



UNIVERSITY of  
PORTSMOUTH

# LEARNING AT WORK

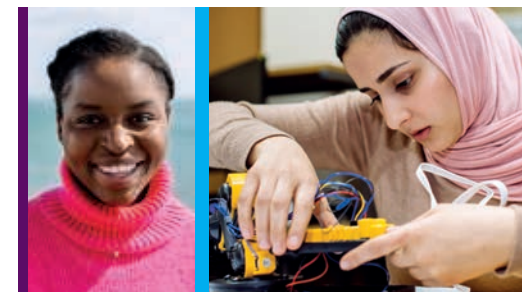
## ADVANCE YOUR CAREER



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# Welcome



LEARNING AT WORK PROVIDES A WIDE RANGE OF WORK-BASED AND DISTANCE LEARNING COURSES AT BOTH UNDERGRADUATE AND POSTGRADUATE LEVEL. THE KEY BENEFIT TO YOU IS THAT YOU CAN TAILOR YOUR LEARNING TO SUIT YOUR PROFESSIONAL AND PERSONAL NEEDS.

This programme aims to develop your abilities in the workplace using professional standards of competency. Your employer should experience a direct benefit and see an improvement in your performance due to the work-based nature of your study.

Your projects will be commercially valuable to your organisation and will exhibit your enhanced strategic awareness and knowledge of best practice. In turn, your increased motivation and improved performance will undoubtedly lead to further professional opportunities and career progression.

Unlike conventional part-time study or distance learning, you are mainly assessed on what you do at work, which reduces the amount of time you need to spend studying.

Within this brochure you will find detailed information on our range of courses, how to apply for them, what our entry requirements are and what we can offer you as a Portsmouth student.

You'll be joining a university that achieved a Gold rating in the Teaching Excellence Framework (TEF), for undergraduate teaching. This means our teaching is considered excellent and can provide you with the skills you need to succeed.



# The benefits of our Learning at Work programme

## Benefits to you:

- Your existing knowledge counts towards the degree award
- You gain a UK university qualification without having to take a career break
- Gain a UK Bachelor's or Master's degree anywhere in the world
- You don't need to attend university, saving on accommodation and travel costs
- You learn what you need, as you need it
- You can tailor the pace of learning to suit demands on your time
- Learning leads to professional and career enhancement
- Learn from subject specialists

## Benefits to employers:

- Staff education brings commercial and strategic awareness
- Commercially valuable work projects are part of the learning programme
- The organisation gains knowledge of best practice and the latest technologies from work-based projects
- University tutors provide new knowledge and advice
- Better qualified staff enhance the organisation's leadership position
- Staff who have been supported to gain qualifications show increased loyalty to their employers
- Employee motivation is increased as they develop their skills

# Our work-based courses

## Certificate in Higher Education

- Professional Studies

## BA (Hons)

- Business
- Business and Computer Studies
- Professional Studies\*

## BSc (Hons)

- Applied Computing
- Applied Science
- Professional Studies\*
- Creative Technologies and Enterprise
- Engineering Studies
- Engineering and Management Studies
- Engineering Project Management
- Maritime Studies

## MA

- Business Management
- Business and Computer Studies
- Professional Studies\*

## MSc

- Applied Computing
- Applied Science
- Professional Studies\*
- Engineering
- Engineering and Management
- Engineering Project Management
- Maritime Studies
- Occupational Health and Safety Management (IOSH accredited)
- Occupational Health, Safety and Environmental Management (IOSH/IEMA accredited)



'By the end of my studies, my employer will have the results of two projects that look into the situations that are affecting our work space and can improve our efficiency and production levels.'

Stephen Lillie  
Learning at Work student

We also offer PgCert Occupational Health and Safety Management (DL) (IOSH accredited). The PgCert comprises two 30 credit distance learning units - Management Essentials and Risk Management - studied over an academic year.

\*'Professional Studies' is the award for students whose work is not covered by any of the other awards.



# Programme details

YOU CAN START A PROGRAMME IN EITHER SEPTEMBER OR JANUARY.

Once you have selected your course title, you design the learning you will carry out with support from the University and in consultation with your employer.

