

# **Postgraduate Programme Specification**

Session	2024/25	Last Modified August 2023				
Named Award Title	Postgraduate Certific	cate in Academic Pract	tice			
Award Title for Each Award	Postgraduate Certifica	te in Academic Practice				
Date of Approval	04 <sup>th</sup> August 2023					
Details of Cohort Applies to	All new and existing co	horts				
Awarding Institution	University of the West of Scotland X	Teaching University of the West of Scotland X				
Language of Instruction	on & Examination	English				
Award Accredited by		Advance HE				
Maximum Period of Re	egistration	36 months				
Duration of Study						
Full-time		Part-time	Х			
Placement (compulsory)	N/A					
Mode of Study	Full-time  Part-time					
Campus	Ayr Dumfries	☐ Lanarkshire ☐ Conline / Distance Learning ☐ Other (specify)				
School	Cross-School	1	1			
Divisional Programme Board	Cross-School					
Programme Leader	K Wilson					

# Admissions Criteria

Candidates must be able to satisfy the general admission requirements of the University of the West of Scotland as specified in Chapter 2 of the University Regulatory Framework together with the following programme requirements:

# **Appropriate Undergraduate Qualifications:**

Applicants will typically possess a degree or equivalent. In the absence of a degree, where entry requirements do not conform to the general entry requirements, other evidence can be considered on an individual basis in line with Regulations 2.13 – 2.36 (Recognition of Prior Learning – RPL / Recognition of Credit).

Candidates must be able to satisfy the general admission requirements of the University of the West of Scotland as specified in Chapter 2 of the University Regulatory Framework together with the following programme requirements:

The PgCert in Academic Practice (PgCAP) is suitable for those who teach or support student learning at UWS. The programme is primarily aimed at colleagues who are new to university teaching (i.e. less than three years of experience).

The programme is accredited by Advance HE and successful completion leads to Fellowship. Therefore, participants are expected to have sufficient practice in HE teaching and learning to be able to evidence the requirements for Fellowship by the end of the programme. Opportunities for practice are not supplied by the PgCAP but rather should be a feature of participants' current roles. Colleagues in full or part-time lecturing posts are likely to be able to meet the requirements through their role. Colleagues in other roles (e.g. student support; technical) should contact the PgCAP programme team at learning.transformation@uws.ac.uk.

For more information about the requirements for Fellowship see the Professional Standards Framework here: https://www.advance-he.ac.uk/teaching-and learning/psf

The general entry requirement for the PgCAP is an undergraduate degree or equivalent experience. For the PgCAP a minimum IELTS comparable score of 6.0 or above (with a minimum of 5.5 is each component) is acceptable as evidence of proficiency in English.

#### Other Required Qualifications/Experience

Applicants to the PgCAP may import academic credit into the programme through the UWS Recognition of Prior Learning process. For full details of the process, see the Recognition of Prior Learning Handbook, which can be found within the UWS website.

All enquiries relating to RPL should be directed to the PgCAP Programme Leader in the first instance.

Credit may be imported within the limits set out in UWS's Regulatory Framework (2.24), which is to say, normally up to half of the credit required for the award. In the case of the PgCAP (60 credits total) the maximum volume that can be imported is 30 credits.

It is possible for participants who withdrew early from the PgCAP to re-join the programme and have their previous modules recognised for more than the usual maximum volume of credit. In this case, the currency of that learning will be considered (see point 3 under APL, below).

The credit imported will "replace" modules from the PgCAP, enabling participants to complete the programme more quickly, and without duplicating previous learning. The credit imported can come from Accreditation of Prior Learning (APL), Accreditation of Prior Experiential Learning (APEL), or a mixture of the two.

## Further desirable skills pre-application

#### **General Overview**

The Postgraduate Certificate in Academic Practice (PgCAP) is a qualification for those who teach or support student learning at UWS. The PgCAP is accredited by Advance HE so that successful completion of the PgCAP leads to Fellowship alongside a Postgraduate Certificate.

Taught fully online, the PgCAP is flexible and designed so that participants can learn alongside their existing role in teaching or supporting student learning.

