project managers need to have excellent communication skills, including diplomacy and assertiveness, strong analytical, numerical and organization skills combined with leadership competencies. Thus, the teaching of this course covers knowledge, skills and behaviours to enable graduates to fulfil their role in leading projects toward success.

In fulfilling this purpose, the course aims to:

- Develop soft and technical skills relevant to project management, which apprentices will be able to apply in an entrepreneurial and creative way in their professional careers.
- Develop cognitive skills which apprentices will be able to apply in reaching professional judgements, solving problems, and making decisions.
- Develop transferable skills which apprentices will be able to apply both within an academic context and in their professional careers.
- Foster an environment in which learning experiences are shared by apprentices, promoting good quality communication and the inter-disciplinary nature of the project management profession.
- Encourage self-motivation and independent thought, such that graduates will be confident in challenging established working practices and responding to the future needs of the project management profession.
- Promote a culture of intellectual enquiry such that graduates will recognise the importance of lifelong learning for both personal and professional development to become resilient professional leaders and engaged global citizens.
- Promote social, ethical, and environmental awareness.

The degree contributes towards the Project Manager Level 6 Integrated Degree Apprenticeship (standard ST0411).

### **What will you be expected to achieve?**

Learning outcomes are statements on what successful apprentices have achieved as the result of learning. These are threshold statements of achievement. The learning outcomes broadly fall into four categories:

- The overall **knowledge and understanding** you will gain from your course (KU).
- **Graduate attributes** are characteristics that you will have developed during the duration of your course (GA).
- **Professional and personal practice learning outcomes** are specific skills that you will be expected to have gained on successful completion of the course (PPP)
- **Key transferable skills** that you will be expected to have gained on successful completion of the course. (KTS)

### **Level 5 course learning outcomes:**

Upon completion of level 5 you will be able to:

L5.1 Develop a critical and detailed knowledge of the different frameworks, methods, and technologies needed to initiate, plan, and execute projects within their contractual contexts. **(KU)**

L5.2 Develop a critical and detailed knowledge of the different established concepts, theories, and frameworks in relation to the soft aspects of managing a project including team development and leadership. **(KU, PPP)**

L5.3 Demonstrate a critical understanding of governance and the need to identify, assess and respond to risks and uncertainty in a systematic manner to achieve project success. **(PPP, KU)**

L5.4 Critically analyse the strategic implications of projects as vehicles of organizational change, and the way the interfaces between projects, programmes, and portfolios are managed and controlled. **(KU, PPP)**

L5.5 Use the key tools and techniques that enable effective project delivery with awareness of their inherent limitations. **(PPP, GA, KTS)**

L5.6 Develop the ability to make and sustain arguments, make judgements and propose solutions based upon complex ideas and concepts in a wide range of formats with a coherent style and structure. **(GA KTS)**

L5.7 Develop, evaluate, maintain, and encourage constructive working relationships within a group. Take on a leadership role and resolve conflict through negotiation. **(PPP, GA)**

L5.8 Investigate problems using a range of methods, evaluate potential solutions against agreed criteria, and show adaptability in the face of required change. **(GA KTS)**

L5.9 Identify a contemporary issue relating to the apprentice's field of work, undertake detailed work-based study, analyse data and present in a standard format. **(KU KTS)**

### **Level 6 course learning outcomes:**

Upon completion of level 6 you will be able to:

L6.1 Develop a systematic knowledge and understanding of the combinations of soft and technical skills needed for project managers in light of best practice and competencies frameworks developed by professional bodies. **(KU, PPP)**

L6.2 Demonstrate critical awareness of the contemporary trends in project management in relation to agendas of sustainability, responsibility, and ethical project management. **(KU, GA)**

L6.3 Critically apply key tools and techniques needed for the execution, monitoring and control of a project with an awareness of their inherent limitations. **(PPP, GA, KTS)**

L6.4 Develop a systematic understanding of the diversity of roles, disciplines, cultures, legal, technical, and environmental requirements facing project professionals when leading projects in different sectors, industries, and/or countries. **(KU, GA)**

L6.5 Identify and critically evaluate and select appropriate tailoring needs and management methodologies to suite various contexts and sectors. **(KU, PPP)**

L6.6 Evaluate, communicate, and negotiate ideas and concepts in a wide range of formats with a coherent style and structure. **(GA, KTS)**

L6.7 Develop the ability to make and sustain arguments, make judgements, and propose solutions based upon complex ideas and concepts in a wide range of formats with a coherent style and structure. **(GA, KTS)**

L6.8 Develop the ability to improve processes and/or implement change and innovation to become more efficient and effective within various organisational structures and across organisations and sectors. **(PPP, GA)**

L6.9 Evaluate effectiveness of own time management and task management to maintain flexibility in planning. Identify potential causes of stress and act to minimise their impact. **(GA, KTS).**

L6.10 Identify a contemporary issue relating to the apprentice's field of work and harness the power of digital technologies to undertake detailed research, critically analyse data and present in a standard format. **(KU KTS)**

### **How will you learn?**

The course will cover fundamentals of project management, equipping the learners with the relevant skills and knowledge they need to manage cost, time, and scope in a project and lead their team ethically and responsibly. The project delivery cycle, from initiation to delivery

and operation will be covered in a number of sectors. Industry visits will be integrated into the modules as will the opportunity to undertake work-based learning. The degree apprenticeship will provide the learners with the opportunity to prepare and gain membership of the Association for Project Management APM, an industry recognised professional qualification.

