



UNIVERSITY COLLEGE
OF ESTATE MANAGEMENT

Postgraduate Access Programme

Programme Specification 2024- 2025

Version: 7.00
Status: Final
Date: 19/04/2024

Summary Programme Details

Final Award

Award: Certificate of Personal and Professional Development (CPPD)

Title of (final) programme: Postgraduate Access Module

Credit points: 20

Level of award (QAA FHEQ): N/A

Intermediate award(s)

Intermediate award 1: N/A

Credit points: N/A

Level of award (QAA FHEQ): N/A

Validation

Validating institution: University College of Estate Management (UCEM)

Date of last validation: June 2020

Date of next periodic review: February 2025

Date of commencement of first delivery: September 2020

Duration: 1 semester

Maximum period of registration: 1 year

UCAS Code/ HECoS code: N/A/ 100216

Programme code: UXXC

Other coding as required: UXXAPG

Professional accreditation / recognition

Accrediting/recognising body: N/A

Details of the accreditation/recognition: N/A

Date of last programme accreditation/recognition: N/A

Date of next periodic review: N/A

QAA Guidance

[UK Quality Code for Higher Education \(opens new window\)](#)

[The Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(opens new window\)](#)

[Quality Assurance Agency \(QAA\) Subject Benchmark Statement: Land, Construction, Real Estate and Surveying April 2024 \(opens new window\)](#)

Programme Overview

Rationale

This programme is primarily designed to support experienced practitioners in the built environment who do not meet the entry criteria for study on UCEM's MSc programmes or wish to take one module to see if they can manage degree-level study before committing to an MSc programme.

Entry Requirements

Entrants to this programme normally are required to have:

- An ordinary degree or equivalent*

Or

- A level 5 qualification or equivalent*

Or

- A full membership of a built environment professional body (either UK or international) or an international professional qualification, plus three years relevant experience at a senior level

In addition, all entrants are normally required to:

- Be in relevant employment**. The applicant will be asked to provide a detailed personal statement and/or a reference or letter of support from an employer or mentor to support the application. This will be assessed by the Recognition of Prior Learning panel to determine whether your work is commensurate with the relevant level.

And

- Have GCSE Grade C (or 4) or above in Mathematics or an equivalent Level 2 qualification in Mathematics as defined by the Regulated Qualifications Framework (RQF) in England.

* Levels are defined by [Framework for Higher Education Qualifications for England, Wales and Northern Ireland \(FHEQ\) \(opens new window\)](#). For example, a Higher National Diploma (HND) is at Level 5. The academic level of international qualifications will be assessed using UKENIC. For more information on equivalent qualifications please contact: admissions@ucem.ac.uk.

** Relevant employment/experience is employment/experience in a job role that will support the applicant in developing the required skills, knowledge, and behaviours.

If an applicant does not meet the standard entry requirements UCEM will consider the application on an individual basis. In these cases, the application will be assessed by the Programme Leader or for students in Hong Kong by the Dean of School (International), who will give careful consideration to any professional and life experiences as well as any academic or vocational qualifications the applicant may hold. The applicant may be asked to provide a detailed personal statement and/or a reference or letter of support from an employer or mentor to support the application.

Applications are assessed in accordance with the UCEM [Code of Practice: Admissions and Recognition of Prior Learning \(opens new window\)](#).

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English language requirements

All UCEM programmes are taught and assessed in English. In addition to the programme entry requirements listed above, all applicants will therefore be required to demonstrate adequate proficiency in the language before being admitted to a programme. Therefore, you must possess one of the following:

- GCSE Grade C (or 4) or above in English Language or English Literature, or an equivalent qualification. For further information on equivalent qualifications please contact: admissions@ucem.ac.uk.
- Grade 5.5 or above, with at least 5.5 in the reading and writing modules, in the International English Language Testing System (IELTS) test administered by the British Council in the academic test.
- 79 or above in the Internet option, 213 or above in the computer-based option or 550 or above in the paper-based option, of the Test of English as a Foreign Language (TOEFL).
- Grade C or above in English (Language or Literature) at A/S Level.
- Successfully undertaken a Level 5 cognate qualification that was taught and assessed in English.
- HKDSE (Hong Kong Diploma of Secondary Education) Grade 3, or HKALE (Hong Kong Advanced Level Examination – Advanced Level & Advanced Supplementary Level) Grade E, or HKCEE (Hong Kong Certificate of Education Examination) Grade 3-5 or Grade A-D (Syllabus B only).

