

Edge Hill University

Further Education and Training

Programme Handbook

Post-Graduate Certificate in Education

Edge Hill University Higher Diploma

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Full Time

September 2014

1.1 Further Education and Training Key Information

1.2 Key Roles

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Module 3: **The Practising Teacher** (Core 30 credits)
 Module 4: **The Specialist Teacher** (Option 30 credits)
 Module 5: **The Outstanding Teacher** (Core 30 credits)

Module Code		Module Titles:	Credit Value	L 4	L 5
CET1420		The Developing Teacher	30	X	
CET1421	CET2521	The Professional Teacher	30	X	X
	CET2522	The Practising Teacher	30		X
	CET2523	The Specialist Teacher – Subject Specialism (Option)	30		X
	CET2524	The Specialist Teacher – English (Option)	30		X
	CET2525	The Specialist Teacher – Maths (Option)	30		X
	CET2526	The Specialist Teacher – EAL (Option)	30		X
	CET2527	The Specialist Teacher – SEND (Option)	30		X
	CET2528	The Outstanding Teacher	30		X

5.6 Programme Calendar

For the September 2014 full time programme, the programme dates are:

Programme Start Tuesday 16th September 2014
Half Term Monday 27th October 2014 – Friday 31st October 2014
Christmas Monday 22nd December 2014 – Friday 2nd January 2015
Half Term Monday 16th February – Friday 20th February 2015*
Easter Monday 30th March – Friday 10th April 2015*
Programme End Friday 19th June 2015

*Please note that half term and Easter holiday dates may vary across Partnership Organisations and Local Educational Authorities. You should attend university sessions whenever they are running, and if your Professional Practice is open for teaching then you should attend your Professional Practice regardless of any holiday schedule the programme is following.

Professional Practice, once secured, extends throughout the whole programme and you will be expected to attend your Professional Practice on a weekly basis. The typical number of teaching hours per week on the 3 term programme is between 6 and 9 hours. This may be spread over two or three days, with two days spent at university.

5.7 Module delivery

Details on module delivery patterns will be given by your Course Leaders during Induction.

to severe learning difficulties and disabilities. These opportunities to enhance the breadth and depth of your experience as a professional within the Further Education and Training Sector will greatly enhance your employability as a teacher in the sector.

An initial shadowing experience will allow you to explore the host institution and the curriculum that is offered there. Part of this process will include input from your Edge Hill University Partnership Mentor and Professional Practice provider on issues related to the curriculum area, policy and procedures such as Health and Safety and Safeguarding, organisation protocols and other aspects related to teaching, learning and assessment in the Further Education and Training Sector. The shadowing experience develops into the start of some team-teaching with your Edge Hill University Partnership Mentor and will provide an opportunity for you to familiarise yourself more fully with the curriculum and the learners.

As your Professional Practice develops, your Edge Hill University Partnership Mentor and your Visiting/Personal Tutor will promote greater independence and responsibility as you move towards teaching independently.

If, for whatever reason, you have concerns about your Professional Practice then you must discuss these with your Visiting/Personal Tutor. Making a decision to leave a Professional Practice is a serious matter and could have considerable consequences for the remainder of your programme. You should **NOT MAKE ANY ARRANGEMENTS** before discussing your situation with your Visiting/Personal Tutor and, if circumstances allow, with your EHUPM.

Please note that your Professional Practice should be considered as **equivalent to a job**, with the attendant requirements for following the organisational notification regulations of any absences. You should not negotiate your end date independently, this should be discussed and agreed between your EHUPM, your Visiting/Personal Tutor and you.

7.2 Professional Practice Calendar

Programme Start Date	Induction, Shadowing Team Teaching	Solo Teaching starts	Solo Teaching ends
September 2014	20 October 2014	Mid November 2014	April/May 2015

Please note

The dates given for the commencement of Professional Practice are provided as a guide only. Depending upon individual circumstance and fully meeting your subject specific needs, you may start your Professional Practice outside the guidelines above. In some instances, you might commence your enhancement hours prior to commencement of your Professional Practice.

In the event of ill health or other disruptions to your Professional Practice your EHUPM and Visiting/Personal Tutor will negotiate appropriate adjustments. However, please note that it is not possible to achieve your qualification without all the assessed observations and the required teaching hours being successfully completed.

