



Middlesex
University

Master of Arts

Work Based Learning Studies

Reg. No. 250470

(Coaching, Training and Development)

Master of Arts

Work Based Learning Studies

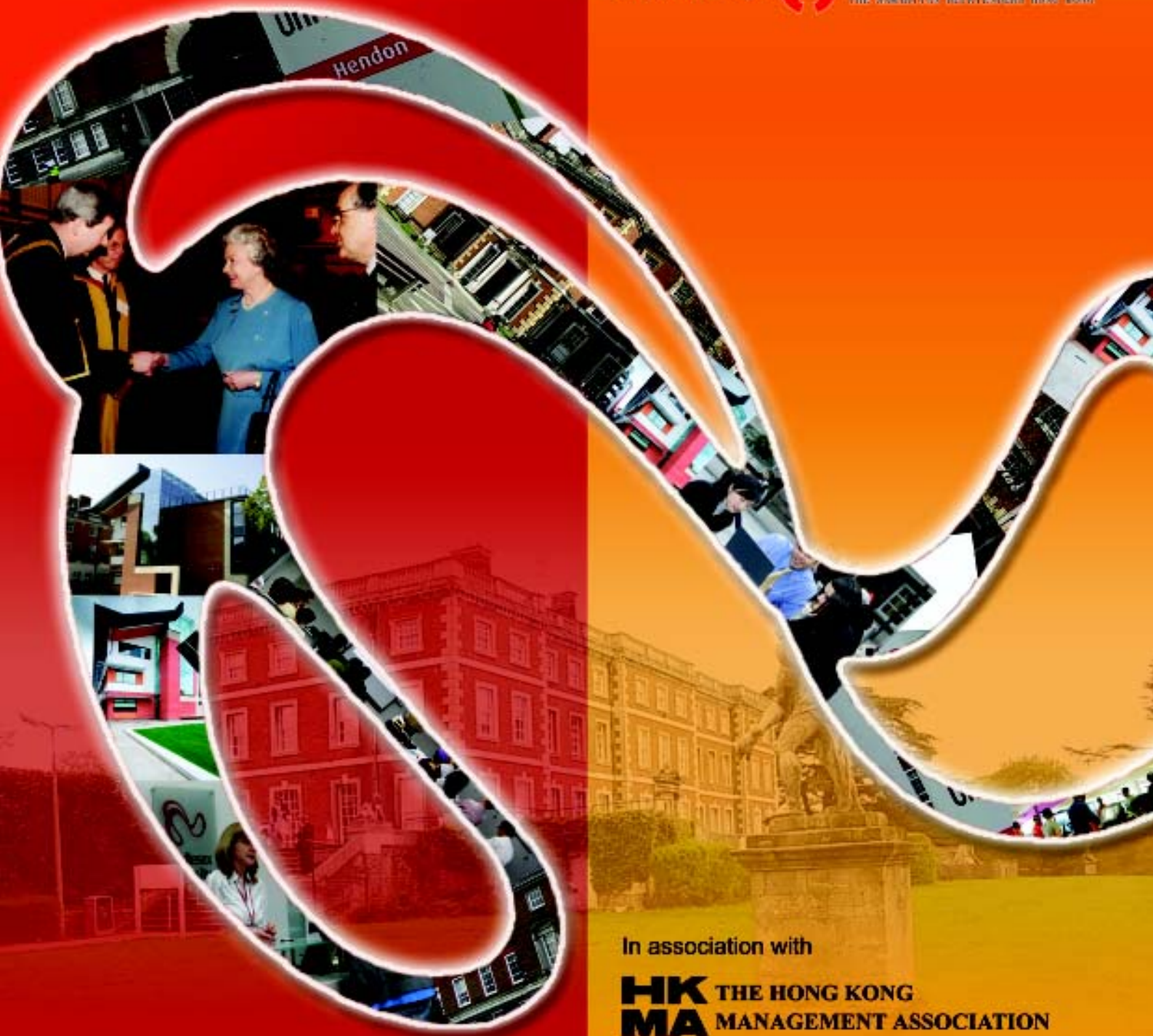
Reg. No. 250470

(Counselling)

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Middlesex University

Middlesex University is the second largest university in London with more than 25,000 students, including some 6,000 international students from 130 countries. Middlesex is a dynamic, diverse and innovative university and is proud of the recognition won. In 2006, Middlesex University Business School was ranked 17th in the 'Top International Business Schools' with the Social Science Research Network (SSRN). It was ranked as a 'Top 20 UK university' by the Guardian League Table in 2004; and in 2003, it received a Queen's Award for Enterprise: International Trade. Before that, Middlesex was one of very few universities to have been awarded three Queen's Anniversary Prizes for Higher and Further Education in 2000, 1998 and 1996.