The Education Strategy has been designed to create knowledgeable, adaptable and resourceful learners who are good communicators, effective leaders, capable of finding solutions to complex problems and to be well prepared for a future career as project managers. Apprentices will be taught in a way that is practical, active, inquiry/problem focused, treating equality, diversity and inclusivity as integral to your education.

The course will be taught by full time academics and visiting lecturers, many of whom have considerable high-level industry experience, together with professional body membership, and academics who are involved in research in the field of project management alongside their teaching roles. Industry and professional experience and research are brought into the teaching to create a rich and exciting learning environment for apprentices.

The teaching and learning is reflective of the practical and technical nature of project management. Apprentices will learn from real life examples, work-based learning, practical sessions, site visits, guest speakers from industry and other teaching methods which bring the learning to life to enhance the apprentice experience.

Apprentices are expected to take part in group activities such as problem-based projects, research, presentations, discussions and debate to enhance learning and represent the collaborative nature of the profession apprentices will eventually be part of.

The teaching of the course takes the form of lectures, seminars, workshops, one to one tutorials, and the online materials using Blackboard, the University's virtual learning environment. In addition to face-to-face normal learning in classrooms, the course will also use blended learning approach in some modules where sessions are delivered asynchronously, and exercises are undertaken remotely, and online using Discussion Boards and other platforms. This has the advantage of simulating the reality of the practice of project management in recent and coming years, where teams are becoming virtual and leading projects is sometimes done remotely. Apprentices are expected to undertake their own study and will be guided and supported to enable them to study effectively.

There is an emphasis throughout the course on problem-based learning and the complexity of these problems will increase at each level of the course thus promoting a proactive learning environment. The aim of this is to promote autonomous learning and greater responsibility to equip apprentices with the appropriate skill set to take up employment within their chosen career path.

As this course is a degree apprenticeship, apprentices will be in relevant work, in a project management position within an organisation. Teaching will focus on the apprentices' experiences and develop these further, requiring apprentices to reflect on their learning and recognise the additional skills and knowledge gained from study. Key to this are Work Based Learning (WBL) modules, one at each level of study. WBL in this context is the application of

theory and academic content to real-world experiences within the workplace. The WBL modules require apprentices to engage in the experience activity and reflect upon their learning, how their skills learned through their academic studies can be applied beyond the classroom. The level 6 WBL module will be directly linked to the Degree Apprenticeship End Point Assessment (EPA). This 40- credit module sits at level 6.

Use of digital technologies are widely used in project management, and influence working practices, decision making and efficiency in all types of projects. Apprentices use technology throughout their studies, and not only will they use standard software packages to produce assessments (such as Microsoft Word, Excel and PowerPoint), but also learn about industry standard software used for specific purposes such as Microsoft Project. Apprentices will also learn about where and how to find credible sources of information, such as online from websites, databases, and other good quality resources.

### **How will you be assessed?**

The course has a variety of assessment methods, allowing apprentices to demonstrate their understanding and interpretation of core learning material and develop their intellectual ability within the context of an assessment.

In every module there will be formative assessment whereby feedback is provided to apprentices before the summative assessment, to enable apprentices to learn from this feedback and improve their performance.

A number of modules over the levels of study have assessment based upon a collaborative project, for which apprentices work in groups to achieve the outcomes of the assessment. Some of these projects enable apprentices to experience working in a project team, reflecting what apprentices will experience in the workplace, and putting their leadership and communication skills to work.

A variety of assessment methods are used and modules are assessed generally using more than one means of assessment.

The module will be assessed as follows:

**Examinations:** These will comprise of tasks based on a problem or argument, which requires knowledge of the subject and the reference material as appropriate. This is in line with the overarching assessment strategy. These can be written, multiple choice or combination of both.

**In-Class Tests:** These will comprise tasks based on a problem or argument which requires knowledge of the subject and the reference material as appropriate. This is in line with the overarching assessment strategy. These can be written, multiple choice or combination of both.

**Essays:** These will be discrete elements of assessment based on a case study or scenario relating to project management. These will require investigation and research into a specific area and the formulation of an objective conclusion, which is supported by appropriate referencing.

