

## Programme Specification

Professional Certificate in Executive Coaching (Henley-based) Ad Hoc PPTZHBPCECDA  
For students entering in 2020/21

**This document sets out key information about your Programme and forms part of your Terms and Conditions with the University of Reading.**

Awarding Institution	University of Reading
Teaching Institution	University of Reading
Length of Programme	Professional Certificate in Executive Coaching (Henley-based) Ad Hoc - 9 months
Accreditation	EQUIS AACSB
Programme Start Dates	Multiple throughout the academic year

### Programme information and content

The programme aims:

- To build mastery in coaching by broadening and deepening students' knowledge and understanding, of self and others.
- To build confidence through practice and reflection.
- To develop the skills of reflective and reflexive learning.
- To develop self-awareness around the coaching relationship and self-management.
- To become fully practised in the experience of coaching supervision.
- To understand and work with the coaching system, as it exists in organisations.
- To increase the range of coaching tools and techniques available to the student, and the flexibility and judgement around their use.

To develop critical thinking and problem solving skills to enable coaching at a high level within an organisational context.

### Module information

The programme comprises of 30 credits. Compulsory modules are listed.

#### Compulsory modules

Module	Name	Credits	Level
MQM1FIC3	Foundations in Coaching, Henley Professional Certificate in Executive Coaching	30	M

#### Part-time or flexible modular arrangements

### Additional costs of the programme

None

**Optional modules**

N/A

**Placement opportunities**

N/A

**Study abroad opportunities**

N/A

**Teaching and learning delivery**

The programme is designed to be modular with workshops in each module of varying length. The workshops will be co-ordinated by the same lead tutors throughout the entire programme, with different specialist tutors involved at appropriate stages.

All the workshops include a mix of teaching, demonstrations by the tutor, practice sessions between participants and coaching supervision in small learning groups. All students will receive individual coaching and supervision from their learning advisor/coaching supervision throughout the programme.

Total study hours for your programme will be 300 hours.

An average number of contact hours for a typical set of modules on this programme is 255 hours. In addition to your scheduled contact hours, you will be expected to undertake guided independent study. Information about module contact hours and the amount of independent study which a student is normally expected to undertake for a module is indicated in the relevant module description.

**Accreditation details**

EQUIS, AACSB

**Assessment**

The programme will be assessed through written assignments and reports. Further information is contained in the individual module descriptions.

**Progression**

A mark of 50% is required to pass each assessment. One resubmission is permitted for each assessment, and any resubmission will be capped at 50%.

**Classification**

The University's taught postgraduate marks classification is as follows:

**Mark Interpretation**

70 - 100% Distinction

60 - 69% Merit

50 - 59% Good standard (Pass)

**Failing categories:**

40 - 49% Work below threshold standard

0 - 39% Unsatisfactory Work

*For PG Certificate*

To qualify for a **Postgraduate Certificate** students must

- i. gain an overall average of 50 or more over 60 credits; and
- ii. gain a mark of 50 or above in every module.

In addition, for all classifications above, students must obtain a mark of at least 50% in each element of assessed work. One resubmission is permitted per assignment, and resubmissions will be capped at 50%.

**For further information about your Programme please refer to the Programme Handbook and the relevant module descriptions, which are available at <http://www.reading.ac.uk/module/>. The Programme Handbook and the relevant module descriptions do not form part of your Terms and Conditions with the University of Reading.**

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17 February 2020

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