SPECIAL REGULATIONS: PGCE PROGRAMMES LEADING TO A RECOMMENDATION FOR QUALIFIED TEACHER STATUS (QTS)

INTRODUCTION

1 These Special Regulations relate only to the following courses:

- PGCE Primary, including PGCE Primary (Mathematics Specialism) and PGCE Primary (Mathematics Specialism), PGCE Primary Modular and PGCE Primary Flexible.
- PGCE Secondary, including PGCE 7-14.
- The School-Based Initial Teacher Education Programme, incorporating
  - PGCE School-Based
  - School Direct QTS only pathway.

2 These Special Regulations apply to School Direct arrangements where students are employed within their school setting. Where the student completes the course and demonstrates the achievement of the Teachers' Standards the University will make a recommendation for Qualified Teacher Status (QTS), and where relevant will award a PGCE.

3 These Special Regulations apply to School Centred Initiation Teacher Training (SCITT) arrangements, in which the SCITT makes a recommendation for Qualified Teacher Status under its own rules and procedures and, following this, the University makes the award of a PGCE.

4 These Special Regulations do not apply to the PGCE International.

GENERAL ENTRY REQUIREMENTS

5 Entrants to the PGCE courses should hold an appropriate honours degree (usually 2:2 or above) of a United Kingdom Higher Education Institution, or a recognised equivalent qualification.

6 Entrants must meet the entry requirements specified by the Department for Education, or other regulatory body created by the Department for Education. These include the capacity to meet the current professional standards for teaching and the physical and mental fitness to teach. Entrants will also be required to meet relevant requirements in respect of GCSE grades. The University may offer secondary candidates not appropriately qualified the opportunity to take GCSE equivalency tests in English Language and Mathematics. The University may offer primary candidates not appropriately qualified the opportunity to take GCSE equivalency tests in English Language, Mathematics and Science for Primary.

7 Entrants must satisfy the requirements concerning clearance in relation to criminal convictions and any other requirements specified by the University, taking account of the requirements of the regulatory bodies, in relation to the protection of vulnerable persons. Students must remain in good standing in relation to such requirements, including, where required, registration for the updating of certificates by the Disclosure and Barring Service.

8 Part-time study is not available to students on a Tier 4 license.

ADMISSIONS PROCEDURES

9 All applicants must provide two satisfactory references.

10 All short-listed applicants are required to attend an interview and complete any assessments prescribed as part of the selection process for a course.

11 Applicants applying to study through a SCITT partner will follow the admissions procedures of the SCITT partner. The SCITT partner will share the required information (particularly relating to qualifications, clearance in relation to criminal convictions and Occupational Health clearance) with the University.

RECOGNITION OF PRIOR LEARNING

12 The Recognition of Prior Learning is not permitted for courses covered by these Special Regulations.

DUAL-LEVEL MODULES

13 Courses covered by these Special Regulations may contain dual-level modules. These are modules where the outcomes of the module may either be at level 7 or level 6.

MODULE ASSESSMENTS

14 Student work on the courses covered by these special regulations is assessed against level 7 learning outcomes. If the work does not qualify for a pass at level 7, the work will be assessed against the level 6 learning outcomes.

15 To pass a module a student must pass all the assignments for that module.

16 To pass a module at level 7 all assignments must be passed at level 7.

17 To pass a module at level 6 at least one assignment must be passed at level 6.

18 Assignments marked at Level 7 will be graded using percentages. The pass mark is 50%.

19 Assignments marked at level 6 will be graded Pass/Fail.

20 Where an assignment has not been passed at level 7 but qualifies for a pass at level 6, EITHER

i. the student may choose to resubmit the assignment for reassessment against level 7 criteria OR

ii. the Pass at Level 6 will stand.

21 Where an assignment has not been passed at level 7 but qualifies for a pass at level 6 and the student has chosen to resubmit the assignment for a level 7 mark:

i. an assignment achieving a mark of 50% or over will be awarded a pass at level 7 OR

ii. the Pass at Level 6 will stand.

22 Where an assignment does not meet the criteria for a Pass at level 6, the student is permitted a first reassessment attempt:

i. where, as a result of reassessment, the module is passed at level 7, the module mark will be capped at 50%

ii. where, as a result of reassessment, the module is passed at level 6, a pass for the module will be awarded.

23 Reassessments from Semester 1 will be taken in the Assessment period of Semester Two. Reassessments from Semester 2 will be taken in the Reassessment Period following the end of Semester 2.

24 Second reassessments will be offered in line with the Regulations for Taught Awards. Second reassessment will always be taken as reassessment with attendance in the following academic period.

