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GUIDANCE LITERATURE FOR THE ACCREDITATION OF CARDIFF METROPOLITAN UNIVERSITY SHORT COURSES AND CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMMES (CPD)

Cardiff Metropolitan University

Guidance literature for the accreditation of Cardiff Metropolitan University short courses and Continuing Professional Development programmes (CPD)

1. General Information

- 1.1 The following information outlines the processes by which short courses and CPD programs can gain accreditation via a learning recognition and development [LRAD] process using the Centre for Work-Based Learning [CWBL].
- 1.2 Staff at the CWBL process claims for LRAD via the Cardiff Metropolitan University Credit Committee.
- 1.3 Once a claim form has been submitted, staff in the CWBL will endeavour to reply within 20 working days to of the outcome of the Cardiff Metropolitan University Credit Committee's deliberations.
- 1.4 This committee recognises and levels courses and professional development opportunities using internal and external moderators and, when requested, maps any courses against its own existing undergraduate or postgraduate degree programmes for specific credit or using the Credit and Qualifications Framework for Wales [CQFW] for general credit purposes.

2. Relevant subject benchmark statements

- 2.1 To understand how to 'benchmark' courses and programs we would advise the following sources –
 - Quality Assurance Agency [QAA] Code of Practice: Work-based and placement learning - Section 9, September 2007;
 - QAA Code of Practice: Programme design, approval, monitoring and review - Section 7, September 2006;
 - QAA Guidelines on the accreditation of prior learning, September 04;
 - QAA Subject Benchmark: General business and management, 2007.
 - Credit and Qualifications Framework for Wales (CQFW);
 - QAA Foundation Degree qualification benchmark;
 - Cardiff Metropolitan University's Academic Handbook.

3. Intended Learning Outcomes

- 3.1 In levelling and credit rating courses and programs our credit committee is expecting that students, on completion of the short course, will be able to demonstrate a range of the following –

Knowledge and Understanding:

- K1 Knowledge and critical understanding of established theories, practice, technology and processes in their programme of study;

K2 Successful application in the workplace of a range of knowledge and skills learnt throughout the short course;

Intellectual Abilities:

- I1 Cognitive skills of critical thinking, analysis and synthesis;
- I2 Effective problem solving and decision making;
- I3 Self reflection and criticality including self awareness, openness and sensitivity to diversity in terms of people, cultures, business and management issues.

Practical Skills:

- P1 Use a range of established techniques to initiate and undertake analysis of information, and to propose solutions to problems in a work context;
- P2 Relate theory to practice so that work-based practice has a sound theoretical underpinning;
- P3 Effectively communicate information, arguments, and analysis in a variety of forms to specialist and non-specialist audiences and deploy these key techniques in a work context;
- P5 Demonstrate understanding of research methodologies by applying what is learned to practice-based tasks and small-scale research projects;
- P6 Conduct research into business and management issues, either individually or as part of a team for projects/dissertations/presentations;
- P7 Use information technology at a professional level to support learning and communication.

General Transferable Skills:

- G1 Use information technology effectively;
- G2 Find information and learn independently;
- G3 Manage time and resources effectively;
- G4 Work collaboratively with others;
- G5 Communicate effectively;
- G6 Apply mathematical skills;
- G7 Interpersonal skills of effective listening, negotiating, persuasion and presentation.

3.2 The intended learning outcomes planned for the course or program needs to be identified in Pro forma 2.

4. Teaching & Learning Methods

4.1 It is anticipated that the above intended learning outcomes will be achieved by the promotion of a range of general teaching and learning methods:

- Lectures, seminars, tutorials and workshops
- Whole group, small group and individual teaching
- Employee led and tutor led sessions
- Skills based, discussion based and knowledge based classes
- Employee-tutor interaction
- Learning Contracts
- Work-based learning

- E based distance learning.

4.2 Whatever 'blend' of learning is used to deliver the course or program needs to be identified in the programme descriptor in this guidance literature.

5. Assessment Methods

5.1 The method of assessment for each course or program should include, where appropriate, a range of the following:

- portfolios including reflective commentaries on focussed observations and enquiries;
- critical appraisal of materials and resource use;
- investigations into theories and practices;
- case studies;
- accounts of plans for and evaluations of professional development;
- analysis of issues which arise out of work experiences, reading or seminars;
- formative and summative written assignments;
- PowerPoint presentations.

6. Learning Recognition and Accreditation

Please fill in all of the following forms and send to Jen Evans, CWBL, Llandaff Campus (click on the forms to access them):

[Learning Recognition, Accreditation and Development Proforma 1](#)

[Learning Recognition, Accreditation and Development Proforma 2](#)

[Learning Recognition, Accreditation and Development Proforma 3](#)

[Cardiff Metropolitan University COSTING AND PRICING FORM](#)

Further information and guidance

For further information and guidance please phone staff at the CWBL on **029 2020 1559**