Self-Declaration Procedure

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graph TD
    A[Health Issue disclosed - Faculty Academic Registrar (FAR) requests further information and informs Head of Area (HoA)] --> B[FAR informs HOA to make initial decision connected to Professional Practice]
    B --> C[ILT to make decision as to next steps]
    
    D[Character issue (i.e. a criminal offence) disclosed at enrolment - FAR organises Disclosure and Barring Services (DBS) panel and results passed to Academic Registry] --> E[Trainee cleared and proceeds with programme]
    D --> F[Trainee not cleared - trainee leave programme]
    
    G[During Programme trainee declares a character issue (following DBS clearance) OR the University are made aware of an offence] --> H[Trainee completes Self Declaration Form and submits to Academic Registry]
    H --> I[DBS Panel arranged and FAR informs HoA]
    I --> J[Trainee leader produces DBS letter and confirms with FAR that letter has been produced]
    J --> K[DBS letter produced and passed to CL/PL to distribute to trainee]
    
    F --> J
    I --> F
    I --> H
  
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The flowchart details the Self-Declaration Procedure. It begins with three main categories of issues: Health Issue, Character issue, and During Programme. Each category leads to specific steps involving FAR, HoA, ILT, and the DBS Panel.

- Health Issue:** If a health issue is disclosed, the Faculty Academic Registrar (FAR) requests further information and informs the Head of Area (HoA). The FAR then informs the HoA to make an initial decision connected to Professional Practice. The ILT then makes a decision as to the next steps.
- Character issue:** If a character issue (i.e. a criminal offence) is disclosed at enrolment, the FAR organises the Disclosure and Barring Services (DBS) panel and results are passed to the Academic Registry. The trainee is either cleared and proceeds with the programme, or not cleared and leaves the programme.
- During Programme:** If a trainee declares a character issue (following DBS clearance) or the University becomes aware of an offence, the trainee completes a Self Declaration Form and submits it to the Academic Registry. The DBS Panel is then arranged, and the FAR informs the HoA. The trainee leader produces a DBS letter and confirms with the FAR that the letter has been produced. The DBS letter is then produced and passed to the CL/PL to distribute to the trainee.

CRIMINAL CONVICTIONS REPORT FORM
From on-line enrolment 2014/2015 – all Faculties

Student/Trainee Name:	
Student/Trainee Registration Number:	Date of Birth:
Contact Address:	
Contact Tel No:	Email Address:
Title of Programme/Award Attending:	
Faculty: *FAS/*EDUC/*HEALTH <i>(*delete as appropriate)</i>	Year of Programme/Cohort:
My conviction is for the following offence(s) please provide as much detail as possible:	
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Date of offence(s):	
Date of conviction and court:	
Full detail of sentence (provide details of any fines, cautions, length of custodial or other sentence, community service etc). Please attach a copy of documentation to confirm your conviction and sentence.	
Student/Trainee Declaration: I confirm that the information on this form and supporting evidence is true and accurate. I also understand that the University may refer my case to a DBS panel and I may be required to submit further evidence. If I am registered on a QTS, Health Professional or programme that requires DBS clearance I may be required to complete a further enhanced DBS clearance procedure.	
Signed:	Dated:

Your reference will be completed by your Visiting/Personal Tutor (in conjunction with the Course Leaders) using a range of information sources. It is important that you are proactive in making your tutor aware of any experiences that you wish to be noted in your reference through the tutorial system.

10.6 Employability and Applying for Jobs

Employability is at the heart of all programmes in the Further Education and Training Partnership and activities to develop your employability begin as soon as you are enrolled for their programme.

Examples of Programme activities:-

- Careers Team - Trainees receive regular advice and guidance from the Careers Team from the beginning of their programme in how to enhance their CV
- Professional Practice- Trainees engage in the wider role of the teacher when appropriate during professional practice and are encouraged to lead or participate in out of hours and enrichment activities

The Further Education and Training Area offers a number of enhancement opportunities to our trainees to ensure that they are as employable as possible by the end of the training.

Enhancement opportunities:

- All trainees are offered a range of opportunities by the Faculty and University including volunteering and paid employment e.g. Open Events,
- All trainees are offered the opportunity to nominate themselves to be a Group Representative within the Faculty consultative and committee process.
- Faculty of Education Employment Event presenting trainees with a range of opportunities to engage with future employers.
- Attendance at conferences and events within Further Education and Training, including the Expert Practitioner lectures

You will be given advice on job applications within your Personal and Professional Development module. Further written advice is available from the Careers Office in the Student Information Centre; you should visit it regularly from February onwards to check for details of vacancies. It is a good idea to contact the office and also to check the NEWS FLASH area of Blackboard to find out about vacancies that have been notified directly to Edge Hill University without being advertised in newspapers or local authority lists. You can contact the Careers Office by telephone or on the web at:

<http://www.edgehill.ac.uk/careers>