Postgraduate Programme Specification

Session	2026/27	**Last Modified**	
Named Award Title	Postgraduate Certificate in Academic Practice		
Award Title for Each Award	Postgraduate Certificate in Academic Practice		
Date of Approval	29/05/26		
Details of Cohort Applies to	September 2023 onwards		
Awarding Institution	University of the West of Scotland	**Teaching Institution(s)**	University of the West of Scotland
Language of Instruction & Examination		English	
Award Accredited by		Advance HE	
Maximum Period of Registration		36 months	
Duration of Study			
Full-time		**Part-time**	12-18 months
Placement (compulsory)			
Mode of Study	☐ Full-time ☒ Part-time		
Campus	☐ Ayr ☐ Dumfries	☐ Lanarkshire ☐ London ☐ Paisley	☒ Online / Distance Learning ☐ Other (specify)
School	**Education and Social Sciences**		
Divisional Programme Board	**Education**		
Programme Leader	Dr Kevin 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).

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: https://advance-he.ac.uk/expertise/educational-excellence/professional-standards-framework/

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 UWS's Recognition of Prior Learning process. For full details of the process, see the Recognition of Prior Learning Handbook: https://www.uws.ac.uk/media/5327/uws-recognition-of-prior-learning-rpl-handbook-2019-v11.pdf

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
The PgCAP is delivered entirely online, and primarily asynchrounously with materials and activities hosted on the VLE. Module materials tend to be released weekly every Monday with participants encouraged to work through materials in their own time but ideally during the week of release so that they are able to engage with peers online. There are three hours of synchronous online teaching for each module. These sessions are not mandatory but participants are strongly encouraged to attend.

Any additional costs
None

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 and is aligned to the UWS Graduate Attributes.

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 Student Attendance and Engagement Procedure, 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: UWS Equality, Diversity and Human Rights Code.

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 (Chapter 1, Regulatory Framework)

Learning Outcomes

SCQF LEVEL 11 - Postgraduate Certificate (PgCert) Learning Outcomes	
Knowledge and Understanding	
A1	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	
A5	
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.
B3	Make evidence-based enhancements to practice.
B4	
B5	
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.
C3	Assess and give effective feedback for learning.
C4	
C5	
Generic Cognitive Skills - Problem Solving, Analysis, Evaluation	
D1	Critically review practice in teaching and/or support of student 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	
D5	
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	
E5	

Postgraduate Certificate (PgCert) Modules

CORE

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				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	☒	☒	☒	
11	ACPR11004	Planning for Enhancement	10	☒	☒	☒	
11	ACPR11005	Enhancement and Evaluation	10	☒	☒	☒	
11	ACPR11006	Evidencing Effective Practice	10	☒	☒	☒	

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 until they have gained sufficient experience before doing so.

Postgraduate Certificate (PgCert) Modules

OPTION

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				1	2	3	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	

Footnotes for Option Modules

Level 11- Postgraduate Certificate (PgCert)
Criteria for Award
Please refer to UWS Regulatory Framework 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.

SCQF LEVEL 11 - Postgraduate Diploma (PgDip) Learning Outcomes	
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	

Postgraduate Diploma (PgDip) Modules

CORE

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				1	2	3	
				☐	☐	☐	

				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
Footnotes for Core Modules							

Postgraduate Diploma (PgDip) Modules

OPTION

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				1	2	3	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
Footnotes for Option Modules							

Level 11- Postgraduate Diploma (PgDip) **Criteria for Award** *Please refer to UWS Regulatory Framework for related regulations*

SCQF LEVEL 11 – Masters 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	

Masters Modules

CORE

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				1	2	3	
				☐	☐	☐	
				☐	☐	☐	

				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
Footnotes for Core Modules							

Masters Modules

OPTION

SCQF Level	Module Code	Module Title	Credit	Term			Footnotes
				1	2	3	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
				☐	☐	☐	
Footnotes for Option Modules							

Level 11- Masters
Criteria for Award
Please refer to UWS Regulatory Framework for related regulations

Regulations of Assessment

Candidates will be bound by the general assessment regulations of the University as specified in the University Regulatory Framework.

An overview of the assessment details is provided in the Student Handbook and the assessment criteria for each module is provided in the module descriptor which forms part of the module pack issued to students. For further details on assessment please refer to 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 Framework.

Combined Studies

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