**Projects:** These will be based on a scenario that relates directly to the apprentice's own sector of industry and will require an objective solution to the problem that has been set. This assessment is particularly seen in WBL modules.

**Presentations:** These will be on an individual basis that address concepts of a particular scenario. These will also include a question and answer element. Presentations are face to face.

**Portfolios:** Some assessments are based upon the production of a number of individual elements of work which collectively develop a solution to a particular problem or situation. The portfolios will include artefacts, models, and/or drawings.

**Debates:** Group debates will be conducted around a particular topic or subject area. A proposition will be offered and defended within the group context.

**Electronic Diary:** a diary in which apprentices document their experiences and reflect on these, used especially for Work Based Learning.

### **Apprenticeship Gateway and End point assessment (EPA)**

The Project Manager Degree Apprenticeship requires the learners to pass through a gateway before the End Point Assessment (EPA). One of the gateway pre-requisites is the completion of 320 on-programme credits. Following this the apprentices will take a final 40 credits in the form of a Work Based Learning Module. Passing this module will confirm the completion of the EPA.

The EPA consists of a presentation supported by a portfolio of evidence and a professional discussion, again supported by a portfolio of evidence.

EPA assessment 1: A Work Based Project report with associated documentation (50% module weighting)

EPA assessment 2: A Professional Review based on the evidence portfolio (50% module weighting)

Both EPA's will be independently assessed by an organisation on the register of end point assessors. More information about the gateway and EPA will be found in the apprentice course handbook and on the course web page. Successful completion will lead to the award of the BSc (Hons) Project Management and completion of the Degree Apprenticeship. Further details on the EPA exam and Professional Review can be found in the Project Manager Degree Apprentice Standards.

### **Equality, diversity and inclusivity**

The curriculum will be inclusive, accessible and promote decolonisation and diversification through using multiple case studies from across the globe, highlighting the importance of project management and the challenges faced in working across different sectors, industries,

and cultures. An example at level 5 is the People and Projects module which requires apprentices to consider interpersonal communication and cultural factors. At level 6, the module Contemporary Project Management requires apprentices to understand the impact of culture and country context on project management methodologies.

Equality, diversity and inclusion of students is central to the learning and teaching on this course, encouraging all students to engage and fulfil their potential. In line with QAA guidance and the University's commitment to equality and diversity, the course has adopted an inclusivity strategy with the objective of removing arbitrary and unnecessary barriers to learning, facilitating a learning experience accessible for all apprentices. This is irrespective of the group or groups to which they belong, raising aspirations and supporting achievement for people with diverse requirements, entitlements and backgrounds. Through this, all apprentices will feel like they belong, and have the opportunity to engage, not made to feel isolated. Access to learning opportunities will be provided to disabled and non-disabled apprentices through inclusive design, with reasonable individual adjustments being provided wherever necessary.

### **Employment and further study opportunities**

University of Westminster graduates will be able to demonstrate the following five Graduate Attributes:

- Critical and creative thinkers
- Literate and effective communicator
- Entrepreneurial
- Global in outlook and engaged in communities
- Social, ethically and environmentally aware

University of Westminster courses capitalise on the benefits that London as a global city and as a major creative, intellectual and technology hub has to offer for the learning environment and experience of our students.

The BSc (Hons) Project Management aims to create graduates who master the art and the science of project management by possessing the technical, practical and professional skills required for a successful career in project management, across organisations operating in a wide range of sectors, including both public and private sectors. Additionally, the course supports the development of critical and research skills so that graduates can make effective decisions, justified trade-offs and provide innovative solutions to complex problems. These are the future project managers who are aware of the challenges of the profession, and are equipped with the necessary knowledge, skills, and behaviour to lead projects whilst also ensuring impartiality, ethics and responsibility in everything they do.

### **Course structure**

This section shows the core modules available as part of the course and their credit value. This degree study patterns are as follows:

Year 1: 120 credits at level 5



Year 2: 120 credits at level 6

<b>Credit Level 5</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
5PJMN005W	People and Projects	Core	20	10
5PJMN007W	Project Planning and Control	Core	20	10
5PJMN003W	Contracts and Procurement	Core	20	10
5PJMN004W	Delivering the Right Project	Core	20	10
5PJMN006W	Planning a Project	Core	40	20
<b>Credit Level 6</b>				
<b>Module code</b>	<b>Module title</b>	<b>Status</b>	<b>UK credit</b>	<b>ECTS</b>
6PJMN007W	Contemporary Project Management	Core	20	10
6PJMN009W	The Skilled Project Manager	Core	20	10
6PJMN006W	Agile and Hybrid Methodologies	Core	20	10
6PJMN010W	Working with Change	Core	20	10
6PJMN008W	Controlling a Project	Core	40	20
Award: BSc (Honours) Project Management				

Upon completion of the Degree the apprentices will also have completed the Project Manager Level 6 Integrated Degree Apprenticeship.

