Cardiff School of Education & Social Policy

Professional Graduate Certificate in Education (PGCE) in Post Compulsory Education and Training (PCET)
and
Professional Certificate in Education (PCE) in Post Compulsory Education and Training (PCET)

Programme Information
Academic Year 2018-19

Contents Page

This booklet is issued on the understanding that you have fulfilled all the criteria relating to the 'conditional' or 'unconditional' offer received through the Admission's Unit.

Welcome from the Programme Directors

We would like to wish you a very warm welcome to the programme. As a practising professional and an adult learner you will be bringing valuable experience to the course. The aim is for you to build upon this experience and, we hope, to enjoy your study.

As a programme team we are very aware that for many of you this will be a return to study after a long period of time, whilst for some of you this will be a natural progression flowing on from a previous qualification. For others, following the programme will be about attending university to receive formal recognition of the teaching or training that they do in the workplace. The PCET courses have, therefore, been designed to cater for the needs of a wide range of candidates from varying occupational, academic and vocational settings. Whatever your route into the course, you can be assured that the course team will endeavour to provide appropriate motivation, support and encouragement.

As a part-time student it is important to recognise the commitment you are making; you will have work commitments, home/family commitments, and social commitments, and taking on this course injects another commitment – a commitment to study. The courses offered under the post-compulsory education and training portfolio within Cardiff Metropolitan University are all part-time so the team have experience of working with learners, such as you, who will have the challenge of managing these varying commitments.

No doubt, at this stage, it will seem as though you have been bombarded with information but we hope that you feel the pack offers you the opportunity to consider the programme at leisure in readiness for the start of the academic year. We look forward to meeting you at enrolment and the course team looks forward to working with you.

Rhiain Burberry   Programme Director Professional Graduate Certificate in Education (Post Compulsory Education & Training)

Leanne Davies   Programme Director Professional Certificate in Education (Post Compulsory Education & Training) and Preparing to Teach in PCET

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Enrolment Information

PGCE and PCE (PCET) - Induction Programme

Whilst there are formal induction programmes for full-time students, induction is more course-focused for those of you who have chosen to undertake part-time study as the majority of you will have work commitments and we recognise the difficulties of taking time off work to attend such programmes. The first week will be designated specifically to general induction information but elements of induction will be incorporated into the first few weeks of the programme. Ultimately the aim is for you to enjoy your study and enable you to make best use of the services and facilities available to you as a Cardiff Metropolitan University student.

Enrolment and Induction Timetable

Enrolment
Enrolment is an essential process that confirms your status as a Cardiff Met student and also gives you access to Cardiff Met IT systems, payment of fees, and, importantly, enables you to obtain your Student MetCard.

You can complete the online Self-Enrolment process from any computer through the Cardiff Met Self Service system once you have received your **Enrolment Email**.

On receipt of your Enrolment Email, please begin your Self-Enrolment by going to the www.cardiffmet.ac.uk/enrolment webpage and following the step-by-step guidance provided. Access to the Enrolment section of the Cardiff Met Self Service system will require you to login with a username and password. **Please input the same username and password you originally used to apply with.** Guidance is provided for forgotten usernames/passwords. Please note that in order to Self-Enrol, your status with Cardiff Met must be **Unconditional Firm (UF)** i.e. all conditions met and place accepted.

Programme and module induction
First session of programme and induction:
Tuesday 18th September 2018, 2pm
Cyncoed Campus, Room to be confirmed

Term dates for the Academic Year 2018-19

Autumn Term: Induction week
Mon 17 September 2018 – Fri 21 September 2018

Autumn Term: Teaching begins
Mon 24 September 2018 – Fri 14 December 2018

Spring Term:
Mon 14 January 2019 – Fri 29 March 2019

Summer Term:
Mon 29 April 2019 – Fri 14 June 2019

Please avoid booking holidays during these periods.