Recognition of prior certificated learning (RPCL) or recognition of prior experiential learning (RPEL) routes into the programme

UCEM policy and procedures for Recognition of Prior Experiential Learning (RPEL) and Recognition of Prior Certificated Learning (RPCL) are set out in the [Code of Practice: Admissions and Recognition of Prior Learning \(opens new window\)](#). This policy statement takes precedence in any such decision.

RPEL may be used to support an application for entry to the programme. RPCL or RPEL do not enable transfer of credit into this programme nor enable exemption from any component.

Programme Progression

Students who are successful in completing the programme in their first attempt will be awarded a Certificate of Personal and Professional Development and will be offered entry to the UCEM MSc programme associated with their completed module. If a student wishes to enter a MSc programme that is not associated with the module, they have completed then they must first have a discussion with the relevant Programme Leader to ensure their success on the intended programme. With the relevant Programme Leader's agreement, students successful at the first attempt can be offered entry to any UCEM MSc programme.

Students who are unsuccessful in completing the programme in their first attempt will be offered a final resubmission attempt. If they complete the programme at the resubmission attempt, they will be awarded a Certificate of Personal and Professional Development. If available, they may apply to take a further CPPD or alternate access or bridging programme.

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Note that the credit achieved upon successful completion of this programme is not transferrable to any other programme. It also is not designed to provide entry to any other institution's programmes.

Award Regulations

For details of award arrangements, please view the [Academic and Programme Regulations \(opens new window\)](#).

Career Prospects

Career prospects depend upon the main MSc award undertaken on successful completion of this programme.

Programme Aims

Programme aims

This programme is aimed at providing an opportunity for experienced practitioners in the built environment who would otherwise not meet UCEM's entry requirements for the MSc programmes. This programme is an opportunity to study a degree-level module whilst receiving additional support. This should enable future successful study on a UCEM MSc programme.

Market and internationalisation

This programme is available internationally, but there may be regional reasons why it is not available and/or marketed. Students can contact the UCEM Admissions and Enquiries team for more information.

Programme Structure

Module List

Related MSc programme	Code	Module	Level	Credits	Core/ Elective	Semester
MSc Real Estate	BSU6BSP	Building Surveying Practice	6	20	Elective*	Spring
MSc Real Estate	INV6IAP	Investment Appraisal and Portfolio Management	6	20	Elective*	Autumn
MSc Construction Management MSc Quantity Surveying	LAW6CON	Construction Law	6	20	Elective*	Autumn

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Related MSc programme	Code	Module	Level	Credits	Core/ Elective	Semester
MSc Building Surveying	MAN6CPM	Commercial Property Management	6	20	Elective*	Autumn
MSc Building Surveying MSc Construction Management MSc Quantity Surveying	PMA6CPM	Construction Project Management	6	20	Elective*	Spring

Notes

* Students will take a single module. The semester a student commences, and their intended MSc programme, determines which module they will take.

Learning Outcomes

Having successfully completed the programme, the student will have met the following Learning Outcomes.

Level 6	Relevant modules
A – Knowledge and understanding	Please see individual Module Learning Outcomes.
B – Intellectual skills	
C – Subject practical skills	
D – Key / Transferable skills	MAN6CPM LAW6CON INV6IAP BSU6BSP PMA6CPM
D6.1 Communicate in English appropriately and effectively using a variety of methods.	
D6.2 Assess and develop their own learning and academic study skills (with some support).	
D6.3 Develop time management skills to enable future study	
D6.4 Develop digital literacy skills required to study online.	

Module Summaries

BSU6BSP Building Surveying Practice

This module focuses on building surveying practice. It comprises the following topics: building surveying, professionalism ethics and conduct, maintenance theory and practice; and building adaptation theory and practice. Legislation is based on England and Wales. The module will enhance the students' ability to recognise, analyse and remedy building maintenance issues and develop their ability to apply building surveying practice, maintenance and adaptation to different situations.

