

ADDITIONAL COURSE REGULATIONS

INTRODUCTION

Course title	Diploma in Further Education and Skills
Course SITS code(s)	UPEDUCPS001 – Capital City College UPEDUCPS003 – Orchard Hill College UPEDUCPS004 – South Thames College
Protected titles/awards (only available to students who pass all academic and professional requirements)	Diploma in Further Education and Skills
Implementation date	September 2026
Applies to	All Cohorts

APPLICATION OF THE ADDITIONAL COURSE REGULATIONS

- 1 The Regulations for Taught Awards apply in full to this course, except as detailed in these Additional Course Regulations. In any conflict between the two, this document shall take precedence.
- 2 These Additional Course Regulations do not apply to Learning and Skills Teacher Apprentices, as these Apprentices are not registered students of the University.

PROTECTED AWARDS

- 3 The only awards for these courses that can be used as part of the application for Qualified Teacher Learning and Skills formation (QTLS) through the Society for Education & Training (SET) are:
 - (i) Diploma in Further Education and Skills.
- 4 The above award titles cannot be offered as aegrotat awards.
- 5 The credit requirements and exit awards are as follows.

Award	Eligibility requirements
Diploma in Further Education and Skills	Pass 120 credits at Level 5
Institutional credits	Pass fewer than 120 credits

COMPENSATION

- 6 Compensation is not permitted.

HURDLES

- 7 All components of assessment must be passed.
- 8 Each module will be assessed on a Pass/Fail basis.

RETRIEVAL

- 9 Only one reassessment attempt is permitted per component of assessment. Students may not retake failed modules.

CONDITIONS OF REGISTRATION

- 10 To remain on the above course, students must:
 - (i) Maintain access to sufficient teaching hours in an appropriate setting
 - (ii) remain in good standing regarding Fitness to Practise.
- 11 If, over the duration of the course, the student's teaching role changes, with loss of teaching hours, the student will be advised to interrupt and return to the course when they have acquired new hours.

ASSESSMENT OF PROFESSIONAL PRACTICE

- 12 Professional Practice components of each module will be assessed via Work Placement Report. At the end of each module a record of Pass/Not Pass will be made.
- 13 Assessment will be made against all of the Learning and Skills Teacher Occupational Standards at the end of The Independent Teacher Module, and a final summative judgement of Met or Not Met will be made.
- 14 Where the final summative judgement against the Learning and Skills Teacher Occupational Standards is deemed to be Not Met, one further period of placement will be granted to allow students to demonstrate the Occupational Standards:
 - (i) where there is an action plan, endorsed by the relevant University tutor, to address the issues raised, which gives a clear outline of the actions the student will take to improve their practice in these areas;
 - (ii) subject to the college's contractual agreement with the trainee.
- 15 Where, following the reassessment of the Work Placement Report for The Independent Teacher, there is evidence that the student has not demonstrated the Learning and Skills Teacher Occupational Standards, then the student will be required to withdraw from the course with any credit gained.

DEFERRAL OF PROFESSIONAL PRACTICE

- 16 It is not possible for a student to be granted deferral of Professional Practice.

FITNESS TO PRACTISE

- 17 The employer's disciplinary or Fitness to Practise procedures apply on this course.
- 18 The University Fitness to Practise procedure may apply on this course. Where a

student is subject to a Fitness to Practise referral, continuation on the course, and engagement with current and future assessment or retrieval opportunities related to professional practice will only be possible:

- (i) where the Fitness to Practise process deems this to be appropriate and
- (ii) where any precautionary measures linked to practice are lifted.

VERSION CONTROL STATEMENT

Version number	3
Date approved by Education Committee	Approved by the Education Committee 30 th July 2026
History of revisions of the Document	Version 1, approved by Academic Board, 10/09/2024 Version 2, approved by Education Committee 13/11/2025 Version 3, minor updating and moved to new template. Approved by Education Committee, 30 th July 2026. Supersedes all previous versions.