The attendance requirement is a minimum of 80% of taught sessions; you are advised to look carefully at the term dates above to ensure that you can meet these requirements.

Enrolment Checklist

Enrolment for the PGCE/PCE (PCET) will take place online once you have received notification.

Enrolment should be a straightforward procedure and it is the means by which you are formally registered as a Cardiff Metropolitan University student undertaking the the PGCE/PCE (PCET). Enrolment and issuing of ID cards will take place on Tuesday 18th September during your induction session. Once enrolled, you will be issued with a student card that provides access to buildings on campus and enables you to use facilities such as the Library. You will also be issued with a Student ID number and a password; this information will enable you to use the IT facilities (see Teaching and Assessment section). It is important to keep a record of this number as you may need to produce it, particularly during the early stages of the programme.

As there is a requirement for professional/academic certification for entry onto the programme, you will need to provide evidence of the relevant qualifications that you hold (if you haven't already done so by this stage).

For those entering the PGCE (PCET) -   Degree certification
                                         Level 3 certification (if applicable)

and for entering the PCE (PCET) –   Level 3 Certification in the subject you are
                                         teaching/wish to teach

Please note that **original documentary evidence, not photocopies**, is required and you should bring this with you to enrolment if you haven't already sent to Admissions prior to Induction Week.

Part of your offer requires you to complete a PCET Self Declaration Form prior to starting the programme. This is to confirm that there is no reason, e.g. criminal convictions or other, for you to be disqualified from undertaking the required professional placement. You can find a copy of the form next to this joining pack on the New Students website, and you will also receive a copy in the post.

During the first week of term you will need to:

- Register as a PGCE/PCE (PCET) Student

- Bring original evidence of professional/academic certification;

- Pay course fees (amount to be advised)
-
Once enrolled, you will receive:

- Student ID badge

- Student ID/Password

- Course Access Code (VLE, see Learning & Teaching section)

Course Fees

Course fees for the academic year 2018-19 are approximately £1860.

Course fees are payable at enrolment/induction (see **Guide to Fee Payment** Booklet at www.cardiffmet.ac.uk/fees).

- You are advised to make an application to your Local Education Authority (Student Finance Wales) for financial assistance while undertaking this part-time programme of study. You might find the following information useful:

    − The programme is a part-time PGCE or PCE (**non-QTS)**
    − Students are expected to attend for 8 hours per week
    − The course begins in week commencing 17th September 2018
    − There are 30 weeks in the academic year
    − Students must undertake the specified number of teaching hours (30 hours in Year 1 and 100 hours in Year 2) to meet national professional standards
    − The commitment represents more than 6 weeks on an equivalent full-time PGCE

- Should you be receiving financial support from your employer, you will need to provide evidence to support this. Please ask your employer to email the Programme Director indicating they are sponsoring you for the course.
- Those eligible for the part-time Undergraduate fee waiver scheme will be required to complete the Cardiff Metropolitan University Part-time Undergraduate Fee Waiver Application Form (see **Guide to Fee Payment** Booklet).
- You can also contact Student Services on 029 2041 6170 to enquire about any part-time funding available

Potential Funding

A Student Finance Wales booklet is available for part-time students in Higher Education; alternatively, information relating to finance for part-time students in Higher Education can be accessed from the Student Finance Wales website.

http://www.studentfinancewales.co.uk

This is the direct hyperlink to the Student Finance Wales booklet.

http://www.studentfinancewales.co.uk/part-time-students/201617-new-students.aspx

Programme Information

The PGCE/PCE (PCET) has been designed to generate 120 HE credits and to meet the Education and Training Foundation teaching standards (England) http://www.et-foundation.co.uk/supporting/support-practitioners/professional-standards/

The attendance requirement is 80% of taught sessions; you are advised to look carefully at the term dates on page 5 to ensure that you can meet these requirements.

