

Course Specification

Published Date:	15-Sep-2020
Produced By:	Laura Clode
Status:	Validated

Core Information

Awarding Body / Institution:	University of Wolverhampton		
School / Institute:	Institute of Education		
Course Code(s):	ED077P31UV	Part-time	1 Years
Course Title:	Postgraduate Certificate in Higher Education and Professional Practice		
Hierarchy of Awards:	Postgraduate Certificate Higher Education and Professional Practice University Statement of Credit University Statement of Credit		
Language of Study:	English		
Date of DAG approval:	26/May/2017		
Last Review:	2014/5		
Course Specification valid from:	2014/5		
Course Specification valid to:	2020/1		

Academic Staff

Course Leader:	CLAIRE JENKINS
Head of Department:	CLAIRE JENKINS

Course Information

Location of Delivery:	University of Wolverhampton
Category of Partnership:	Not delivered in partnership
Teaching Institution:	University of Wolverhampton
Open / Closed Course:	This course is open to all suitably qualified candidates.

Entry Requirements:

Entry requirements are subject to regular review. The entry requirements applicable to a particular academic year will be published on the University website (and externally as appropriate e.g. UCAS)

Distinctive Features of the Course:

The Post Graduate Certificate in Higher Education and Professional Practice will be the main source of continuing professional development for early career academic and support staff at the University of Wolverhampton or; experienced members of staff who wish to update their practice and align with current thinking. The course will also provide a route for external candidates who practice in either higher or professional education environments and who wish to gain a valid and recognised qualification in higher and professional education practices.

In addition to the above, the programme will offer a suitable pathway to Higher Education Academy recognition at either Associate or Fellow level (subject to accreditation), providing a recognised qualification that is allied to professional status with the national body for higher education practitioners.

Educational Aims of the Course:

This course is designed for staff currently working in Higher or Professional Education. It is intended to support the practical working needs of staff within an inclusive student-focused learning and teaching environment. This course will enable participants to develop their classroom practice, including e-learning, within a framework of current andragogical theory. It will also provide an opportunity for participants to develop skills in curriculum design and educational research.

Intakes:

September
January

Major Source of Funding:

Office for Students (OFS)

Tuition Fees:

Tuition fees are reviewed on an annual basis. The fees applicable to a particular academic year will be published on the University website.

Year	Status	Mode	Amount
2020/1	H	Part Time	£2134.00

PSRB:

ED077P31UV (Part-time)

Professional Accreditation Body:
Higher Education Academy (HEA)

Approved	Start	Expected End	Renewal
01/Sep/2015	01/Sep/2015	31/Aug/2018	31/Aug/2018

Course Structure:

January (Part-time)

Year 1

Module	Title	Credits	Period	Type
7ED038	Supporting Learners and Fostering Learning in Higher & Professional Education	20	IN YR	Core
7ED039	Issues, Challenges and Opportunities in Higher & Professional Education	20	IN YR	Core
7ED037	Contemporary Teaching in Higher & Professional Education	20	IN YR	Core

April (Part-time)

Year 1

Postgraduate Certificate students will take 60 credits for their award.

Module	Title	Credits	Period	Type
7ED039	Issues, Challenges and Opportunities in Higher & Professional Education	20	IN YR	Core
7ED037	Contemporary Teaching in Higher & Professional Education	20	IN YR	Core
7ED038	Supporting Learners and Fostering Learning in Higher & Professional Education	20	IN YR	Core

September (Part-time)

Year 1

Postgraduate Certificate students will take 60 credits for their award.

Module	Title	Credits	Period	Type
7ED037	Contemporary Teaching in Higher & Professional Education	20	IN YR	Core
7ED038	Supporting Learners and Fostering Learning in Higher & Professional Education	20	IN YR	Core
7ED039	Issues, Challenges and Opportunities in Higher & Professional Education	20	IN YR	Core

Please note: Optional modules might not run every year, the course team will decide on an annual basis which options will be running, based on student demand and academic factors, to create the best learning experience.

Learning, Teaching and Assessment

Academic Regulations Exemption:

AFRSC 14/39

Exemption to permit the course to operate outside of the Academic Calendar to accommodate participation of UoW staff that teach on undergraduate and postgraduate modules.

APPROVED: 3rd June 2015

Reference Points:

The United Kingdom Professional Standards Framework (UK PSF)

The QAA Quality Code for Higher Education

The Staff Educational Development Association (SEDA) Professional Development Framework.

The Framework for Higher Education Qualifications in England, Wales and Northern Ireland (FHEQ)

Master's Degree Characteristics (QAA)

Learning Outcomes:

PGCert Course Learning Outcome 1 (PGCCL01)

Demonstrate understanding of constructive alignment in the context of programme design in higher and professional education.

PGCert Course Learning Outcome 2 (PGCCL02)

Demonstrate understanding and application of inclusive teaching approaches in the context of individual and disciplinary practice for a diverse student body.