Institute for Work Based Learning and East Asia Work Based Learning Centre

The Institute for Work Based Learning (IWBL), Middlesex University is the pioneer in development of Work Based Learning Studies (WBS) in the United Kingdom (UK). IWBL manages all WBS programmes offered by the University, and has been offering WBS programmes from Certificate to Doctorate levels since 1995. Middlesex University was awarded a Queen's Anniversary Prize for Higher and Further Education for Work Based Learning in 1996 for its role in integrating formal education and employment. In 2005, the Higher Education Funding Council for England designated Middlesex University as a Centre for Excellence in Teaching and Learning in Work Based Learning.

In 2000, the Middlesex University East Asia Work Based Learning Centre (EAWBLC), an overseas teaching centre of the IWBL was established in Hong Kong, providing academic leaderships, teaching, learning resources, and local support for students who study WBS programmes in Hong Kong.



Hong Kong Management Association

The Hong Kong Management Association (HKMA) is a non-profit-making incorporated body established in 1960. Over the past 49 years, the Association, with a mission to train and develop human resources, has been actively taking part in training tens of thousands of management personnel and professionals, thereby raising the standard of management and improving its quality in Hong Kong. Over 2,000 integrated and well-balanced courses are offered by the Association and attended by some 50,000 participants annually. As part of HKMA's deep commitment to providing opportunities to local executives and professionals for continuing development, the Association, in partnership with a number of overseas universities, offers a series of programmes leading to Bachelor's, Master's and Doctoral Degrees in various areas of studies.

Work Based Learning

In 1993, Middlesex University secured the United Kingdom Government funding to find a way of accrediting the learning that individuals had acquired in their life-time, and in particular, their workplace. The concept of Work Based Learning (WBL) was thus developed. Work Based Learning Studies (WBS) involve following a study programme centred on students' role at work. It recognises practical experience by helping individuals build their academic qualifications based on learning from their work. By analysing their skills and knowledge, students will be able to increase the professional contribution they can make to their organisation.

Work Based Learning Studies

WBS is centered on the principle that learning takes place in all areas of life, as well as in the classroom; and it is designed to meet the development needs of employers and employees. It also aims to realise students' potential by using innovative methods to develop knowledge and skills they gain through the design and implementation of real-life work based projects. It is especially beneficial for students who wish to combine higher education with professional development. Every Work Based Learning Studies programme is as unique as the person who creates it. Therefore, unlike conventional universities, Middlesex University offers a customised approach to learning. The programme is designed by the student – based on their work role and professional development needs.

Benefits of WBS

- ✓ Customised and flexible modes of study
- ✓ Opportunities for personal development, career planning and professional development
- ✓ Learn and develop within the context of the work role and the working environment
- ✓ Identify and reinforce existing professional knowledge and skills
- ✓ Gain academic recognition for work based learning and, through critical reflection, improve personal effectiveness
- ✓ Attain a qualification which is immediately relevant to work and of international standard – and play a full part in designing a personal study programme
- ✓ Contribute to corporate objectives through the creation of new knowledge
- ✓ Undertake research and development projects whilst at work

WBS Programme Features

The MA in WBS programme has the following features and flexibilities:

- 20-month programme
- Minimum lectures to attend, and with UK designed resource packs
- Intensive workshops and tutorials
- Assessment is coursework-based
- Non-degree applicants are eligible to apply
- Access to programme advisors and project supervisors, who will provide advice and feedback to the students' coursework and the work based learning project respectively throughout the programme

Recognition of the Degree

The MA in WBS programme allows Hong Kong in-service executives and professionals to study part-time and locally to earn a Master's Degree conferred by a prestigious UK university that is recognised internationally. The degree award is conferred by Middlesex University through part-time studies in Hong Kong, which carries the same status and recognition as those who study in the United Kingdom.



Mode of Study

All subject modules are offered in a mode which is delivered through a combination of lectures, self-directed study, and intensive evening workshops and tutorials; and advising sessions and supervising sessions by programme advisors and project supervisors; held in Hong Kong at either Middlesex University EAWBLC or HKMA learning centre, conducted by Middlesex University and HKMA academic staff.

