

Programme Specification

PGCert Management (Henley-based) (part-time)	PPTZHBP GC7DC
PGCert Management (Malta) (part-time)	PPTZMTP GC7DC
PGCert Management (Nordic) (part-time)	PPTZNSP GC7DC
PGCert Management (South Africa) (part-time)	PPTZSAP GC7DC

For students entering in 2027/28

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	PGCert Management (Henley-based) (part-time) - 9 months PGCert Management (Malta) (part-time) - 9 months PGCert Management (Nordic) (part-time) - 9 months PGCert Management (South Africa) (part-time) - 9 months
Accreditation	Association to Advance Collegiate Schools of Business (AACSB) EFMD Quality Improvement System (EQUIS) Association of MBAs (AMBA)
Programme Start Dates	Multiple throughout the academic year
QAA Subject Benchmarking Group	Business and Management

Programme information and content

The Postgraduate Certificate in Management programme aims to start preparing students for senior leadership positions. The focus is on understanding how to manage key resources in the organisation. Modules focus on enabling students to analyse approaches to managing processes and systems, managing people and managing financial resources. In addition, students are given the opportunity to develop personally and professionally, adopting a mindset of self-reflection to enhance self-awareness, and understand personal motivations and goals. This will help students to develop their management capabilities, and their ability to work in and to lead teams in different situations. The programme aims to develop new understanding in these areas, which will enable students to improve their decision-making in the organisation. We recognise that values, character and integrity are as important as capability for managers and leaders.

Students will be asked to think critically, integrating theory and practice through an approach to assessment that combines academic rigour with practitioner relevance through work-based assignments, examinations/alternative assessment methods.

Programme Learning Outcomes

-PGCert Management (Henley-based) (part-time)

During the course of the Programme, you will have the opportunity to develop a range of skills, knowledge and attributes (known as learning outcomes) For this programme, these are:

	Learning outcomes
1	Analyse, optimise and reflect on your Financial skills to enhance the effectiveness of strategic planning and decision-making in organisations.
2	Analyse, optimise and reflect on your Operations skills to enhance the effectiveness of strategic planning and decision-making in organisations.
3	Analyse, optimise and reflect on your People Management skills to enhance the effectiveness of strategic planning and decision-making in organisations.
4	Enhance and critically appraise your self-awareness capabilities to effectively work in and lead teams across diverse contexts.
5	Enhance and critically appraise your ongoing personal development to effectively work in and lead teams across diverse contexts.
6	Foster a mindset of self-reflection and continuous learning for sustained professional and personal advancement

You will be expected to engage in learning activities to achieve these Programme learning outcomes. Assessment of your modules will reflect these learning outcomes and test how far you have met the requirements for your degree.

To pass the Programme, you will be required to meet the progression or accreditation and award criteria set out below.

Module information

The programme comprises 60 credits, allocated across a range of compulsory and optional modules as shown below. Compulsory modules are listed.

Compulsory modules

Module	Name	Credits	Level
MNM1MDW	Managing Processes & Systems in a Digital World	15	M
MNM1MFR	Managing Financial Resources	20	M
MNM1MPE	Managing People	15	M
MNM1PD1	Personal Development 1	10	M

Part-time or flexible modular arrangements

Students must pass each module with a minimum mark of 50%. All modules are regarded as being of special significance. It is normally expected that all the modules in each stage are completed prior to entry to the next stage of the MBA. Once all modules have been passed, a student has the option to apply to enter the next Stage of the programme: Postgraduate Diploma. Requests for extensions of assessment deadlines will be based on provision of evidence in line with the University Policy. Students who fail to achieve a 50% pass mark are permitted one re-sit/resubmission per module at an appropriate point in the programme schedule. Re-sits or resubmissions will be capped at 50% at module level for classification purposes, including examinations. Programme Management will advise students when a re-sit and resubmission is required and policy regarding timing. The normal procedure on

exceptional circumstances will apply to those seeking an extension for a re-sit and resubmission. If a student does not resubmit or re-sit within the specified time from the first assessment without an agreed exceptional circumstance a mark of zero will be awarded for that assessment.

Placement opportunities

This programme does not contain an option for an integral work placement but students are expected to be in relevant employment throughout the course of their studies.

Study abroad opportunities

N/A

Optional modules

N/A

Teaching and learning delivery

The Flexible Executive Postgraduate Certificate in Management is completed in a 9 months (approx) teaching schedule and comprises a blended learning approach. This entails a combination of tutor led workshops, facilitated virtual learning, and group-based and independent study using the virtual learning platform (Canvas).