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INV6IAP Investment Appraisal and Portfolio Management

This module aims to develop the student's ability to understand and analyse investments. It will allow them to recognise property as an investment asset within the overall spectrum of other investment categories. Principles of investment, risk, investment appraisal and portfolio management will be considered to ensure the development of practical skills that enable informed investment decisions for clients.

LAW6CON Construction Law

This module aims to provide students with an understanding of the major issues of law embraced by construction projects. It enables students to analyse professional liability and evaluate methods of extending/limiting liability, and to assess the extent of liability outside the contractual relationship. The module also aims to give students an in-depth understanding of the issues related to construction disputes and the various commonly used methods of dispute resolution.

MAN6CPM Commercial Property Management

This module aims to examine the role that commercial property plays for both an investor and an occupier; examine the management strategies of property owners and how the commercial property manager helps develop and implement these strategies; examine the breadth of responsibilities of the professional commercial property manager at both a strategic and a fundamental level.

PMA6CPM Construction Project Management

This module explores a range of strategic and operational issues in construction project management. The construction project manager (CPM) plays a key role at all stages of the construction process for diverse client organisations that operate in a dynamic environment. The fundamental need for clients to enhance value in their construction projects and, increasingly, to also engage stakeholders, means that the CPM has a critical contribution to make. This module therefore provides an opportunity to develop the knowledge, understanding and skills required to operate as a CPM in the context of the property and construction industries.

Learning, Teaching and Assessment

Learning & Teaching

Knowledge and understanding

The teaching, learning and assessment strategy for the programme is guided by the UCEM-wide Learning, Teaching and Assessment Strategy (LTAS 2020-2025). This ensures all programmes promote a logical learning journey for students. The approach adopted is student-centred learning design that supports the educational needs of our diverse student community. Learning has been designed with flexibility in mind to support students to adopt their own learning experience best suited to their needs.

Students acquire knowledge in the modules through the online learning resources available to them, including customised text material, study papers, web-based material and media for communication. These are complemented by teaching sessions using various media.

Students are encouraged to research beyond the material provided and undertake self-directed learning.

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Intellectual skills

Learning and teaching methods are applied to enable the development of cognitive skills. These skills are developed through interaction with multi-media learning resources, self-directed learning and via participation in student-centred learning activities. The approach to assessment is lecturer-guided and formative feedback on these skills is given appropriate emphasis.

Subject practical skills

These will depend upon the module taken.

Key/transferable skills

The BE Ready Orientation sets out the importance of transferable skills. These skills are developed through the programme, utilising study and assessment. For further details see programme-specific support below.

Assessment

The assessment strategy for the programme is guided by the UCEM-wide Learning, Teaching and Assessment Strategy (LTAS 2020-2025). The aim of UCEM's assessments is to allow students an opportunity to demonstrate what they have learned using a range of formats and which encourage critical self-reflection linked to personal development. To support this, assessments are clearly related to module learning outcomes and the activities within the module support students in achieving these.

UCEM's practice is to require assessments to be vocationally and professionally relevant. Assessments are built that have direct application to industry standards, and that enable students to learn through real world scenarios and working practice. This involves the generation of tasks based on problems, scenarios or case studies from recent real-world situations that reflect and/or replicate the vocational requirements of the industry and the international nature of the subject matter. All elements of assessments are discipline-specific for each programme as well as supporting the acquisition and promotion of transferable skills, including research skills development.

Formative assessment and feedback opportunities are provided throughout the programme in a variety of formats to motivate, guide and develop students through their learning. Students are required to complete various pieces of coursework in the modules which are assessed within set time frames. Detailed feedback is provided on lecturer-assessed work, which explains how the mark was derived, what was done well and what could be improved for future assessments. Objective testing is also utilised in formative (including self-assessment) and summative assessment. Individual projects in the final stage are assessed in accordance with their own guidelines and marking schemes.

