

ADDITIONAL COURSE REGULATIONS: CertEd Further Education and Skills

INTRODUCTION

Course title	CertEd Further Education and Skills	
Course codes	UP10001659	Certificate in Education in Further Education and Skills (CONEL)
	UP10001660	Certificate in Education in Further Education and Skills (LSEC)
	UP10001661	Certificate in Education in Further Education and Skills (Orchard Hill)
	UP10001662	Certificate in Education in Further Education and Skills (South Thames)
	UP10001663	Certificate in Education in Further Education and Skills (West Thames)
Exit awards	N/A	
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 part of the application for Qualified Teacher Learning and Skills formation (QTLS) through the Society for Education & Training (SET):
 - (i) CertEd Further Education and Skills.
- 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
CertEd Further Education and Skills	Pass 20 credits at Level 4 and 100 credits at Level 5
Institutional credits	Pass fewer than 120 credits

COMPENSATION

- 6 Compensation is not permitted.

HURDLES

- 7 To remain on the CertEd Further Education and Skills, students must pass all components of assessment on the following modules:
 - (i) Professional Practice 1: The Beginning Teacher (U20139);
 - (ii) Professional Practice 2: The Enquiring Teacher (U20140);
 - (iii) Professional Practice 3: The Reflective Teacher (U20142);
 - (iv) Professional Practice 4: The Independent Teacher (U20143).

ACADEMIC MODULE ASSESSMENTS

- 8 All components of assessment must be passed.
- 9 Each module will be assessed Pass/Not Pass. Components of assessment passed at Level 4 and Level 5 will be awarded a mark of 40%. Components of assessment not passed will be awarded 0%.

RETRIEVAL

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

PROFESSIONAL PRACTICE MODULES

- 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.
- 12 Professional Practice modules will be assessed via Work Placement Report. At the end of each of the following modules, a record of Pass / Not Pass will be made:
 - (i) Professional Practice 1: The Beginning Teacher (U20139);
 - (ii) Professional Practice 2: The Enquiring Teacher (U20140);
 - (iii) Professional Practice 3: The Reflective Teacher (U20142);
 - (iv) Professional Practice 4: The Independent Teacher (U20143).
- 13 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.
- 14 Assessment will be made against all of the Occupational Standards at the end of Professional Practice 4: The Independent Teacher.
- 15 At the end of the final Professional Practice module only (Professional Practice 4: The Independent Teacher) a final summative judgement of Met or Not Met will be made.
- 16 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.

REASSESSMENT OF PROFESSIONAL PRACTICE

- 17 Following a Fail 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.
- 18 Failure of a Professional Practice module which requires reattendance at the Professional Placement setting will normally take place in the next scheduled slot for the PP module (in the next academic year).
- 19 Where, following a reassessment of a Professional Practice module, there is evidence that the student has not demonstrated the Occupational Standards, then the student will be required to withdraw from the course with any credit gained.

RETRIEVAL OF PROFESSIONAL PRACTICE 4 ONLY

- 20 The retrieval of a referred PP4 will always be as Retake of failed modules in the following academic year, and only one attempt will be permitted.
- 21
- 22 Where PP4 has been successfully completed, but the Portfolio is awarded a Fail grade, the student will be granted reassessment for the Portfolio but further attendance on placement will not be granted.

DEFERRAL OF PROFESSIONAL PRACTICE

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

FITNESS TO PRACTISE

- 24 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
Date approved by Education Committee	13/11/2025

History of revisions of the Document

Version 1, approved by Academic Board, 10/09/2024
Version 2, approved by Education Committee,
13/11/2025