### **Professional Body Accreditation or other external references**

None.

### **Academic regulations**

The current Handbook of Academic Regulations is available at [westminster.ac.uk/academic-regulations](http://westminster.ac.uk/academic-regulations).

### **How will you be supported in your studies?**

#### **Course Management**

The BSc (Hons) Project Management Degree has a Course Leader who will manage the course. The Course is located within the School of Applied Management, part of Westminster Business School, at the Marylebone campus.

- Dania Issa ([d.issa@westminster.ac.uk](mailto:d.issa@westminster.ac.uk)) is the Course Leader for the BSc (Hons) Project Management course.
- Jane Wright ([wrightj@westminster.ac.uk](mailto:wrightj@westminster.ac.uk)) is the Head of School of Applied Management and holds responsibility for all courses in the Department.

## Academic Support

Upon arrival, an induction programme will introduce you to the staff responsible for the course, the campus on which you will be studying, the Library and IT facilities, additional support available and to your Campus Registry. You will be provided with the Course Handbook, which provides detailed information about the course. Each course has a course leader or Director of Studies. All students enrolled on a full-time course and part time students registered for more than 60 credits a year have a personal tutor, who provides advice and guidance on academic matters. The University uses a Virtual Learning Environment called Blackboard where students access their course materials, and can communicate and collaborate with staff and other students. Further information on Blackboard can be found at [westminster.ac.uk/blackboard](https://westminster.ac.uk/blackboard).

## Learning Support

The Academic Learning Development Centre supports students in developing the skills required for higher education. As well as online resources in Blackboard, students have the opportunity to attend Study Skills workshops and one to one appointments. Further information on the Academic Learning Development Centre can be found at [westminster.ac.uk/academic-learning-development](https://westminster.ac.uk/academic-learning-development).

Learning support includes four libraries, each holding a collection of resources related to the subjects taught at that site. Students<sup>1</sup> can search the entire library collection online through the Library Search service to find and reserve printed books, and access electronic resources (databases, e-journals, e-books). Students can choose to study in the libraries, which have areas for silent and group study, desktop computers, laptops for loan, photocopying and printing services. They can also choose from several computer rooms at each campus where desktop computers are available with the general and specialist software that supports the courses taught in their College. Students can also securely connect their own laptops and mobile devices to the University wireless network.

## Support Services

The University of Westminster Student and Academic Services department provide advice and guidance on accommodation, financial and legal matters, personal counselling, health and disability issues, careers, specialist advice for international students and the chaplaincy providing multi-faith guidance. Further information on the advice available to students can be found at [westminster.ac.uk/student-advice](https://westminster.ac.uk/student-advice). The University of Westminster Students' Union also provides a range of facilities to support students during their time at the University. Further information on UWSU can be found at [westminster.ac.uk/students-union](https://westminster.ac.uk/students-union).

## How do we ensure the quality of our courses and continuous improvement?

The course was initially approved by a University Validation Panel in **2020**. The panel included internal peers from the University, academic(s) from another university and a

representative from industry. This helps to ensure the comparability of the course to those offered in other universities and the relevance to employers.

The course is also monitored each year by the College to ensure it is running effectively and that issues which might affect the student experience have been appropriately addressed. Staff will consider evidence about the course, including the evidence of student surveys, student progression and achievement and reports from external examiners, in order to evaluate the effectiveness of the course.

A Course revalidation takes place periodically to ensure that the curriculum is up-to-date and that the skills gained on the course continue to be relevant to employers. Students meet with revalidation panels to provide feedback on their experiences. Student feedback from previous years is also part of the evidence used to assess how the course has been running.

### **How do we act on student feedback?**

Student feedback is important to the University and student views are taken seriously. Student feedback is gathered in a variety of ways.

- Through student engagement activities at Course/Module level, students have the opportunity to express their voice in the running of their course. Course representatives are elected to expressly represent the views of their peers. The University and the Students' Union work together to provide a full induction to the role of the course representatives.
- There are also School Representatives appointed jointly by the University and the Students' Union who meet with senior School staff to discuss wider issues affecting student experience across the School. Student representatives are also represented on key College and University committees.
- All students are invited to complete a questionnaire before the end of each module. The feedback from this will inform the module leader on the effectiveness of the module and highlight areas that could be enhanced.
- Final year Undergraduate students will be asked to complete the National Student Survey which helps to inform the national university league tables.

**Please note:** This programme specification provides a concise summary of the main features of the course and the learning outcomes that a student might reasonably be expected to achieve and demonstrate if s/he takes full advantage of the learning opportunities that are provided. This specification should be read in conjunction with the Course Handbook provided to students and Module Handbooks, which provide more detailed information on the specific learning outcomes, content, teaching, learning and assessment methods for each module.

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