Workshops and Tutorials

The face-to-face workshops and tutorials for each subject normally consists of 3-6 meetings of 2-3 hours each. There will also be group or individual consultations. Please refer to attached the APPLICATION INFORMATION FOR NEW APPLICANTS for a Tentative Timetable of classes of this coming semester. It is critical that students attend the classes for each subject. Discussions with, and feedbacks from, the lecturers, programme advisors and project supervisors may also be conveyed via fax, e-mail, or face-to-face consultations.

Programme Assessment and Admission Requirements

Programme Assessment

Each module will be assessed on the basis of coursework. Students are required to complete specified course assignment (s) for each module. Assessment for the Work Based Learning Project is directly related to the relevant practical and intellectual capabilities demonstrated in the written project. Students are also assessed by a 15-minute oral presentation and 15-minute questions for the Work Based Learning Project.

Admission Requirements

All applicants of this programme should have:

- Recognised professional qualification or a first degree from a recognised institution; or
- HKMA / PolyU or HKMA / Lingnan University Diploma in Management Studies (DMS) or equivalent qualification(s) awarded by other institutions; and
- 5 years of executive experience; and
- Proficiency in English language.
- Alternatively, practising HRM/HRD professionals with no less than 8 years of executive experience and who can satisfy the Admission Committee on their personal motivation and communication ability.*

* These individuals may be required to attend an interview and will be considered on a case-by-case basis, subject to their academic and work experience.



MA in WBS (Coaching, Training & Development) Programme - MACTD

There are high demands in both public and private sectors for effective HRM/HRD professionals, who have expertise in coaching, training and development fields. They play a key role in upgrading the technical and business skills of the current work force, broadening the preparation of new workers, as well as promoting labour force adjustment and workplace learning to meet the challenges of a knowledge-based economy that competes globally.

Aim and Objectives of the MACTD WBS Programme

The aim is to help people to achieve excellence in their professional practice, to help them institute changes within their organisation through coaching, training & development initiatives; and obtain Master's Level academic recognition for their works. The objectives of the MACTD programme are to enable students to:

- Identify and reinforce existing HRD concepts, skills, and good practices
- Effectively manage and critically evaluate their work based learning of HRD within the organisational context
- Recognise and meet individual, organisation, and industry needs and expectations in the field of coaching, training & development
- Undertake work based research project that will have an improvement of practices within coaching, training & development fields

Target Students

The programme is suitable for in-service adult educators, HRD professionals such as coaches and trainers, HRM executives; and other suitable candidates, who play a role in people development.

Programme Structure

The MACTD programme consists of two parts:

- (1) Four Specialist Modules
- (2) Four Core WBS Modules

The MACTD programme, of 20-month duration and consisting of five semesters, is built on a 180-credit-point structure comprising 8 subjects, including a work based project of 12,000 words.



Trimesters	Module Code	Module Name	Level 6 Credits	Level 7 Credits
1	CTD 1091	Adult Learning, Coaching and Training in Organisation	15	
	CTD 1092	Organisational Diagnosis for Human Resource Development	15	
2	CTD 1093	Advanced Workshop on Coaching Skills		18
	CTD 1094	Developing Successful Training and Development Projects		12
	WBS 4811	Programme Planning		10
3	WBS 4835	Research Methods		30
4	WBS 4828	Literature Search and Review		20
5	WBS 4861	Work Based Learning Project (12,000 words)		60
Total Credits: 180			30	150



**Middlesex
University**

MA in WBS (Coaching, Training & Development)



MA in WBS (Counselling) Programme - MACON

Counselling helps people to appreciate many aspects of their life, their relationships with other people and of themselves which they may not have considered or been able to deal with before. It also helps practitioners to examine in detail troublesome behaviours or situations they are faced with, and to find areas where it would be possible to initiate some changes. Counselling may also help someone to look at alternative solutions and help him/her to decide the best options.

Aim and Objectives of the MACON WBS Programme

The aim is to help people to achieve excellence in their professional practice, to help them be aware of and enhance their individual counselling approach; developing them to be more effective in different counselling situations; and obtain Master's Level academic recognition for their works. The objectives of the MA in WBS (Counselling) programme are to enable students to:

- Identify and reinforce existing counselling knowledge, skills, and good practices
- Effectively manage and critically evaluate their work based learning of counselling with different counselling situations
- Recognise and meet broad knowledge and skills in counselling with in-depth understanding and techniques in specific areas of counselling, performance psychology and/or human resources management
- Undertake work based research project that will have an improvement of practices within the field of counselling.