All assessment contributing to progression or award is subject to moderation policies. Moderation at UCEM is designed to reflect the quality of the student submission and the benchmark standards for the various levels of undergraduate study. Moderation of marking accords with QAA recommended best practice to ensure that marking criteria have been fairly, accurately, and consistently applied during first marking.

Assessment Diet

The types of assessments used on this programme will include coursework (such as essays, reports, portfolios, reflections, problem or short questions or video presentations), computer-based assessments, and computer marked assessments (CMAs).

In general, there will be 2 assessments per module. The first assessment is usually either coursework or a CMA. The second assessment is usually coursework. Some modules may have up to a maximum of 4 assessments.

Study Support

BE Ready Orientation

The purpose of BE Ready is to prepare students for online learning with UCEM but also to support students throughout their learning journey. Students are expected to visit BE Ready every semester for updates, welcome back week activities as well as advice specific to their level of study.

There are a variety of resources which will help students to get started. These include how to use the VLE, how to navigate a module, the UCEM e-library and how to join a webinar. BE Ready also provides practical advice such as how to manage independent study, where to find our Study Skills resources and how to access academic or pastoral support. All this information is key to having a successful start to supported online learning with UCEM.

Resources are available to support students with referencing and how to develop good academic practice to avoid academic misconduct. A range of study skills support materials are available to apprentices.

Student learning support

The programme is taught via UCEM's Virtual Learning Environment (VLE), and academic facilitation and support is provided online giving students access to UCEM Lecturers and other students worldwide.

The Education team will guide and support students' learning. Furthermore, all students who do not engage with initial assessment or the VLE will receive additional support from the Programme Team. Other UCEM administrative teams provide support for assessments and technical issues including ICT. UCEM's 'Student Central' portal provides the main point of contact for students for these teams throughout the duration of their programme.

Each student, wherever their location, will have access to a wealth of library and online materials to support their studies. International students are able to use their local context when writing their assessments.

The Academic Support & Enhancement (ASET) team works with departments to promote student retention, achievement and success. This work is achieved through a multi-faceted approach, which consists of:

- delivering support tutorials to students identified as academically at risk to develop the academic skills needed for success;
- developing 'self-serve' support resources to enable students to develop their academic skills;
- delivering teaching webinars and drop-in sessions on academic skills;
- working with the Education team and other support teams to identify ways in which student success can be further facilitated.

Relevant research is also carried out to inform proactive interventions, and to develop policy and practice.

Disability, neurodiversity, and wellbeing related support is provided via a dedicated Disability and Welfare team at UCEM.

English language support

For those students whose first language is not English, or those students who wish to develop their English language skills, additional support is provided through online resources on the VLE in the resource 'Developing Academic Writing'.

The resource includes topics such as sentence structure, writing essays and guidance for writing aimed at developing students study skills.

Personal and professional development

The programme is a mixture of personal development and of professionalism, as the successful completion leads to entry to one of UCEM's professionally accredited MSc programmes. Studying at level 6 provides students with transferrable skills and behaviours that will support their professional development. Throughout the module students have access to subject matter experts including their Programme Leader. Furthermore, students have access to careers advice and support as required.

Programme Specific support

The programme is designed to provide a suitable environment for students entering into postgraduate study. As such, each student will be provided with direct individual support. The support mechanisms will be provided by the Academic Support & Enhancement (ASET) team and members of the module team and will consist of the following:

- How to study online;
- Named link person – call in first week/week prior;
- Reflective practice support – how to, materials/assessment tools;
- Individual Learning Plan;
- Study Skill support materials;
- Group support sessions;
- Regular Access specific drop-in sessions;
- Pre-assessment support webinars;
- Student support calls for students identified as needing additional support; and

The student will be required to complete the BE Ready Orientation and undertake individual reflective practice (supported by the above).

In addition, each programme has a Programme Leader, Module Leader and Module Lecturers to support the students throughout their time with the programme. The UCEM staff are accessible during normal UK working hours, during which they also monitor the 24/7 forums asynchronously and provide encouragement, assistance and necessary lecturer and student feedback services. Access to the UCEM e-Library is on a 24/7 basis and UCEM has a full-time librarian during normal UK working hours.