PENALTIES FOR LATE SUBMISSIONS

25 In the case of failure to submit required work by the published deadline, without an approved extenuating circumstance request or a Temporary Learning Agreement, a mark of zero will be recorded.

ARRANGEMENTS FOR PROFESSIONAL PLACEMENTS

N.B: This section does not apply to students seeking a recommendation for QTS with SCITT partners. For those students the SCITT partner's processes for managing Professional Placements will apply.

26 Following completion of the placement element of the course, an assessment will be made of the student's performance against the Teacher's Standards.

27 To be recommended for QTS by the University, students must fulfil the requirements of any academic award for which they are registered and have demonstrated achievement of the Teachers' Standards.

28 Where placement element of the course has been completed but the student has not met the Teachers' Standards, this will be deemed to be a referral of placement. For OFSTED purposes a referral of placement is deemed to be a 'not pass' judgment. Where this is the case, a further period of placement will be granted, provided that:

i. No concerns have been identified requiring referral to the Professional Suitability Panel;

ii. There is no evidence that the student has deviated significantly from behaviour commensurate with the relevant professional code of conduct;

iii. 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;

iv. There is evidence that the student has demonstrated a willingness to adopt a constructive approach to the advice received from either the mentor, University tutor(s), and any other advisors in relation to their targets and progress towards the Teachers' Standards.

29 A student will only be given a single opportunity for the reassessment of professional placement element of the course. This will always be in a new placement setting.

30 A further period of placement will be granted only where

i. a deferral is granted on the grounds that the student was unable to engage with or complete the period of placement;

ii. no concerns have been identified requiring referral to the Professional Suitability Panel;

iii. the student has been counselled as to their suitability to complete the course.

31 Where a further period of placement is offered following deferral or referral, the timing of the placement will be determined by the academic calendar and the course timetable. The location of the placement will be determined by the relevant Course Director.

32 Where, following a reassessment of the placement element of the course, there is evidence that the student has not demonstrated the Teachers' Standards, then the student will be required to withdraw from the course with any credit gained.

33 Where the placement element of the course has been successfully completed and the Teachers' Standards met, following assessment or reassessment, but the student is referred in the relevant academic assessment, the student will be granted reassessment opportunities in line with the Regulations for Taught Awards. No further period of placement will be granted.

34 Where a student submits the relevant academic assessment after the published deadline, without an approved extenuating circumstances case or a Temporary Learning Agreement, a mark of 0 will be awarded.

PROFESSIONAL SUITABILITY PANEL

N.B: This section does not apply to students on employment-based routes, for example School Direct (salaried) or those pursuing a recommendation for QTS from SCITT partners. For these students, the employer's processes for managing Professional Suitability will apply.

35 The Faculty of Arts, Humanities and Education Professional Suitability Panel will make a judgement as to a student's suitability for entry to the teaching profession, where the practice and/or progress of the student has been of such significant concern that the learning and/or welfare of pupils and schools is jeopardised by the continued presence of that student on placement.

ATTENDANCE REQUIREMENTS

36 All students are required to attend all taught sessions related to modules and Professional Placement sessions as determined by their Student Course Handbook. Attendance will be recorded, and all absence is counted regardless of the reason (apart from events which fall within the category of "Routinely Allowed Absence").

37 Routinely Allowed Absence includes attendance at funerals, job interviews, and graduations and are exempt from the requirements listed below. However, students must make all possible efforts to minimise absence.

38 The additional time required for absence (including certified illness and absences outside of Routinely Allowed Absence) will be as follows:

Absence from Professional Placement and/or	**Additional time required**

University sessions	
1-5 days	Nil
6-10 days	At the Pathway/Course Director's discretion, taking into account • the extent to which absence has affected attendance at placement or progression towards meeting the Teachers' Standards by the end of the course • the extent to which Teachers' Standards and course requirements are likely to be met in remaining normal time. Discretionary judgements will be reported to the relevant Board of Examiners.
11-30 days	Extended individual course, normally in the following academic year
Over 30 days	The student must take the whole course in the following academic year and be subject to fees for this.

39 Students are required to keep their own register of attendance during a professional placement, which will be signed by their mentor. They are also required to keep a log of any absences from university-based sessions. These are checked by mentors and tutors at regular intervals.

40 In the case of students who are unavoidably absent during a professional placement through illness or other good cause, the Board of Examiners may require the time missed to be made up on professional placement at a later date.

Effective from September 2018.

Approved by Academic Board, 05/09/2018.

Re-approved by Academic Board following amendments, 22 December 2021.