Target Students

People in a broad range of occupations including: community and welfare work, healthcare, nursing, natural therapies, physiotherapy, personnel and recruitment, training and teaching, family support services, fitness industry, case work and mental health work.

Programme Structure

The MACON programme consists of two parts:

- (1) Four Specialist Modules
- (2) Four Core WBS Modules

The MACON programme, of 20-month duration and consisting of five semesters, is built on a 180-credit-point structure comprising 8 subjects, including a work based project of 12,000 words.

- * Graduates of the MA in WBS (Counselling) Programme are eligible to apply to become members of the Hong Kong Professional Counselling Association.

Trimesters	Module Code	Module Name	Level 6 Credits	Level 7 Credits
1	WBS 7315	Contemporary Approaches to Counselling and Psychotherapy	15	
	WBS 7316	Working with Clients' Emotional Reaction: Crisis & Trauma	15	
2	WBS 7421	Mental Health Issues in Counselling		15
	WBS 7420	Advanced Workshop on Counselling Approaches		15
	WBS 4811	Programme Planning		10
3	WBS 4835	Research Methods		30
4	WBS 4828	Literature Search and Review		20
5	WBS 4861	Work Based Learning Project		60
Total Credits: 180			30	150



**Middlesex
University**

MA in WBS (Counselling)



Module Description

MACTD Specialist Modules

CTD 1091 Adult Learning, Coaching and Training in Organisations

The module aims to enable participants to understand what companies need, and how they can develop their employees with the necessary skills to meet these needs. Coaching and training are congruent to the continuous efforts designed to improve employee competency and organisational performance. Adults derive their learning from a variety of sources. Participants will also explore some aspects of adult learning so as to ensure that the approaches to be adopted are amenable to employees' continuous development by coaching and training.

CTD 1092 Organisational Diagnosis for Human Resource Development and Design of HRD Programme

The module aims to provide the students with an understanding of the concepts of organisational diagnosis. It focuses on helping students acquire the techniques for analysing the implications of organisational factors for human resource development and the design of HRD programmes.

CTD 1093 Advanced Workshop on Coaching Skills

This module aims to enable participants to understand how to use various forms of coaching in a strategic way, namely, creating a personally nourishing atmosphere, while simultaneously making employees more productive.

CTD 1094 Developing Successful Training and Development Programmes

Students will learn from the best practices of training & development in Hong Kong by studying the selected cases drawn from companies that won the HKMA Training Award*. Students are expected to compare and contrast; critique and apply what they have learned from the cases to their organisations. Overseas training & development case studies will also be introduced as supplementary reading and examined by students with a view to enhance higher acceptance of HRD practices by organisations in Hong Kong.

* The Award for Excellence in Training and Development has been organised annually by the HKMA since 1990 to give public recognition of achievements in training and development to companies as well as individuals.

MACON Specialist Modules

WBS 7315 Contemporary Approaches in Counselling and Psychotherapy

Using a framework of examining how people change in counselling, this course will examine major theoretical approaches to counselling and contemporary issues in psychotherapy. While focusing on the distinctive assumptions, principles, concepts and strategies that characterise individual theories of and approaches to counselling and psychotherapy, attention will also be given to commonalities among theories. Moreover, issues of professional ethics in counselling practices will also be critically examined. This course will maintain a balance between theoretical discussions and reflections on the counselling practice. Lectures will be conducted in an interactive manner including both didactic and experiential components.

WBS 7421 Mental Health Issues in Counselling

This graduate-level course will expose students to past and current research regarding concepts of “abnormal” behaviors, and the processes of clinical assessment and diagnosis. Topics covered include the etiology, treatment, and management of various types of psychological disorders. A variety of class exercises – including small group activities and video tapes are used to understand mental disorders. A number of controversial issues in abnormal psychology will also be explored and discussed in the course. The current edition of the multi-axial Diagnostic and Statistical Manual of Mental Disorders (DSM-IV-TR, July, 2000) will serve as the explanatory basis for the description and analysis of these dysfunctional conditions.

