

REQUIREMENTS FOR TEACHING PRACTICE

In addition to the specified credits outlined below, trainees must satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours to satisfy the requirements of the professional body Standards Verification UK. The student must also satisfy a Fitness to Practice Board that all professional body requirements are met.

RULES OF ASSESSMENT

1. ASSESSMENT

Credit is awarded in recognition of achieved learning at module level. Achievement of the minimum assessment criteria for the module, as defined in the award's programme specification, is required to achieve credit. This is not expressed as a percentage mark. Results are judged as Pass, Refer or Fail.

2. POST-GRADUATE CERTIFICATE IN EDUCATION

2.1 Continuation for part-time delivery

In order to progress from Year 1 to Year 2 of the part-time Post-Graduate Certificate in Education students must:

- a) achieve 60 credits at level 6
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

2.2 Continuation for accelerated route part-time delivery (January start)

In order to progress from Year 1 to Year 2 of the Postgraduate Certificate in Education students must:

- a) achieve 45 credits at level 6
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

2.2 Eligibility for an Award

For the award of a Post-Graduate Certificate in Education students must:

- a) achieve 60 credits at level 6 and 60 credits at level 7
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

3. PROFESSIONAL GRADUATE CERTIFICATE IN EDUCATION

3.1 Continuation for part-time delivery

In order to progress from Year 1 to Year 2 of the Professional Graduate Certificate in Education students must:

- a) achieve 60 credits at level 6
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

3.2 Progression for accelerated route part-time delivery (January start)

In order to progress from Year 1 to Year 2 of the Professional Graduate Certificate in Education students must:

- a) achieve 45 credits at level 6
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

3.3 Eligibility for an Award

For the award of a Professional Graduate Certificate in Education students must:

- a) achieve 120 credits at level 6
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

4. CERTIFICATE IN EDUCATION

4.1 Progression for part-time delivery

In order to progress from Year 1 to Year 2 of the Certificate in Education students must:

- a) achieve 60 credits at level 4
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

4.2 Continuation for accelerated route part-time delivery (January start)

In order to progress from Year 1 to Year 2 of the Certificate in Education students must:

- a) achieve 45 credits at level 4
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

4.3 Eligibility for an Award

For the award of a Certificate in Education students must:

- a) achieve 60 credits at level 4 and 60 credits at level 5
- and
- b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

5. CERTIFICATE IN CONTINUING EDUCATION IN TEACHING LITERACY AND ESOL

5.1 Eligibility for an award

For the award of a Certificate in Continuing Education students must

- and
- a) achieve 60 credits at level 4
 - b) satisfactorily complete the required number of teaching observations, and provide evidence of completion of the minimum number of teaching hours

6. SECOND ATTEMPTS

6.1 If a student does not meet the requirements to proceed to year 2 of the part-time Certificate in Education, Professional Graduate Certificate in Education or Post-Graduate Certificate in Education:

- (a) where the student has been referred, he/she may resubmit the required coursework elements.
- (b) where the student has failed modules, he/she may repeat the necessary modules, or where more than 60 credits have been failed, he/she may repeat the year.
- (c) where a student has submitted no coursework with no substantiated extenuating circumstances, he/she must withdraw from the University.
- (d) Boards may offer no more than three attempts for each element of assessment
- (e) No student may repeat more than one year/stage of study.

7. ASSESSMENT PROCEDURES

7.1 POWERS OF BOARD OF EXAMINERS

A Board of Examiners Meeting shall be held with the purpose of:

- (a) Confirming the results achieved to date, including any resubmission results presented to the board and awarding credit.
- (b) Confirming any opportunity for second attempt at the assessments for modules.
- (c) Considering extenuating circumstances as necessary and their implications for results.
- (d) Determining the award of Post Graduate Certificate in Education, Professional Graduate Certificate in Education or Certificate in Education.

End of Year/Stage examination boards may also be used as interim boards for part-time students to determine continuation and resubmission opportunities.

7.2 EXTENUATING CIRCUMSTANCES

Extenuating circumstances can only be considered by the Examination Board if the student has completed an extenuating circumstances report by the agreed deadline. When substantiated extenuating circumstances are accepted by the Board of Examiners it may use its discretion to depart from the above rules where this is necessary to achieve a fair result.

7.3. DISCRETION

Except in the case of Extenuating Circumstances, the Board of Examiners does not have power of discretion in relation to the application of the rules of assessment.

Qualification Levels

Framework for Higher Education Qualifications (FHEQ) levels	Award name(s)	National Qualifications Framework (NQF) levels
Certificate level	Certificate in Education Certificate In Continuing Education In Teaching Literacy and ESOL	4
Honours level	Professional Graduate Certificate in Education	6
Masters level	Postgraduate Certificate in Education	7