Attendance:

Year One: Tuesday   2 – 9 pm

Year Two: Wednesday   2 – 9 pm

Programme Structure

The PGCE/PCE (PCET) is an in-service qualification intended for who are teaching or wish to teach within the post-compulsory sector, and for those professionals associated with the education and training field. The programme promotes the concept of reflective practice and aims to provide students with the opportunity to develop their abilities, to plan and undertake projects related to practice, and to link their practice to theory in a critical and evaluative way.

The programme offered at Cardiff Metropolitan University is a part-time modular course and it is normally delivered over two years. There are 5 modules (60 credits) included in Year One and 5 modules (60 credits) in Year Two. The programme leads to the following awards:

Either:

- **Professional Certificate in Education (PCET) – Cardiff Metropolitan University**

Or:

- **Professional Graduate Certificate in Education (PCET) – Cardiff Metropolitan University**

Certification and exit points will be offered at two interim stages in the programme prior to final certification. These offer a flexible structure and are described below. They will be more fully explained to you once the programme has begun.

Preparing to Teach in PCET Certificate

The award will consist of one taught module (PPC4001) and a minimum of **20** hours of teaching practice including 2 separate, observed and assessed sessions of at least one hour's duration.

Teaching and Learning Certificate (PCET)

The award will consist of the 5 modules that form Year One of the programme and include a minimum of 30 hours of teaching practice including 2 separate, observed and assessed sessions of at least one hour's duration.

Overview

Preparing to Teach in PCET	Teaching & Learning Certificate (PCET)	PGCE/PCE (PCET)
Preparing to Teach *10 credits*	Preparing to Teach *10 credits*	Preparing to Teach *10 credits*
	Planning for Teaching and Learning in PCET *10 credits*	Planning for Teaching and Learning in PCET *10 credits*
	Delivering Teaching & Learning *10 credits*	Delivering Teaching & Learning *10 credits*
	Assessment and Evaluation of Learning *in PCET* *10 credits*	Assessment and Evaluation of Learning *in PCET* *10 credits*
	Reflective Practice 1 *20 credits*	Reflective Practice *20 credits*
		Employability and Professional Professional Development in PCET *10 credits*
		The Context of PCET *10 credits*
		Inclusive Curriculum Planning & Design *10 credits*
		Sustainable Teaching & Learning Strategies in PCET *10 credits*
		Subject Pedagogy and Reflective Practice *20 credits*

Progression Routes

Students who successfully complete the PCE PCET can apply for undergraduate or other courses in their particular subject specialism. You can speak to the Careers Service or your tutors about progression opportunities.

Students who successfully complete the PGCE PCET can apply for undergraduate or other courses in their particular subject specialism. You can speak to the Careers Service or your tutors about progression opportunities.

You may also progress via the Masters Continuing Professional Development Framework.

Mentors

Prospective students are advised to seek the support of a workplace mentor preferably before they start the course but if not, as soon as possible after the start of the course.   A mentor is a valuable guide; someone who will be able to offer guidance regarding your subject specialism and with whom you will be able to discuss issues in a professional context. Mentors are required to hold the PGCE, PCE or Cert Ed PCET, or equivalent. **Please note that the course team is not able to organise teaching placements for students.** This is the responsibility of the student, but tutors will offer advice. There will be informal mentor training offered to your mentor once you have started teaching.

Programme Aim

The general aims of the course are:
- to produce teachers or trainers who can demonstrate competence across the range of roles and tasks related to the design, delivery, management and evaluation of learning in a manner which exemplifies reflective practice and critical enquiry. It also seeks to equip individuals to work skilfully and effectively in a period of rapid change.

- To provide a high quality and professionally appropriate experience that offers the opportunity for students to develop their abilities to plan and undertake projects related to practice; further, to link their practice to theory in a critical and evaluative way and to equip students with the skills to engage with the concept of reflective practice and select areas of professional relevance for their study.

