

ADDITIONAL COURSE REGULATIONS: Diploma in Further Education and Skills

INTRODUCTION

Course title	Diploma in Further Education and Skills
Course code	UPEDUCPS001 – Capital City College UPEDUCPS002 – London South East Colleges UPEDUCPS003 – Orchard Hill College UPEDUCPS004 – South Thames College UPEDUCPS005 – West Thames College
Exit awards	N/A – L3 and L4 exit award requirement are being set nationally at the time of writing.
Module titles and codes	See below
Date effective from	September 2025

APPLICATION OF THE ADDITIONAL COURSE REGULATIONS

- 1 The Additional Course Regulations do not apply to Learning and Skills Teacher Apprentices, as these apprentices are not registered students of the University.

EXIT AWARDS

- 2 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:
 - Diploma in Further Education and Skills.
- 3 The above award titles cannot be offered as aegrotat awards.
- 4 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

- 5 Compensation is not permitted.

MODULE ASSESSMENTS

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

RETRIEVAL

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

CONDITIONS OF REGISTRATION

- 9 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.
- 10 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

- 11 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.
- 12 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.
- 13 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 where
 - (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.
- 14 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

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

FITNESS TO PRACTISE

16 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
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