Your learning, which will enable you to obtain academic credit, can come from four sources:

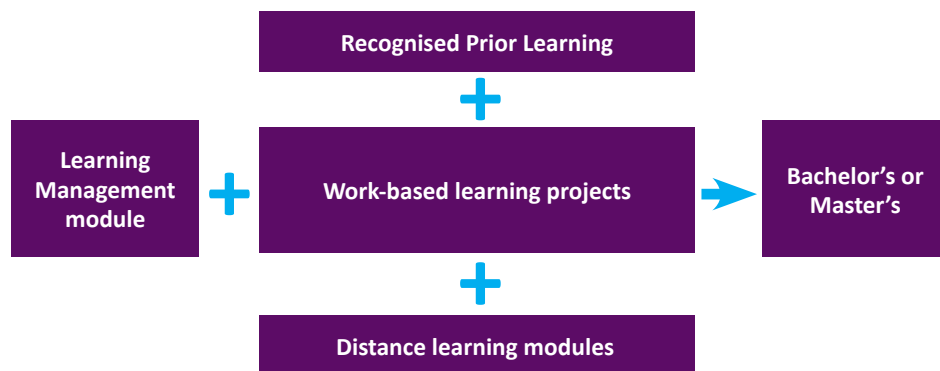
- A Learning Management module which enables you to plan your learning
- Recognised prior learning\* (where appropriate)
- Distance learning modules, for example, 'Business Transformation through Quality Management', 'Strategic Organisational Excellence', 'Risk Management in Practice' and 'Project Management'
- Work-based learning projects

The course can be studied purely at a distance – there are no residential requirements for the course.

## How long will it take me?

The time you take to complete your studies is up to you and is not tied to the academic calendar. It depends on the point at which you start the course and your personal circumstances at work and at home.

\*Previous learning which can be recognised and given credit towards your degree.



# How will I study?

THIS UNIQUE PROGRAMME ALLOWS YOU TO SET YOUR OWN OBJECTIVES, COURSE CONTENT AND TIMETABLE.

We set the framework for your degree and assess your work, but you choose what to learn, how you will learn and what evidence you will deliver for assessment. We ensure that you achieve the standard appropriate to your award through a process of learning management.

You will be supported throughout the programme by subject specialist tutors and our online virtual learning environment called Moodle. The Moodle environment is a rich source of information and activities including online tutorials, lectures, webinars and virtual tutor-led discussion sessions, providing you with the opportunity to interact with staff and fellow students.

The Academic Skills Department are also on hand to support distance learning students with the requirements of academic writing. Although you are not required to study on campus throughout the course, you are invited to attend an induction session at the start of the programme and, of course, your graduation ceremony at the end. For those unable to attend induction in person, we provide an online induction course to get you off to the best start in your studies.

You will also be able to access our Library's vast selection of electronic resources including e-books and journals, which are available anywhere, 24/7 and our friendly staff are always on hand to help. We have created a series of videos aimed to help you use the University Library resources and to search more effectively for the information you require for your research and assessments.



# Work-based learning

MUCH OF YOUR LEARNING COMES FROM WORK-BASED LEARNING (WBL) PROJECTS. THEY MUST INVOLVE NEW LEARNING FOR YOU, SO THEY CANNOT BE SIMPLY THE ACTIVITIES INVOLVED IN YOUR REGULAR JOB.

However, they should be of value to your employer as well as yourself and you should be able to carry out much of the project work in normal working hours.

#### Past workplace projects include:

- The implementation of an occupational health programme in a mining company in Ghana

- Development of emergency response and recovery plans
- Analysis of piracy as a threat to maritime security in Nigeria
- Developing conservation objectives for offshore oil and gas operations in the Gabon
- Design and development of pneumatic test bench for cylinder test purposes
- Analysis and management of major risks in Mega Road Construction Project
- Management processes for removing redundant equipment safely and cost effectively
- Incorporating a Vessel Traffic Information Management System (VTIMS) and a Marine Simulator Facility (MSF)
- Licence application for self-production power using solar/photovoltaic system

# Studying at a distance

DUE TO THE DISTANCE-LEARNING NATURE OF THIS COURSE AND THE POTENTIAL PRESSURE OF JUGGLING YOUR COURSE ALONGSIDE YOUR WORK AND HOME LIFE, WE AIM TO PROVIDE YOU WITH AS MUCH SUPPORT AS POSSIBLE.

#### You will have support from:

- A workplace mentor chosen by you – someone at work who can offer advice, guidance and moral support
- A personal university tutor specialising in your area of study
- A learning management tutor to help you manage your learning

- Lecturing staff in your taught modules
- Written feedback on all items submitted for approval or assessment
- An introductory learning management module to help you develop your learning contract, devise projects, conduct research and write reports

**'Access to tutors and online support proved invaluable to me as a distance learner and was particularly comforting for someone such as me who had not been in full time study for at least 15 years.'**

**'The programme provided me with an excellent opportunity to combine my daily employment responsibilities with academic study to deliver a worthwhile and beneficial project and subsequent report that will deliver genuine improvements to my employer.'**



# Meet our students



## Anthony Elliott - Trinidad and Tobago

Principal Health and Safety Consultant - MSc Occupational Health, Safety and Environmental Management

'Distance learning was my preferred learning route as it allowed me to complete a highly recognized and international master's degree without having to leave Trinidad and Tobago, which was cost-effective. I did not have to take time off from work whilst having the flexibility of self-paced learning that allowed me to manage my work, life and study balance.