PGCert Course Learning Outcome 3 (PGCCL03)

"Critically evaluate current theories of teaching, learning and assessment, and; articulate a reflexive and critical approach to current and future practice."

PGCert Course Learning Outcome 4 (PGCCL04)

"Demonstrate effective use of a variety of appropriate blended learning, teaching and assessment methods in a range of contexts for diverse student groups."

PGCert Course Learning Outcome 5 (PGCCL05)

"Critically analyse, synthesise and apply research at the forefront of developments in learning and teaching in higher education and from within your own subject area."

PGCert Course Learning Outcome 6 (PGCCLO6)

"Provide evidence to meet the criteria of Descriptor 2 in the UK Professional Standards Framework in terms of areas of activity, core knowledge and professional values appropriate to successful academic practice in higher or professional education."

Overview of Assessment:

Module	Title	Course Learning Outcomes
7ED037	Contemporary Teaching in Higher & Professional Education	PGCCLO1, PGCCLO2, PGCCLO3, PGCCLO4, PGCCLO6
7ED038	Supporting Learners and Fostering Learning in Higher & Professional Education	PGCCLO2, PGCCLO3, PGCCLO4, PGCCLO6
7ED039	Issues, Challenges and Opportunities in Higher & Professional Education	PGCCLO2, PGCCLO4, PGCCLO5, PGCCLO6

Teaching, Learning and Assessment:

The programme will typically be organised around a limited number of whole day face-to-face events throughout the year, where participants take part in a range of activities including a variety of group discussions, presentations and e-learning events.

In addition participants will be required to take part in group on-line learning tasks between the face-to-face meetings and the cohort will also be placed in learning sets to enable discussion and the preparation of joint presentations and to provide peer support during the programme.

Individual tutorials with tutors and mentors are also part of the programme which requires independent reading and research to supplement the course materials and resources.

Assessment Methods:

At the University of Wolverhampton, a variety of modes of assessment will be used to support and test your learning and progress and to help you develop capabilities that are valued beyond your University studies and into your working life. Your course may include a variety of assessment activities:

Written examinations (including online examinations, open and closed book examinations and quizzes)
Coursework (for example, essays, reports, portfolios, project proposals and briefs, CVs, poster presentation)
Practical (for example, oral and video presentations, laboratory work, performances, practical skills assessment)

In the final year of your undergraduate degree, and at the end of your postgraduate degree, you are likely to be expected to write an extended piece of work or research, such as a dissertation or a practice-based piece of research.

Student Support:

As many of the participants are members of staff currently employed in Higher and/or Professional Education, it is not anticipated that there will be major learning support required for these individuals. Even so, as it is anticipated there will be a number of external candidates on the programme, normal support structures will be in place. Module tutors will be available for tutorials by appointment. Academic study skills are developed throughout the face-to-face sessions and during participation in the on-line tasks. All the normal university support structures may be accessed by participants including:

Academic and other support

- [Schools & Institutes](#) - academic teaching and support
- [Counselling](#) - emotional support
- [The Chaplaincy](#) - support for students of any faith, and those with none
- [Research students](#) - forms, guidance, rules and regulations
- [Skills for learning](#) - study advice and support
- [Faculty Student Services](#) - student administration and support
- [Students with families](#) - nursery information
- [Students' Union Advice and Support Centre](#) - advice on many issues

• Careers and employment

- [Careers](#) - advice and support during and after your studies
- [The Workplace](#) - student recruitment
- [Active Volunteers](#) - voluntary and community work
- [Knowledge Transfer Partnerships](#) - and other placement programmes

• Financial support

- [The Gateway](#) - financial advice before you come
- [Financial support while you study](#) - money when you need it most
- [Proof of tuition fees support or sponsor](#) - important information about who is going to pay your fees
- [How and when do I pay?](#) - instructions on when to pay
- [ePayment](#) - pay fees and bills online
- [Self-help for new & returning students](#) - I've not received my funding yet, what do I do?

• Students with disabilities

- [Pre Entry Team](#) - help & advice before you start
- [Disability Advisor & Enabling Technology Team](#) - support available whilst you are with us
- [Support Services Team](#) - the people who look after your support arrangements
- [Finance & Administration Team](#) - Disabled Students' Allowance (DSA) help & advice

• Other support departments

- [IT Services](#) - IT support
- [Print Services](#) - for all your printing needs
- [Sports and Recreation](#) - facilities on City and Walsall Campuses
- [Maths support centre](#) - help you with any level of mathematics, statistics or numeracy to help you with your studies
- See also: [Schools and service departments index](#)

Employability in the Curriculum:

This qualification will supersede the existing PgCert Academic Practice in Higher Education and become a mandatory qualification for most new staff at the University of Wolverhampton. In partner institutions it is part of CPD provision for academic staff delivering Higher Education provision and a progression route to further study including a Post Graduate Diploma and the Master of Arts Degree in Education.

External candidates will be accepted onto the programme subject to meeting the entry requirements.