

## Programme Specification

### Graduate Certificate in Business

<i>School:</i>	York Business School
<i>Subject area:</i>	York Business School
<i>Entry from academic year:</i>	2020 / 21
<i>in the month(s) of</i>	September & January
<i>Awarding institution:</i>	York St John University
<i>Teaching institution:</i>	York St John University
<i>Delivery location:</i>	York St John University York and London
<i>Programme/s accredited by:</i>	N/A
<i>Exit awards:</i>	N/A
<i>UCAS code / GTTR / other:</i>	TBC
<i>Joint Honours combinations:</i>	N/A
<i>QAA subject benchmark statement(s):</i>	Business and Management (2015)
<i>Mode/s of study:</i>	non-standard period of study as follows: full time for 1 semester part time for 2 semesters
<i>Language of study:</i>	English
<i>Paired with Foundation Year</i>	No
<i>Study abroad opportunities:</i>	No
<i>Opt-in YSJU Placement Year opportunity:</i>	No

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### Introduction and special features

The programme makes use of investigative business practice to review contemporary business activity from a national and global perspective. It is designed to allow you to investigate business activities through a focussed contemporary research base. You will develop your knowledge of contemporary business while also developing your research skills which you will need for further study and will be able to take into the workplace. The programme is designed to be research orientated developing your research capacity acting as a bridge onto postgraduate study. If postgraduate study is not your purpose of taking the programme, you will find the research skills you develop to be much sought after by employers, thus enhancing your employability options. By taking this programme you may use it as a progression route onto one of York Business School's postgraduate programmes.

Successful completion of the Graduate Certificate guarantees your eligibility for a place on a postgraduate programme (MBA or MSc)<sup>1</sup> within York Business School and you will be encouraged to apply during the course of your programme. (There maybe opportunities to enter onto other postgraduate programmes within the University at the discretion of the appropriate School – please note this is not guaranteed).

Special features of the Graduate Certificate in Business are

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<sup>1</sup> Additional requirements may be in place for some provision e.g. Executive MBA

- A research based programme focussed on contemporary issues affecting business
- A chance to investigate a contemporary issue in an organisation related to your career ambitions
- Opportunities to engage with businesses and professionals
- Opportunity to qualify as a Microsoft Office Specialist (extra-curricular offering by the University's Digital Training Team)
- Access to a range of specialist resources
- Progression opportunities onto an MBA or MSc within York Business School

### **Admissions criteria**

You must meet the minimum entry requirements which are published on the programme specific webpage. In addition, you must have

Degree or Equivalent (Class III or above)

or

Sub Degree (HND or Foundation Degree) plus 3 years post (work) experience in a Business Environment

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.yorks.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 [Accredited Prior \(Experiential\) Learning \(APL/APEL\)](#). We also consider applications for entry with advanced standing.

### **Programme aim(s)**

The aims of the programmes are to:

1. Prepare you for study on a postgraduate level programme
2. Provide a graduate programme of study which investigates contemporary organisational issues.
3. Provide opportunity to demonstrate higher level academic skills.

### **Programme learning outcomes**

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

#### **Level 6**

- 6.1 Critically analyse a contemporary business issue using theoretical models.
- 6.2 Synthesise and evaluate decisions in an organisational context.
- 6.3 Apply a range of academic and intellectual skills relevant to level 6 study including, information gathering, problem solving (incorporating creativity and innovation)
- 6.4 Conduct research and enquiry to further your understanding of a key Organisational Issue.
- 6.5 Critically analyse, synthesise, and evaluate information and data to aid business decision making. And articulate to a range of audiences in a variety of formats

\*Boot Camp is a week of activities (both in class and online) to update you on the principle skills and techniques that you will have been familiar with but may now have lapsed from memory. Boot Camp spans welcome week and week 1.

## Programme structure

Code	Level	Semester	Title	Credits	Module status	
					Compulsory (C) or optional (O)	non-compensatable (NC) or compensatable (X)
BMB6009M	6	1 or 2	Investigating Contemporary Issues in Business	20	C	NC
BMR6003M	6	1 or 2	Organisation Based Research	20	C	NC
BMR6004M	6	1 or 2	Business Investigation	20	C	NC

## Learning, teaching and assessment

The modules are delivered utilising a range of teaching, learning and assessment strategies including lectures, seminars, guest speakers, tutorials, workshops and a range of events and learning activities. You are supported in the use of guided learning strategies further developing your autonomous learning, and furthering your well-judged use of collaborative and independent learning strategies which you will require. A key feature will be the use of action learning sets to develop your criticality, confidence and communication skills.

Throughout the programme you will be introduced to a range of different assessment and learning strategies. You will undertake a variety of assessments which include the use of written assignments (often in the form of reports), individual and group presentations (formative assessment activities), and practical activities. An essential part of the assessment is to encourage both learning and the development of skills as well as preparing you for the requirements of the workplace. You will have opportunities for formative assessment and feedback to inform your work prior to submission and you will receive detailed feedback on assessments to help you develop and continuously improve your performance whilst on the programme.

Advice will be provided in relation to development, further areas for research and guidance on how to enhance your knowledge of business and practice. You will have the opportunity for study support including academic writing and research skills to enhance employability and career development in the field of Business.

The programme consists of a four week block of teaching (using blended learning) involving the development of your research skills and knowledge (Organisation Based Research) after which you will be supported via supervision to complete your research investigation.

For your Business Investigation you will have access to 3 hours individual supervision over the rest of the semester. The assessment you undertake for Organisation Based Research is the proposal for your Business Investigation.

Alongside these modules you will also undertake an 8 week module Investigating Contemporary Issues in Business.

You will be provided with ongoing academic and pastoral support to assist in your learning and progress. Support will be provided through the school. The programme starts with an enhanced induction (Boot Camp\*) which is designed to ensure that those skills and techniques (e.g. study skills and referencing) you may have forgotten are brought back to the fore and you start the programme with the required skill set to be successful. Alongside this you will also have access to the central University support services who can provide specialist support to further your development. The School and the central University team work closely to ensure that the support you need is available to you, to support your development and progression. The range of support can be found at <https://www.yorks.ac.uk/student-services/>

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## 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.

Students completing the Graduate Certificate should apply through the normal process for their intended postgraduate programme.

## 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](#)
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*Date written / revised:*

*Programme originally approved:*

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