I feel my employer and work have benefitted from my studies because I have gained an academic skill set that I have applied to critically think about the various challenges that are a feature of the organization's work'.



## Katharine Davies - United Kingdom

Production Scheduler - BSc (Hons) Engineering and Management Studies

'I chose to study via Learning at Work as it gave me the flexibility to tailor my projects to suit my bespoke work, both in terms of content and timeline. Since completing my degree, I have been able to take the skills I learnt and progress them within my new role as a Production Scheduler.

My choice to change my role was directly related to the introspective reflection encouraged within my degree. This allowed me to see what was missing within my career and find new ways to grow and develop. Overall, it was a fantastic experience which has helped me make leaps forward within my career.'

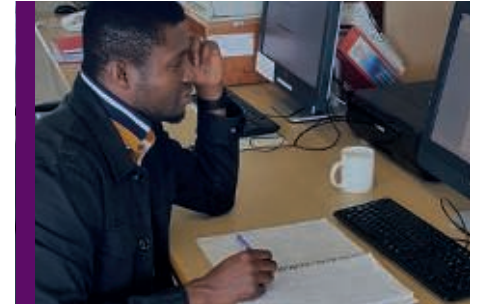


## Michael Kelly - United Kingdom

Chief Engineer - BSc (Hons) Engineering and Management Studies

'There was plenty of scope to tailor my modules to beneficial projects within my workplace. Being a father of three children, I am unable to take time off work to study as I need to support the home financially, so Learning at Work was the perfect fit.

The University were able to provide a good quality distance learning course, in a subject field I am interested and work in.'



## Wisdom Aguomba - Nigeria

Navigating Officer - MSc Occupational Health, Safety and Environment Management

'I have limited time to go to university due to the nature of my work at sea; therefore I chose to study my course via Learning at Work. I found it very flexible and excellent in delivering sound tutoring based on my experience.

I feel my qualification enabled me to achieve an outstanding performance in the company through my recommendations that brought about many changes in the company safety procedures. This led to my promotion as a safety officer and inclusion as a member of the ship safety management team.'



# What employers say

## Quotes from employers of Learning at Work students

‘The knowledge, skills and competencies gained as a result of this study will be enough motivation for him to tackle any other personal or professional challenge he is confronted with. Ultimately, he is evermore prepared to provide the much needed professional leadership not only for his team of health, safety and environmental professionals but for his organisation as a whole’

**‘I must admit that through this course our employee's pattern of work has changed. He has been making recommendations on moving the company forward.’**

**‘These changes will in the future enable us to tender and hopefully be successful in those bids for new contracts.’**

‘His career will undoubtedly be hugely boosted by this experience. It has allowed him to not only engage with more people in our organisation but has opened up lines of communication with trade bodies and others in the wider industry. The way he has conducted the research shows him as a dedicated professional who is willing to investigate evidence and make recommendations that benefit both the company and the employee – a skill that all bosses want!’



# Entry requirements

THERE ARE NO STANDARDISED ENTRY QUALIFICATIONS AND EACH APPLICATION IS TREATED INDIVIDUALLY ON ITS OWN MERITS.

We invite applications from learners who may not meet the ‘typical’ entry requirements.

Typical applicants for a BA or BSc (Hons) course would have a Level 4 or equivalent qualification and three or four years’ work experience, although many have no post-school qualifications.

Applicants for MA or MSc courses are usually working at a professional level. They normally have a first degree or equivalent, but other qualifications at level 5 HND, supported by several years of relevant post-qualification experience in responsible posts, may be acceptable.

Typical applicants for the Certificate in Higher Education in Professional Studies would have a Level 3 or equivalent qualification and three/four years work experience. We will

assess applications with learners who do not have a level 3 qualification, but substantial work experience.

Access to a stable work situation is important for success on a Learning at Work course, therefore you must be employed and able to complete work-based projects with the support of your employer.

This programme is not suitable for people whose work is voluntary, temporary or on short-term contracts. It is also not suitable for those who are retired or unemployed.

Applications from self-employed people are welcome.

You will need a sufficient level of English for your chosen course. Please see our website for more information.



# How to apply

To apply for any of our courses, please contact us first to discuss your requirements, so we can advise on the best course for you and your studies. We will direct you to our online application.

**Please note these courses are offered via Distance Learning.**

If you intend to study with us, in advance of applying, please check this mode of study will be recognised by the government you live or intend to gain employment in. In addition, we recommend your employer recognises distance-learning as a method of study.



## Get in touch

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# Why Portsmouth?





