COURSE JOINING INFORMATION

PGCE / PCE
POST COMPULSORY EDUCATION AND TRAINING (PCET)

CARDIFF SCHOOL OF EDUCATION AND SOCIAL POLICY

Induction & Enrolment Information

Academic Year 2020/2021
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1. Welcome from your Teaching Team

We would like to wish you a very warm welcome to the programme. As a practicing 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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2. **Pre-Entry Summer Tasks**

Petty is one of the authors in the main reading list for the programme. Some of his materials are available online at his website: 

http://geoffpetty.com/

Have a read through some of the materials from the website and see if you can answer the questions below:

1. **What do you think are the roles, responsibilities and skills of an adult education tutor?**

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2. **Why do you think is feedback important in learning and teaching?**

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3. **Why do you think “active learning” is important?**

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3. Programme 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.

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.

DBS Checking
The Disclosure and Barring service is a Government organisation which helps to prevent unsuitable people from working with children and vulnerable adults.
You will be required to complete a PCET Self-Declaration form with regard to criminal conviction before the start of the programme. It is likely that you will be required to undergo the DBS process before commencing a professional teaching placement. Criminal convictions may prevent you from carrying out a professional placement; please speak to the course team if you are in doubt.

It is recommended that applicants register with the Update Service, so the disclosure can remain up to date for the duration of studies and may cover placements, if undertaken. Some placement providers may also not accept your current DBS certificate through Cardiff Metropolitan University unless you have signed up to the Update Service.

DBS Update Service
The Update Service allows individuals to apply to have their criminal record check kept up to date and employers to check that the information is current and valid, if they choose to do so. Individuals can apply for the Update Service at the same time as the DBS application, or up to 30 days after the issue of the DBS Certificate.

In the case of part-time students Cardiff Metropolitan University does not take responsibility for DBS checks, this is a matter for part-time students and their employing organisations. Part-time students’ employers are required to affirm in writing that the student has a current and valid DBS form as part of the placement contract process.
Further information on DBS and how to complete the process online can be obtained by following this link: www.cardiffmet.ac.uk/dbs
Programme Aims

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 skillfully 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
- 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 policy change on the provision of education and training and on their own organisation.

Assessment: Report/Essay – 2,000 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 skillfully in a simulated curriculum validation event and critically evaluate the process.

Assessment: Group Simulated Task and written curriculum document (2,000 words equivalence)
4. **Enrolment / Student MetCard Collection**

Enrolment is an important process which confirms your status as a Student. You can complete the online self-enrolment process from any computer through our Self Service system. Please note that in order to self-enrol; your status must be Unconditional Firm (UF).

You will receive an email notifying you when you are eligible to enrol online. The email will direct you to a password reset facility in order to request a password to be able to login and complete the enrolment process. For information and guidance on this process please make sure you visit our enrolment page – [www.cardiffmet.ac.uk/enrolment](http://www.cardiffmet.ac.uk/enrolment).

This process is essential in that it will allow you access to your student loan (if applied for), payment of fees, Cardiff Met’s IT systems and importantly enable you to obtain your Student MetCard.

You will also receive your Programme Handbook during your Induction Week. The Programme Handbook is a vital manual through the Programme and should be retained for usage throughout your course of study. Each academic year, additional information relating to that level will be provided. The Handbook offers guidance on Rules, Regulations and Procedures; and guidance on learning for practice with information on all modules to be undertaken and reading lists.

**Enrolment for International Students from outside the EU**

If you are an international student (from outside the EU) you will be required to submit some documentation before receiving approval to enrol online. For more information about international student enrolment and a list of documents you will need to submit, please access the [international student pages](http://www.cardiffmet.ac.uk/enrolment/;internationalstudent) or contact the Immigration Compliance Team at [immigrationregs@cardiffmet.ac.uk](mailto:immigrationregs@cardiffmet.ac.uk).

**Library & Information Services**

You will have access to Cardiff Met’s Library & Information Services soon after completing your online enrolment. A confirmation email will be sent to you with your Cardiff Met login details. To see the facilities and services available, please refer to [www.cardiffmet.ac.uk/library](http://www.cardiffmet.ac.uk/library).

**Your Student MetCard**

Your MetCard gives you access to all main campus buildings and doors. You can also add money to your MetCard to be able to access and pay at the self-service printers, copiers and Print Studio services. For further benefits of MetCard please click [here](http://www.cardiffmet.ac.uk/library).

**Fees**

Tuition fees for full-time undergraduate degrees, and full-time Masters programmes for September 2020 entry have been set at £9,000 per year. For further information on tuition fees, please refer to our [Fee Tables](http://www.cardiffmet.ac.uk/library/;fee). If your programme has any additional costs attached to it, they will be listed on [www.cardiffmet.ac.uk/additionalcosts](http://www.cardiffmet.ac.uk/additionalcosts). Please make sure you check these to make sure you are aware of any additional costs associated with your course.