The qualification you receive entitles you to operate in any post sixteen adult learning environment, including 14-19 , work based-learning, FE, HE, private/public sector training for the duration of your professional career.

The overall aim is to create 'reflective practitioners'.

A general overview and aims of individual modules:

Year One

Preparing to Teach
- To introduce course members to the roles, responsibilities and duties of a teacher or trainer in the post-compulsory sector.
- To enable course members to design and plan learning utilising a 'systems approach' to education and training.

Assessment: Essay/Report (Principles of Adult Learning) and 20 minute micro-teaching presentation with evidence of planning, delivery and evaluation.

Planning for Teaching and Learning in PCET
- Design and critically analyse complete learning programmes and schemes of work in relation to modern principles of andragogy and the diverse and individualised needs of adult learners.

Assessment: Written assignment (Scheme of Work)

Delivering Teaching and Learning
- Design, utilise and experiment with a range of teaching methods that demonstrate the development of communication skills and teaching styles which support the achievement of learning objectives described in their schemes of work and learning programmes.

Assessment: 30 minute micro-teaching presentation with written self evaluation

Assessment and Evaluation of Learning in PCET
- Demonstrate an understanding of the range, nature and purposes of programme assessment techniques and procedures.
- Demonstrate an understanding of the range, nature and purposes of programme evaluation and its interrelationship with Quality Assurance.

Assessment: Written assignment (Assessment and Evaluation)

Reflective Practice 1
- Practice the delivery of teaching in a professionally relevant situation(s).
- Evaluate and develop their own practice within a professional value base and to agreed codes of professional practice.
- Evaluate their personal skills against those required for effective learning and teaching.
- Reflect on and critically analyse their experience of the learning situation(s).

Assessment: Reflective Evaluation Observations (4 x 1 hour sessions); Teaching Log (minimum of 30 hours); critical reflection of a minimum of 4 appraised teaching sessions plus observational evidence and teaching materials.
Written reflective report (3000 words equivalence).

Year Two

The Context of Post Compulsory Education and Training
- Develop students' ability to critically reflect on the changing context of post-compulsory education and training and its impact on their own practice;
- Examine and evaluate the consequences of the changing social, economic and technological background from recently historical and contemporary points of view;
- Evaluate the impact of contextual and policyu change on the provision of education and training and on their own organisation.

Assessment: Report/Essay – 3,000 words

Employability and Professional Development in PCET
- Evaluate the need for personal and professional development in order that they are able to cope with contextual changes and develop the skills required to meet their wider teaching role;
- Examine tutors' rights and responsibilities in relation to their learners, colleagues and employers;
- Analyse personal career histories in relation to their teaching role to evaluate their own strengths and assess their needs in terms of continuing professional development.

Assessment: Report and Group Seminar Presentation (2,000 word equivalent)

Sustainable Teaching and Learning Strategies in PCET
- Develop an analysis of appropriate teaching and learning strategies within the context of lesson planning and programme design;
- Analyse the main features and use of **one** particular teaching/learning **method** and present this to the whole group of learners;
- Demonstrate an awareness of the effect of current legislation and current curriculum models on the choice and deployment of methods in the classroom
- Enhance confidence in and reflections on, the use of a variety of innovative methods that may not have been used in Year 1;
- Practise the planning and delivery of teaching in collaboration with others.

Assessment: Digitally recorded group presentation with group reflective account (2,000 word equivalent: 60 minute presentation and written account).

Inclusive Curriculum Planning and Design in PCET
- Appraise the effect of current legislation and curriculum influences on the choice of teaching and learning strategies and apply such influences in programme design'
- Evaluate contemporary curriculum models and their application to effective teaching and learning within the students' own teaching contexts.
- Participate skilfully in in a simulated curriculum validation event and critically evaluate the process.

