Get ready for the PG Certificate/PG Diploma/MA Career Development

We hope that you are enjoying the summer and are looking forward to starting at UWE Bristol. As your Programme Leaders, we warmly welcome you onto the **PG Certificate/ Diploma/ MA Career Development programme**. We have provided some information below that will help you to prepare for starting with us in September.

The programme staff are looking forward to meeting you but in the meantime please do get in touch if there is anything that you need.

We look forward to meeting you.

Catrina Holmes   **Kate Colechin**   **Dr. Catherine Rosenberg**   **Dr. Ciaran Burke**

Before you start

Registration
Once you have satisfied all admissions requirements, we'll send you your login details for our IT systems to enable you to activate your university email account. Once your account has been activated, you'll gain access to the MYUWE platform where you can register. Note that your login details for MYUWE are different to those used for the UWE Welcome website. Registration for September programmes will only be open from August onwards. You can find guidance and further information on our Registration website.

Induction and what to expect
You will be required to engage with your online programme induction is scheduled for the week beginning 15th September. Your programme leader will contact you with further details about the induction session nearer the time. During induction you will be involved in a range of activities including:

- familiarisation with your programme and modules
- learning how to engage with online learning

- connecting with other participants on your programme
- familiarisation with the university and facilities
- information about where to get information and support

Engage with your programme

Start your learning
If you are returning after a break or are new to study, it might be helpful for you to look at the 'Prepare for Study' information which guides you on what to expect from studying at university.

Read around your subject
You are not expected to purchase any texts for the programme because all reading material will be available online for you. However, in advance of starting the programme, you may wish to read about the profession and the world of career development.

Therefore, we recommend the following:

Familiarise yourself with the UK professional body for career development, the Career Development Institute. By becoming a student member, you will have online access to their quarterly magazine *Career Matters*, which contains many articles aimed at practitioners and a wealth of free training and resources.

The Careers & Enterprise Company News page provides links to a range of topical articles which will keep you up to date with the world of career development in schools and colleges.

Adventures in Career Development is a highly recommended blog by Tristram Hooley. As well as a respected academic and researcher in the field of career development, Tristram is a prolific blogger and here you will find all sorts of very topical articles and presentations on a range of career development issues, including policy, social justice, politics, technology and ethics.

Be prepared

Access support
Check the information on our [Disability web pages](#) so you know what you need to do. If you need any urgent additional mobility or other support to fully access all activities during your studies, contact me as your programme leader.

Check key dates
Your programme dates for 2025/2026 are scheduled as follows:

UTLGVP-30-M Frameworks for Career and Enterprise Development
w/c 15 September 2025 – Induction session
w/c 22 September 2025 – Start
w/c 1 December 2025 – Finish
Tuesday 6 January 2026 (assessment submission)

Provisional dates for modules running in 2026:

UTLGVQ-30-M Careers and Enterprise in Practice
w/c 12 January 2026 – Start
w/c 23 March 2026 – Finish

UTLGXA-30-M Career Guidance Theory and Practice (PG Diploma/MA students only)
w/c 4 May 2026 – Start
w/c 13 July 2026 – Finish

The following modules will be delivered during the academic year 2026/2027:

Module 4: Careers and Enterprise in Context

Module 5: Developing as a Researcher Practitioner

Module 6: Professional Development Project

Know what to expect

This course is **100% online** and the first module will begin w/c Monday 2 September. Your programme is structured as follows:

Module	PG Certificate	PG Diploma	MA
UTLGVP-30-M **Frameworks for Career and Enterprise Development**	compulsory	compulsory	compulsory
UTGVQ-30-M **Careers and Enterprise in Practice**	compulsory	compulsory	compulsory
UTLGXA-30-M **Careers Guidance Theory and Practice**		compulsory	compulsory
UTLGXB-30-M **Careers and Enterprise in Context**		compulsory	compulsory
UTLGXC-30-M **Developing as a Researcher Practitioner**			compulsory
UTLGXC-30-M **Professional Development Project**			compulsory

- Each module is 30 credits and has 10 units of learning.
- Each unit is timetabled for one week.
- Each unit has 5 steps of learning.

Steps may include lectures, readings, activities, written tasks and some group discussion. As a guide, you will be expected to spend 6-7 hours a week on directed activities and independent study. It might be useful to spread your study over the week to allow for reflection on tasks.

Get equipped

Information on IT services can be found at here. This includes important information to support any online learning at home. You can connect also to the UWE network from home. All students are provided with an Office365 account, which gives access to Outlook, Word, Excel, OneNote and PowerPoint, and 1TB of secure online storage.

See the UWE website for detailed information on choosing your IT equipment including recommended specifications.

For this programme we recommend the Core Specification.

UWE systems are configured for Windows although many of our students use Apple products or others. Please ensure that you use Chrome or Firefox.

If you have any queries about IT or access, please contact edutech@uwe.ac.uk

Who to contact if you have questions

For any questions about the course, please contact the Programme Leaders:

Catrina Holmes via email at catrina.holmes@uwe.ac.uk

Kate Colechin via email at kate.colechin@uwe.ac.uk

Please note: this information has been provided on the assumption that you will meet the conditions of your offer and be eligible to take up your place.

Entry: September 2025   Last updated: Spring 2025