WBS 7316 Working with Clients' Emotional Reaction: Crisis & Trauma

Crisis interventions address urgent situations that are triggered by a specific life event or situational event. The prevalence of acute crisis situations in our society necessitates that counsellors acquire a knowledge and skill base for resolving crisis episodes. Therefore, practitioners using crisis interventions focus on short-term interventions to assist the client to return to a state of stability. This course will focus on learning the basic principles and methods of crisis intervention, debriefing, emotional first aid, and working with suicidal and para-suicidal patients e.g. borderline personality.

WBS 7420 Advanced Workshop on Counselling Approaches

This advanced skills training course aims at providing students with practical hands-on experience in doing counselling. Students will have the opportunity to practise basic counselling skills, conduct intake assessments and practise evidence-based interventions of various approaches. Students are expected to actively participate in class and complete practice assignments. Through small group discussions and activities, role-playing and reviewing of videotapes, individual videotape supervision, skills and strategies related to the different phases of counselling will be examined. The training sessions will cover topics such as: Conceptualising and assessment of client issues, concerns and risks; basic counselling skills; cognitive behavioural, solution-oriented and emotional-focused interventions.



MACTD and MACON Core WBS Modules

WBS 4811 Programme Planning

The module aims to enable learners to identify, review, and reflect on their work based learning; and thence to plan and negotiate a professional and academically coherent programme of work based learning studies, which contain proposed study plan and project area. The learners meet these aims by producing a Learning Agreement through negotiation with the University and their employing organisations, which meet needs of the stakeholders of the agreement.

WBS 4835 Research Methods

The aim of this module is to develop critical awareness of research and development issues in the workplaces; to reflect upon the position of the worker researcher and the ethical issues involved; to develop a work based research project proposal supported by critical commentary and other output demonstrating engagement and developing understanding of work based research. In this module, students will acquire the knowledge and skills of different research families, research approaches, data collection techniques, and data analysis; and their respective applications.

WBS 4828 Literature Search and Review

The module is consisted of two parts. The first part: Literature Search provides students with the web based literacy to access, retrieve and present materials with search engines and databases, which include government sites, overseas sites, academic and media sources. The second part: Literature Review guides students in the writing of a literature review that is directly related to their chosen project topic/subject area with its specialist literature covering a broad range of theoretical and practical concerns within the field that underpin the project report. The aim of this module is to equip students with various techniques; including web based ones, to enable them to compile a range of textual references, which are wide ranging in scope and with suitable specialist depth, for their Project Report.

WBS 4861 Work Based Learning Project

Project work gives students the opportunity, to create new professional knowledge and innovate within his or her organisation. The project needs to be work based, which involves understanding and application of work based research methods. Students will be required to demonstrate that the project has a useful outcome for specific work based activity. Typically, projects might include aspects to do with change of a departmental or even corporate level where appropriate within your own autonomy and authority. However, within designated criteria, work based learning projects can take any form that is of professional and organisational benefit. Students are required to submit project work equivalent to a 12,000 word project report and sit for an oral assessment of 30 minutes duration; 15 minutes presentation and 15 minutes Q&A.





Application, Enquires, and Contact

Application

To apply for a place in the MA in WBS programme, an application must be lodged with The Hong Kong Management Association. Applications are assessed by, and admission decisions are made, at the discretion of the Institute for Work Based Learning, Middlesex University. For details, please refer to the attached APPLICATION INFORMATION FOR NEW APPLICANTS.

Enquiries

For enquiries, please call the HKMA Customer Service Section on 2774 8500 during normal office hours. For course details, please contact Ms Jane Ma on 2774 8552 or Mr S H So on 2774 8550.

Contact



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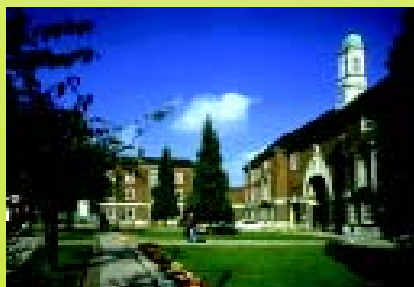
Comments from Past Participants

"The work based learning programme recognizes my past knowledge and skills and enables me to attain a higher education qualification in an affordable and flexible manner. The learning process has enabled me to re-profile my counselling practices into meaningful frameworks that provide insights and directions to my long term personal and professional development."

*Vincent Kan,
Vice Chairman, The Samaritan Befrienders Hong Kong*

"The programme enhanced my skills and self-awareness on counselling practices. It is designed for practitioners aiming for continuous workplace improvements."

Polly Wong, Nursing Officer





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