Assessment: Group Simulated Task and written curriculum document (2,000 words equivalence)

Subject Pedagogy and Reflective Practice
- Evaluate and further develop their own practice within a professional value base and to agreed codes of professional practice;
- Reflect on and analyse subject-based features of their practice;
- Analyse and evaluate their subject(s) in a critical way;
- Apply the outcomes of their subject-based analysis to pedagogy within their practice.

Assessment: Reflective Evaluation Observations (4 x 1 hour sessions) with written reflections; Teaching Log (minimum of 100 hours); Report (small scale practice based) (2,000 words equivalence), Reflective Journal (2,000 words) using blogs

Teaching, learning and assessment

Teaching & Learning

The course team recognises that adult learners bring with them experiences which can be used as a resource for learning.   We expect all sessions to involve students actively participating in their learning. The overall emphasis will be on working together and effectively utilising the experiences and skills that the individual learners bring to the group. This student-centred approach allows students to take responsibility for their own learning. Tutors are seen as facilitators of learning, providing resources, supporting, stimulating and challenging where appropriate.

The teaching and learning methods on the course will include: tutor input; group and pair work; discussions; debates; role-play; case studies and evaluations; tutorials; informal presentations; blended learning including blogs, use of VLE and team-building exercises.

Individual Tutorials: group members will meet with their individual tutors at regular intervals to reflect on their learning experiences, share concerns and problems and set learning targets. Each student will have a file that logs evidence of their teaching achievements and their ability to reflect on practice.

The teaching and learning methods reflect the nature of the course and its emphasis on practical activities. They have been selected to create educational experiences which all course members should find stimulating and enjoyable.

Blended Learning: all module documentation will be placed on **Moodle** Cardiff Metropolitan University's virtual learning environment (VLE), and in some cases, will form an integral part of the approach to learning and teaching. To make use of Moodle you will be asked to enrol onto modules. For this you will require:
- Student ID
- Password
- Module Access code

The Student ID and Password are allocated at enrolment and the Module Access Code will be included in all Module Handbooks. **You must activate your Cardiff Metropolitan University IT account to access Moodle.**   This information will be provided at enrolment or induction. Passwords are time-constrained and you will be asked to update this from time to time over the course duration.

Whilst full support is given to individuals to help them achieve well on the programme, it must be recognised that the motivation and commitment to organise one's own time in terms of study requirements is essential, and mirrors the professional conduct expected of a teacher, trainer or tutor in the post-sixteen sector.

Assessment

To offer an indication of the commitment you are undertaking, the formal assessments adopted for individual modules have been detailed in the Module Detail section. However, within individual module delivery, approaches to assessment will be formative and summative and include:
- Essays
- Projects
- Discussions
- Practical teaching
- Presentations
- Self directed research
- Self and Peer assessment

Assessment, whether formal or informal, will provide the opportunity for objective and constructive feedback. You will be expected to show how you have utilised this feedback as you progress through the programme.

Campus Facilities

As part-time students at Cardiff Met you are able to use the facilities available on campus. Further details will be provided in the Joining Pack, but the following offers an overview.

Canteen Facilities
Drinks, snacks and meals are available in the canteen/refectory, although do be aware that opening times may not co-inside with evening sessions. There are however, a range of vending machines available on campus. The Bench is available for drinks and snacks. Centro also provides a range of beverages and snacks. There is also a small shop which offers a range of drinks and snacks.

Campus Bar
Centro, the student bar is situated on the Cyncoed Campus, adjacent to C block.

Study Advice

On-line information regarding the study advice available within Cardiff Metropolitan University can be accessed from the following link:
http://study.cardiffmet.ac.uk/AcSkills/Pages/default.aspx

IT Facilities

To make use of the extensive IT facilities available on the Cyncoed campus you will need to activate your student user ID. Note that your password is case sensitive and needs to be renewed. You will be prompted when the renewal date approaches.

