**Key Information required:**

|  |  |
| --- | --- |
| **Programme title:** PGCE PCET, PCE PCET, Preparing to Teach in PCET | |
| 1. **Content of course:** | Changes to requirements for teaching placements may be necessary in line with Covid guidelines but upholding Professional Standards required for teaching |
| 1. **Length of course:** | Currently 2 years, part-time. This may be extended to accommodate teaching placements. |
| 1. **How the course will be delivered:** | The Programme will be delivered in a way that integrates blended learning activity alongside some campus delivery. |
| 1. **Cost of course:** | Fees for the PCET programmes are £1980 per year.    Fees for Preparing to Teach are £330 |
| 1. **How the course will be assessed:** | Various assessments, both written and practical, take place across the programme. We may need to be flexible with submission dates to accommodate certain assessments for example teaching placements. |
| 1. **Award:** | PGCE PCET, PCE PCET, Preparing to Teach in PCET |
| 1. **Possible locations:** | Cyncoed Campus |
| 1. **Complaints:** | Cardiff Metropolitan University is committed to providing high quality services and facilities for students, staff and the general public. Integral to this is monitoring and evaluating those services to enhance quality and to ensure specified standards are met.  We have in place a variety of mechanisms to ensure that students, staff and public have the opportunity to participate fully in the development and improvement of services and it is expected that all parties will take full advantage of these in making their views known.  We recognise that there may be occasions when feedback mechanisms are not sufficient to deal with problems. It is for this reason that a Complaints Procedure has been established. The Complaints Procedure should be used when informal attempts to resolve the matter within the School or Unit have not resolved the issue.  Procedural advice is available from the Complaints Officer who can be contacted on email at [complaints@cardiffmet.ac.uk](mailto:complaints@cardiffmet.ac.uk), and independent support and advice on submitting a complaint is also available to students from Cardiff Met Students Union.  <http://www.cardiffmet.ac.uk/registry/Pages/Complaints.aspx> |