The Postgraduate Certificate is intended for experienced middle to senior managers who wish to have an intensive, challenging and developmental learning experience whilst remaining in their current employment.

- It is designed to help members develop their management knowledge and competencies. It enables them to improve their effectiveness and maximise their contribution to an organisation whilst also helping them to achieve their career potential.
- Members on the programme are encouraged to think strategically about business and management in a global context.
- This international programme is conducted together with our partner network around the world.
- This is a highly engaging programme, which combines personal learning and group work. It emphasises personal development but uses team-based peer learning and support. It is delivered in a format that is based around a learning journey for students which integrates aspects of leadership and personal development with management capabilities in addressing challenges across different aspects of the organisation.

The following learning methods are employed on the Programme:

- Workshops involving interactive lectures and presentations: face to face or online with digital support materials
- Self-study: directed and self-directed, online using web-based resources or with electronic or paper-based materials
- Research
- Collaborative learning
- Case studies
- Problem-based learning
- Work-based learning

Regular attendance at workshops and engagement with the facilitated virtual learning is expected since they are the backbone of the collaborative learning process whilst also providing a supportive atmosphere for the working manager. On-line learning resources extend the workshop interaction, providing resources that outline core theory and content or provide supplementary activities to embed learning. Text-based resources will be interspersed with multi-media materials containing video and audio files that include tutor discussions of topics, lectures and case examples from industry and individual organisations. On-line resources will be made available at the start of the programme. To get full value from face-to-face events, students are expected to familiarise themselves with the relevant study material before attending. In addition, there will be further suggestions for directed and self-directed study after workshops.

Total study hours for your programme will be 600 hours. The contact hours for your programme will depend upon your module combination; an average for a typical set of modules on this programme is 7 days. 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.

Elements of your programme will be delivered via digital technology.

In addition, you will undertake some self-scheduled teaching and learning activities, designed by and/or involving staff, which give some flexibility for you to choose when to complete them. You will also be expected to undertake guided independent study. Information about module study hours including 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

The Henley MBA is accredited by AACSB, AMBA and EQUIS. In addition, the South African programme is accredited by AABS.

Assessment

Each module is assessed either through an individual assignment, or a written examination, or a combination of an examination/alternative assessment and assignment. Modules may have multiple assessments made up of the above.

Assignments are typically based on a student's own choice of organisation, predominantly the one for which they are working.

Personal Development is assessed through a Pass/Fail assignment which is required for progression on the Programme.

Further information is contained in the individual module descriptions.

Progression

N/A

Classification

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

Mark	Interpretation
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70 - 100%	Distinction
60 - 69%	Merit
50 - 59%	Good standard (Pass)

Failing categories:

40 - 49%	Work below threshold standard
0 - 39%	Unsatisfactory Work

For Postgraduate Certificate

The following conditions must be satisfied for the award of a Postgraduate Certificate:

Award of a Postgraduate Certificate

- (i) an overall weighted average of 50% or more over 60 credits
- (ii) no credits with a mark below 40%

In addition, students must:

- (iii) Obtain marks of 50% and above (or a pass for a pass/fail module) for every module.

Details of the classification method is given in detail in the [Assessment Handbook](#) under:

- Section 19: Awards: Postgraduate Master's, Postgraduate Diploma, Postgraduate Certificate

Please note that there may be a specific version for your year of entry.

Additional costs of the programme

Electronic copies of required textbooks are provided within the Canvas portal to support each module. Should students wish to have a physical copy of a textbook they will need to

purchase this at their own cost. A range of resources to support your curriculum, including textbooks, electronic resources and computer facilities, are available through the University Central Library and the Henley Business School Library. Printing and photocopying facilities are available on campus at a cost per A4 page of £0.05 (black and white) and £0.30 (colour). Essential costs in this area will be low as most coursework is submitted electronically. Students are expected to fund any travel costs to attend workshops including overnight accommodation as required.

Costs are indicative and may vary according to optional modules chosen and are subject to inflation and other price fluctuations. Estimates were calculated in 2026.

Students may consider purchasing a laptop to help support their learning. Information on recommended device specifications can be found on the [DTS Student Hub](#).

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.

PGCert Management (Henley-based) (part-time) for students entering in session 2027/28
27 August 2026

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