Topics covered in the PgCAP include approaches to learning and teaching, assessment and feedback, designing learning, and evaluation and enhancement. Participants are supported to reflect upon what it means to teach or support learning in their specific context (for instance, within the Scottish sector and UWS specifically). Teaching on the modules is supported by the latest research and scholarship, and participants will be introduced to key theories and concepts in learning, teaching and assessment.

The learning, teaching and assessment approaches on the programme enable participants to become part of a learning community, whereby they can share practice and learn from peers in different roles and disciplines. PgCAP assessments are designed to be useful and authentic to participants' teaching practice. Assessment includes a teaching observation (assessed by an Expert Peer); practical work such as designing an assessment; enhancement projects; and a portfolio. Project modules allow participants to choose the focus of their learning, so that it is directly applicable to their current practice.

Participants will work towards a final assessed portfolio through which they will demonstrate that they have met the requirements for Fellowship. Throughout the PgCAP, participants will be supported to become reflective, evidenced-informed practitioners.

# **Typical Delivery Method**

Fully online

#### Any additional costs

#### **Graduate Attributes, Employability & Personal Development Planning**

The PgCAP is designed to support the professional development of those already in roles teaching or supporting student learning at a Higher Education level. The programme is practice based, with participants expected to learn through reflection on their practice, as well as the learning activities on the modules. The focus and content of the modules has been designed to be relevant and authentic to participants' practice. The programme will support participants to become reflective, evidence-informed practitioners who understand the value of continuous professional development in their teaching practice.

Participants will be required to engage with the Professional Standards Framework (PSF; Advance HE 2023) throughout. The PSF represents a set of international, sector-wide standards for learning and teaching in Higher Education.

# **Work Based Learning/Placement Details**

The PgCAP is a practice-based programme and participants are expected to have ongoing practice in teaching or student support at Higher Education level. Opportunities for practice are not supplied by the PgCAP but rather should be a feature of participants' current roles.

#### **Attendance and Engagement**

In line with the <u>Student Attendance and Engagement Procedure</u>, Students are academically engaged if they are regularly attending and participating in timetabled on-campus and online teaching sessions, asynchronous online learning activities, course-related learning resources, and complete assessments and submit these on time.

For the purposes of this programme, academic engagement equates to the following:

Regular engagement with the asynchronous online learning activities in the VLE including participating in discussions with peers. If participants have difficulties engaging with any of the online activities in a timely manner, they are expected to contact the module co ordinator to discuss this as soon as possible. Participants are expected to engage in formative assessments and to submit summative assessments on time. Attendance at online synchronous sessions is optional but strongly encouraged.

#### **Equality and Diversity**

The University's Equality, Diversity and Human Rights Procedure can be accessed at the following link: <u>UWS Equality, Diversity and Human Rights Code.</u>

Underpinned by UWS's commitment to equality, diversity and inclusion, the PgCAP aims to provide a welcoming and supportive environment for all participants. This includes accessible learning materials and flexibility in the learning experience. The programme is designed around inclusive approaches to learning, teaching and assessment. The PgCAP promotes respect and knowledge of diversity, needs, rights and responsibilities.

# Programme structures and requirements, SCQF level, term, module name and code, credits and awards (<a href="Chapter 1">Chapter 1</a>, Regulatory Framework)

# Learning Outcomes

	SCQF LEVEL 11 - Postgraduate Certificate (PgCert)  Learning Outcomes
	Knowledge and Understanding
<b>A</b> 1	Demonstrate extensive, detailed and critical knowledge and understanding of the theories and principles of learning, teaching and assessment.
A2	Critically engage with current research and scholarship on learning, teaching and assessment in Higher Education.
A3	Demonstrate critical awareness of the context, policies and processes relevant to teaching and/or supporting learning at UWS.
A4	N/A
<b>A5</b>	N/A
	Practice - Applied Knowledge and Understanding
B1	Design and plan learning.
B2	Apply effective approaches and cutting-edge and specialist research to teaching and/or supporting learning.
В3	Make evidence-based enhancements to practice.
B4	N/A
<b>B</b> 5	N/A
	Communication, ICT and Numeracy Skills
C1	Use appropriate digital tools and/or other technologies, and resources for learning.
C2	Communicate effectively with peers, using appropriate academic conventions where relevant.
СЗ	Assess and give effective feedback for learning.
C4	N/A
C5	N/A
	Generic Cognitive Skills - Problem Solving, Analysis, Evaluation
D1	Critically review practice in teaching and/or support ofstudent learning, drawing on appropriate evidence to do so.
D2	Decide criteria for evaluation in relation to selected theoretical positions and approaches to teaching/support of student learning.
D3	Critically evaluate changes to practice.
D4	N/A
D5	N/A
	Autonomy, Accountability and Working with Others
E1	Demonstrate effectiveness of practice in teaching and/or support of learning against all Dimensions of the Professional Standards Framework.

