



CREDIT TRANSFER TOWARDS THE Professional Certificate in Management Essential Information

Please retain for the duration of your studies with
The Open University

Professional Certificate in Management

In order to qualify for the Professional Certificate in Management you will need to complete 60 points as shown in the chart below. This table also indicates the degree components against which credit transfer can be awarded:

Degree component	Type and amount of credit transfer available towards this component, if any
Compulsory A & B courses 30 points each	30 points Course related credit
Maximum credit transfer available towards this OU qualification	30 points

Credit for previous relevant study elsewhere can be used in place of OU courses as indicated under each category in this table, up to a maximum of 30 points, provided certain conditions are met. You should read this document in conjunction with the award regulations.

<http://www3.open.ac.uk/our-student-policies/qualregs.htm>

What award of credit will I receive?

We award credit in units of 5 points, up to a maximum of 30 points of credit transfer towards the Professional Certificate in Management. If your previous study amounts to more than this limit, we will select those points that will give you the most beneficial award.

Please note that credit transfer is awarded in the context of the particular award towards which you are claiming it. This means that you may be able to get credit transfer against a specific OU course in some Open University qualifications but not in others.

Types of credit transfer

Course-related credit can be awarded only if the student's previous study is considered to be equivalent to (matches by 80%) the level, content, and breadth of this OU course. Course-related credit is effectively an exemption from a particular OU course in recognition of previous study.

Time Constraints

You will be required to complete all components necessary for the degree within a 10 year period. This period commences from the completion date of the study for which credit is given or your first OU course, if started before this date. If there is more than one qualification then the earliest date will be used.

Professional Certificate in Management (Previous versions)

This is a 60 point undergraduate level 3 qualification. The current version of the Professional Certificate in Management can be gained by completing either the 60-point course *The Professional Certificate in Management* (B615 or the not-for-profit version BYN615 or their on-line equivalents) studied over 12 months which includes a residential school (or an 18-day online equivalent) and has an end of course examination or the four modules contained within the 12 month course as separate courses:

- Managing (BZX641)
- Managing people (BZX642)
- Managing finance and information (BZX643)
- Managing customers and quality (BZX644)

Students are also required to attend a residential school *The Management Challenge* (BZX635) or its online equivalent (BZX636), and take a final examination and revision module *Certificate Revision and Examination Module* (BZX646). In this version all of the credit (60 points) is attached to the final examination module, all other modules are zero credit rated, but students must successfully complete all modules in order to gain the qualification. Credit transfer is available against the residential school requirement and up to two of the zero credit rated modules. Please note that there is no credit transfer available against the *Certificate Revision and Examination Module* (BZX646).

The old version of the Certificate (for students commencing in February 2004 or earlier) consists of four 15 point courses; B631 *Managing*, B632 *Managing People*, B633 *Managing Finance & Information* and B634 *Managing Customers & Quality*. If you are already studying the old version of the certificate you may be able to obtain a maximum of 30 points of course related credit in place of up to two of the 15 point courses within the programme, if there is sufficient match with your previous study.

Professional Diploma in Management

The Professional Diploma in Management is a 60 point postgraduate level qualification. The latest version of the Diploma consists of one 60 point compulsory course B700 *Managing Performance & Change* and there is no credit transfer available towards this.

If you require a version of these notes in an alternative format, such as large print, please contact us

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