

ADDITIONAL COURSE REGULATIONS: PGCE Further Education

INTRODUCTION

Course title	PGCE Further Education (Full-time and part-time modes)
Course code	PF10001693 (full-time) PP10001695 (part-time)
Exit awards	ProfGCE Further Education PG Cert Further Education Studies Graduate Certificate Further Education Studies
Module titles and codes	See below
Date effective from	September 2025

EXIT AWARDS

- 1 The only awards for these courses that can be used as a part of the application for Qualified Teacher Learning and Skills formation (QTLS) through the Society for Education & Training (SET):
 - PGCE Further Education
 - Prof GCE Further Education
- 2 The above award titles cannot be offered as aegrotat awards.
- 3 To remain on the above awards students must:
 - (i) pass all modules according to the requirements set out in these Additional Course Regulations;
 - (ii) remain in good standing regarding Fitness to Practise.
- 4 Where students do not meet the pass criteria for the above awards they may be offered an appropriate exit award.
- 5 The credit requirements and exit awards are as follows.

Award	Eligibility requirements
PGCE Further Education	Pass 60 credits at Level 6 and 60 credits at Level 7
Prof GCE Further Education	Pass 30 credits at Level 7 and 90 credits at Level 6 or Pass 120 credits at Level 6
PG Cert Further Education Studies	Pass 60 credits at Level 7
Graduate Certificate Further Education Studies	Pass 60 credits at Level 6
Institutional credits	Pass fewer than 60 credits at Level 6 or Level 7

RECOGNITION OF PRIOR LEARNING

- 6 Recognition of Prior Learning is not permitted.

DUAL-LEVEL MODULES

- 7 Dual-level modules are permitted, the outcomes of which may either be at Level 7 or Level 6.
- 8 Each component of assessment has the outcome Pass/Fail.
- 9 The application of a late penalty will not take a Level 7 student into a Level 6 banding.

CLASSIFICATION

- 10 These awards are not classified.

ACADEMIC MODULE ASSESSMENTS

- 11 All components of assessment must be passed.
- 12 To pass a module at Level 7 all components of assessment must be passed at Level 7.
- 13 To pass a module at Level 6 all components must be passed and at least one component of assessment must be passed at Level 6.
- 14 Components of assessment marked and passed at Level 7 will be awarded 50%.
- 15 At first attempt all components of assessment will be marked against the Level 7 criteria. Where it is determined that the Level 7 criteria have not been met, those components of assessment will be marked against Level 6 pass criteria and given an initial mark of 40% if these are met.
- 16 For all components of assessment resulting in a numerical mark that have not been passed at Level 7, a student will be offered reassessment at Level 7. After reassessment, where it is determined that the Level 7 criteria have not been met, components of assessment will be marked against Level 6 pass criteria and awarded 40% if these are met. Where a component of assessment was initially given a mark of 40% and the offer of reassessment at Level 7 was not taken, the Level 6 pass will then be awarded.

RETRIEVAL

- 17 Only one reassessment attempt is permitted per component of assessment.

PROFESSIONAL PRACTICE MODULES

- 18 Components of assessment for Professional Practice modules will be marked as Pass / Fail and will be assessed via Work Placement Report.
- 19 At the end of each of the following modules, a record of Pass / Fail will be made:
 - (i) Professional Practice 1: The Collaborative and Developing Teacher (U20173);
 - (ii) Professional Practice 2: The Independent Teacher (U20174).
- 20 The Professional Practice modules in the course must be successfully passed in the order they are planned. Progression onto subsequent placement modules can only occur when the previous placement module has been passed.
- 21 Assessment will be made against all of the Occupational Standards as follows:
 - (i) Full-time course – at the end of the first semester and at the end of the second semester;
 - (j) Part-time course – at the end of year one and at the end of year two.
- 22 At the end of the final Professional Practice module only (Professional Practice 2) a final summative judgement of Met or Not Met will be made.
- 23 Where the professional expectations in line with the Work Placement Report for this point in course have not been met, a student will receive an opportunity for one further attempt of placement.

RETRIEVAL OF PROFESSIONAL PRACTICE

- 24 Following a failure of a Professional Practice module, one further period of placement will be granted:
 - (i) where there is an action plan, endorsed by the relevant University tutor, to address the issues raised on the referred placement, which gives a clear outline of the actions the student will take to improve their practice in these areas.
 - (ii) subject to the school's contractual agreement with the trainee.
- 25 Where, following a reassessment of a Professional Practice module, the student has not passed, then the student will be required to withdraw from the course with any credit gained or default exit award for which they meet the criteria.
- 26 Failure of a placement which requires reattendance at the placement will normally take place in the next scheduled slot for the placement.

DEFERRAL OF PROFESSIONAL PRACTICE

- 27 A student may be granted a deferral of a Professional Practice module where:
 - (i) the student was unable to engage with or complete the period of placement, for reasons of ill health or similar exceptional circumstances; OR
 - (ii) there have been delays in receiving Disclosure and Barring Service or occupational health;
- 28 Deferral of a Professional Practice which requires reattendance at the placement will normally take place in the next scheduled slot for the placement (in the next academic year).

FITNESS TO PRACTISE

29 The University Fitness to Practise procedure applies on this course. Where a student is subject to a Fitness to Practise referral, continuation on the course, and engagement with current and future (re)assessment opportunities related to professional practice will only be possible:

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

VERSION CONTROL STATEMENT

Version number	2
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