Details about fees for international students (from outside the EU) can be found [here](http://www.cardiffmet.ac.uk/library/;fee). You should already be aware of these costs.
5. **Induction Week**

Induction for all students within the School of Education and Social Policy will commence on Monday 28th September 2020. Your first term as a new student starts with Induction Week, where you will settle into your accommodation, course and student life. Your Induction Week timetable is a schedule of events designed to familiarise you with Cardiff Met, its facilities and your fellow students. You will be given the chance to attend a range of events covering your programme, library services, IT, student services and Students Union. You will also meet, and have a number of sessions, with your personal tutor to make your academic transition as smooth as possible.

In line with the programme delivery information below, the Induction week will include activities that are both synchronous (delivered at a scheduled time and led by a member of staff) and asynchronous (activities designed and set by a member of staff but completed in your own time). These activities will largely happen in online/ virtual environment spread throughout the induction week; however, we are also planning activities to run on-campus where government restrictions allow.

Your events and confirmed timetable are currently being finalised and will be uploaded as a separate document on our [New Students](#) pages for you.

For those in Halls of Residence, don’t forget to check out the programme offered through the [Residence Life Team](#).
6. Draft Timetable / Typical Attendance

**All dates are provisional due to the Covid-19 pandemic**

First session of programme and induction:
Tuesday 6th October 2020, 2pm Cyncoed Campus, Room to be confirmed

Term dates for the Academic Year 2020-21
\textbf{Autumn Term, Induction week:} Monday 5th October 2020 – Friday 9th October 2020
\textbf{Autumn Term, Teaching begins:} Monday 12th October 2020 – Friday 11th December 2020
\textbf{Spring Term:} Monday 11th January 2021 – Friday 26th March 2021
\textbf{Summer Term:} Monday 19 April 2021 – Friday 11th June 2021

Please avoid booking holidays during these periods. The professional 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.

\textbf{Attendance}
\textbf{Year One:} Tuesday 2 – 8pm
\textbf{Year Two:} Wednesday 2 – 8pm

\textbf{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
- 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.

\textbf{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
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.

### Preparing to Teach in PCET
- **Preparing to Teach**
  - 10 credits

### Teaching & Learning Certificate (PCET)
- **Preparing to Teach**
  - 10 credits
- **Planning for Teaching and Learning in PCET**
  - 10 credits
- **Delivering Teaching & Learning**
  - 10 credits
- **Assessment and Evaluation of Learning in PCET**
  - 10 credits
- **Reflective Practice**
  - 20 credits

### PGCE/PCE (PCET)
- **Preparing to Teach**
  - 10 credits
- **Planning for Teaching and Learning in PCET**
  - 10 credits
- **Delivering Teaching & Learning**
  - 10 credits
- **Assessment and Evaluation of Learning in PCET**
  - 10 credits
- **Reflective Practice**
  - 20 credits
- **Employability and 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.
7. **Changes to the Course due to COVID-19**

Any updates to your course following the effects of COVID-19, can be found on the following webpage. Please make sure you check this page regularly for any further updates or changes, prior to starting your course;

[https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx](https://www.cardiffmet.ac.uk/study/newstudents/Pages/Programme-Updates.aspx)

Some of your induction is likely to be delivered online, sometimes using Microsoft Teams. We recommend that you download the app to your phone, or visit the website in a browser to familiarize yourself with how to use this platform.

If you do not have the facility at home to access this type of platform, or would have any difficulty in doing so, please let us know.

8. Useful links

**Timetable**
This link will give you access to your confirmed timetable. You need to have enrolled before you can access this link, and you will be contacted when the information is available.

**Global Engagement**
Advice and support for international students from outside the EU on making your visa application, living in the UK, making accommodation arrangements and taking advantage of the Airport Welcome Service. Global Engagement will provide welfare support and learning advice throughout your course. Please also refer to our frequently asked questions - [http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx](http://www.cardiffmet.ac.uk/international/study/Pages/September-2020-FAQs-(COVID-19).aspx)

**Additional Course Costs**
Additional costs are the mandatory or optional expenses, additional to tuition fees that need to be paid for by students to fully participate and complete their studies. This covers such things as equipment, trips, placements and DBS checks. Each programme has different additional costs.

**Accommodation**
Student residential contracts will start on 28th September 2020. However, due to social distancing and to ensure the health and safety of you and our staff, arrivals for halls will be spread over a number of days the week before. Once you have received and accepted your offer of accommodation please watch out for an email letting you know when you will be able to move in. Please note that internet access in halls will only be available for those who have completed the enrolment process successfully. There will be a variety of events held throughout the Induction period and throughout the 1st term, information of which will be sent to you by Accommodation when confirmed.

**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.

**Student Finance**
For information on Tuition Fee Loans and Maintenance Loans, non-repayable grants, bursaries and scholarships that may be available.

**Cardiff Met Sport & Facilities**

**Cardiff Met SU** including **SU Societies, SU Sports Clubs and the ability to access independent advice and support**

**Term Dates**

**Campus Maps, Bike Shelters & Met Rider**
Cardiff Met offers its own bus service called the Met Rider, for more information and to access the application please refer to www.cardiffmet.ac.uk/MetRider. We also have Bicycle Storage shelters on each campus, with changing and showers available. The shelters are secured and are only accessed using your MetCard when you have requested permissions via the i-zone.
Virtual Tours
Have another look around our campus and facilities with our guided virtual tours

Student Handbook

Academic Handbook

Admissions Policy

Frequently Asked Questions

Complaints