Staff are available in the centre to provide support and guidance for software packages however, as part-time students, you may be interested in the 5 minutes guides that are available on-line in a wide range of subject areas.
http://study.cardiffmet.ac.uk/IT/Pages/Home2.aspx

Library Facilities

As a student enrolled on a Cardiff Metropolitan University programme you automatically become a member of the library and there is a library on each of the three campuses. You will find that the books most relevant to the PGCE/PCE (PCET) programme are housed at Cyncoed.   http://study.cardiffmet.ac.uk/Pages/home.aspx

Opening times (term-time):
- Monday – Thursday 8.30 am – 9.00 pm

- Friday 8.30am – 7.00pm

- Saturday 11.00am – 5.00pm

- Sunday 11.00pm – 5.00pm

Accessibility

Students with a disability are encouraged to discuss this with the Programme Director as early as possible so that access and support can be maximised. The University is able to provide resources to assist students, but only if the disability is disclosed as early as possible in the course. Please contact:

The Disability Department
Student Centre, Cardiff Metropolitan University,
Western Avenue, Cardiff, CF5 2YB
Telephone: 029 2041 6170
Fax: 029 20416 950
Email: disability@cardiffmet.ac.uk
Minicom: 029 2041 6465

The Course Team would also encourage students to develop self-help networks to assist them in their studying activity outside of formal class hours and the use of the college virtual learning environment, Moodle can facilitate this.

Print Studio
The Cyncoed Print Studio provides a high quality service that includes photocopying, binding and laminating and you will find that the costs are competitive. Please note the opening times of the Print Studio when you start the course.

Useful contacts

General Admissions Contact:
askadmissions@cardiffmet.ac.uk; Tel 029 2041 6010
Head of Admissions & Enrolment: Lisa Bowen

Related Cardiff Metropolitan University Contacts
Academic Registry - Tel: +44 (0) 29 2041 6498
Accommodation Services - Tel: +44 (0) 29 2041 6188
International Office - Tel: +44 (0) 29 2041 6045
Student Services - Tel: +44 (0) 29 2041 6170
Tuition Fees Payment (Finance) - Tel: +44 (0) 29 2041 6083

For more information on what financial assistance you may be able to apply for, please refer to: http://www.studentfinancewales.co.uk/.

We look forward to meeting you in September. If you have any questions in the meantime, please contact us either by email or phone.

Rhiain and Leanne

Useful links

- [Academic Handbook](#)

- [Accommodation](#)

- [Additional Costs](#)
  Additional costs are any mandatory or optional expenses, in addition to tuition fees, that need to be paid for by students to fully participate and complete their studies.

- [Admissions Policy](#)

- [Bike Shelters](#)
  [Once you are on campus and have collected your student ID card you will be able to request access to the various bike shelters around our campuses.](#)

- [Campus Maps & Met Rider](#)

- [Cardiff Met News](#)

- [Cardiff Met Sport & Facilities](#)

- [Cardiff Met SU](#) *including Freshers information & wristbands*

- [DBS](#)
  If your programme involves you coming into contact with children and young or vulnerable people then you will have been asked to carry out a criminal records check as part of your offer.

- [Occupational Health](#)
  To comply with current Health & Safety legislation, all Cardiff Met students undertaking a healthcare-related programme at Cardiff School of Sport & Health Sciences (involving a clinical placement component), are required to participate in a mandatory Occupational Health Screening assessment. Additionally, certain courses are also required to adhere to the Department of Health's immunisation and vaccination programme.

- [Student Finance](#)
  For information on tuition fees, alumni discount, loans and scholarships, as well as contact information for the Student Finance Advisory Service.

- [Student Handbook](#)

- [Student Services](#)
  For help during your time with us in relation to your health, welfare, lifestyle and future career. The aim is to provide you with all the support you need to ensure your studies are as enjoyable and successful as possible. Services also include counselling, disability and chaplaincy.

- [Term Dates](#)

- [Virtual Tours](#)
  [Have another look around our campus and facilities with our guided virtual tours](#)