E2	Collaborate with others in the Higher Education learning and teaching community.
E3	Critically reflect upon practice and continuous professional development.
E4	N/A
<b>E</b> 5	N/A

# Postgraduate Certificate (PgCert) Modules

#### **CORE**

SCQF	Module	Module Title	Credit	Term			Footnotes
Level	Code			1	2	3	
11	ACPR11001	Developing Effective Practice in Learning & Teaching	10				
11	ACPR11002	Developing Effective Practice in Assessment & Feedback	10				
11	ACPR11003	Designing Learning	10			$\boxtimes$	
11	ACPR11004	Planning for Enhancement	10		$\boxtimes$	$\boxtimes$	
11	ACPR11005	Enhancement and Evaluation	10	$\boxtimes$		$\boxtimes$	
11	ACPR11006	Evidencing Effective Practice	10	$\boxtimes$	$\boxtimes$	$\boxtimes$	

#### Footnotes for Core Modules

Due to accreditation requirements, all six modules of the PgCert in Academic Practice are core. Where participants exhaust all attempts in any of the six modules, they are recommended to move to the PgCert in Professional Practice. Credit from any PgCAP modules passed can normally be imported to the PgCert in Professional Practice through the Recognition of Prior Learning. It is possible for participants leaving the PgCAP to make a claim for Fellowship through UWS's experiential route, sALTIRE, but they may need to wait to gain sufficient experience before doing so.

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## Postgraduate Certificate (PgCert) Modules

#### **OPTION**

SCQF	Module	Module Title	Credit	Terr	n		Footnotes
Level	Code			1	2	3	

Footnotes for Option Modules

# Level 11- Postgraduate Certificate (PgCert) Criteria for Award

Please refer to <u>UWS Regulatory Framework</u> for related regulations

# Requirements for progression

As a Postgraduate Certificate, there is no progression point within the PgCert in Academic Practice.

#### Requirements for award

In order to achieve the PgCert in Academic Practice, participants must successfully complete the six core modules, or have demonstrated that they have met the learning outcomes of selected core modules through the Recognition of Prior Learning.

As all modules on the PgCert Academic Practice are assessed on a pass/fail basis, it is not possible to achieve an award with distinction

	SCQF LEVEL 11 - Postgraduate Diploma (PgDip)				
	Learning Outcomes				
	Knowledge and Understanding				
A1					
A2					
А3					
A4					
<b>A5</b>					
	Practice - Applied Knowledge and Understanding				
B1					
B2					
В3					
B4					
B5					
	Communication, ICT and Numeracy Skills				
C1					
C2					
С3					
C4					
C5					
	Generic Cognitive Skills - Problem Solving, Analysis, Evaluation				
D1					
D2					
D3					
D4					
D5					
	Autonomy, Accountability and Working with Others				
E1					
E2					
<b>E</b> 3					
E4					
<b>E</b> 5					

# Postgraduate Diploma (PgDip) Modules

# CORE

SCQF	Module	Module Title	Credit	Terr	n		Footnotes
Level	Code			1	2	3	

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Fasting	taa fau Oaus N	Andrilan					
Footno	tes for Core I	Modules					
Postgra OPTION		na (PgDip) Modules					
SCQF	Module	Module Title	Credit	Terr	n		Footnotes
Level	Code			1	2	3	
				П		П	
Footno	<u> </u> tes for Optioı	n Modules					
1 000110	tos for Option	Trioduces					
Level 1	1- Postgradı	ıate Diploma (PgDip)					
	a for Award						
Please refer to <u>UWS Regulatory Framework</u> for related regulations							

Learning Outcomes (Maximum of 5 per heading)  Knowledge and Understanding  A1  A2  A3  A4  A5  Practice - Applied Knowledge and Understanding  B1  B2  B3  B4  B5  Communication, ICT and Numeracy Skills  C1  C2  C3  C4  C5  Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1  D2  D3  D4  D5  Autonomy, Accountability and Working with Others  E1  E2  E3  E4  E5	SCQF LEVEL 11 – Masters
A1	Learning Outcomes (Maximum of 5 per heading)
A2 A3 A4 A5 Practice - Applied Knowledge and Understanding B1 B2 B3 B4 B5 Communication, ICT and Numeracy Skills C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	Knowledge and Understanding
A3  A4  A5  Practice - Applied Knowledge and Understanding  B1  B2  B3  B4  B5  Communication, ICT and Numeracy Skills  C1  C2  C3  C4  C5  Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1  D2  D3  D4  D5  Autonomy, Accountability and Working with Others  E1  E2  E3  E4	A1
Practice - Applied Knowledge and Understanding	A2
Practice - Applied Knowledge and Understanding  B1 B2 B3 B4 B5 Communication, ICT and Numeracy Skills  C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others  E1 E2 E3 E4	A3
Practice - Applied Knowledge and Understanding  B1 B2 B3 B4 B5 Communication, ICT and Numeracy Skills  C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others  E1 E2 E3 E4	A4
B1   B2   B3   B4   B5   Communication, ICT and Numeracy Skills   C1   C2   C3   C4   C5   C9   C9   C9   C9   C9   C9   C9	A5
B2 B3 B4 B5 Communication, ICT and Numeracy Skills  C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others  E1 E2 E3 E4	Practice - Applied Knowledge and Understanding
B3 B4 B5 Communication, ICT and Numeracy Skills C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	B1
B4 B5 Communication, ICT and Numeracy Skills C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	B2
Communication, ICT and Numeracy Skills  C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others  E1 E2 E3 E4	B3
Communication, ICT and Numeracy Skills  C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others  E1 E2 E3 E4	B4
C1 C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	B5
C2 C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	Communication, ICT and Numeracy Skills
C3 C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	C1
C4 C5 Generic Cognitive Skills - Problem Solving, Analysis, Evaluation D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	C2
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1  D2  D3  D4  D5  Autonomy, Accountability and Working with Others  E1  E2  E3  E4	C3
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation  D1  D2  D3  D4  D5  Autonomy, Accountability and Working with Others  E1  E2  E3  E4	C4
D1 D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	C5
D2 D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	Generic Cognitive Skills - Problem Solving, Analysis, Evaluation
D3 D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	D1
D4 D5 Autonomy, Accountability and Working with Others E1 E2 E3 E4	D2
D5 Autonomy, Accountability and Working with Others  E1 E2 E3 E4	D3
Autonomy, Accountability and Working with Others  E1  E2  E3  E4	D4
E1	D5
E2 E3 E4	
E3	E1
E4	E2
	E3
E5	E4
•	E5

# **Masters Modules**

# CORE

	Module	Module Title	Credit	Terr	n		Footnotes
Level	Code			1	2	3	

Footno	tes for Core	Modules				
Master	s Modules					
OPTION						
SCQF	Module	Module Title	Credit	Term	Footnotes	
Level	Code			1 2 3		
Footno	tes for Optio	n Modules	<u> </u>		- 1	
1 1 4	4. Манка					
	1- Masters a for Award					
		'S Regulatory Framework t	or related regular	tions		
Pogula	tions of Ass	eocemont				
		bound by the general assess versity Regulatory Framewo		of the University	/ as	
•				Handbook and	·ho	
		assessment details is provic a for each module is provide				
		sued to students. For furthe				
Chapter 3 of the Regulatory Framework.						

To qualify for an award of the University, students must complete all the programme requirements and must meet the credit minima detailed in Chapter 1 of the Regulatory

# **Combined Studies**

Framework.

There may be instances where a student has been unsuccessful in meeting the award criteria for the named award and for other more generic named awards existing within the School.

Provided that they have met the credit requirements in line with the SCQF credit minima (please see Regulation 1.21), they will be eligible for a Combined Studies award (please see Regulation 1.61).

For students studying at Level 11, they will normally be eligible for an exit award of PgCert / PgDip / Masters in Combined Studies.

#### Version no: 1

Change/Version Control

What	When	Who