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

**INTRODUCTION**

1. The Special Regulations relate only to the following programmes:
* PGCE Primary
* PGCE Secondary
* The School Based Initial Teacher Education Programme, incorporating
* PGCE School Based (Secondary)
* PGCE School Based (Primary)
* School Direct QTS only pathway.
1. These Special Regulations apply to programmes delivered through School Direct arrangements and School Centred Initial Teacher Training (SCITT) arrangements. In the former students are employed within their school setting, and if the student is successful the University makes recommendation for Qualified Teacher Status, and where relevant awards a PGCE.
2. These Special Regulations also apply to programmes delivered in partnership School Centred Initial Teacher Training (SCITT) organisations. In these arrangements, where the student is successful, and 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.

**GENERAL ENTRY REQUIREMENTS**

1. Entrants to the PGCE programmes should hold an appropriate honours degree (usually 2:2 or above) of a United Kingdom Higher Education Institution, or a recognised equivalent qualification.
2. Entrants are also required to 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 and/or Skills tests.
3. 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.
4. Part-time study is not available to students on a Tier 4 licence.

**ADMISSION PROCEDURES**

1. All applicants must provide two satisfactory references.
2. All short-listed applicants are required to attend an interview and complete any assessments prescribed as part of the selection process for a programme / pathway.
3. Applicants applying to study through a School-Centred Initial Teacher Training (SCITT) partner will follow the admission 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.

**RECOMMENDATION FOR QUALIFIED TEACHER STATUS**

1. To be recommended for QTS, students must fulfil the requirements of the academic award for which they are registered, and meet the professional standards and requirements as laid down by the Department for Education that are in force at the time of their application.

**RECOGNITION OF PRIOR LEARNING**

1. The Recognition of Prior Learning is not permitted for programmes covered by these Special Regulations.

**MODULE ASSESSMENTS**

1. Modules on the programmes covered by these special regulations are assessed against level 7 learning outcomes. In the event that the work does not qualify for a pass at level 7, the work will be assessed against the level 6 learning outcomes.
2. To pass a module a student must pass all the assignments for that module.
3. To pass a module at level 7 all assignments must be passed at level 7.
4. To pass a module at level 6, at least one assignment must be passed at level 6.
5. Assignments marked at Level 7 will be graded by the use of percentages. The pass mark is 50%.
6. Assignments marked at level 6 will be graded Pass/Fail.
7. Where an assignment has not been passed at level 7, but qualifies for a pass at level 6, EITHER
	* 1. the student may choose to resubmit the assignment for reassessment against level 7 criteria OR
		2. the Pass at Level 6 will stand.
8. 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:
9. an assignment achieving a mark of 50% or over will be awarded a pass at level 7 OR
10. the Pass at Level 6 will stand.
11. Where an assignment does not meet the criteria for a Pass at level 6, the student is permitted one reassessment attempt:
12. Where, as a result of reassessment, the module is passed at level 7, the module mark will be capped at 50%
13. where, as a result of reassessment, the module is passed at level 6, a pass for the module will be awarded.

**PENALTIES FOR LATE SUBMISSIONS**

1. In the case of failure to submit required work by the published deadline, without an approved extenuating circumstance, a mark of zero will be recorded.

**ARRANGEMENTS FOR PROFESSIONAL PLACEMENTS**

N.B: This section does not apply for students gaining QTS with SCITT partners. For those students the SCITT partner’s processes for managing Professional Placements will apply.

1. Following completion of placement a Board of Examiners will be convened to consider performance on placement modules, and to decide whether each student’s performance is ‘Satisfactory’ or ‘Unsatisfactory’. Where there is insufficient evidence to grade the student’s practice, this will be recorded as a deferred assessment.
2. Provided that no professional suitability concerns have been identified a student graded as Unsatisfactory on Professional Placement will be:
3. counselled as to their suitability for the remainder of the programme. If, after such counselling, the student decides to continue, s/he will be required to complete a reassessment of the professional placement, but in a different school;
4. required to attend a meeting with the Programme/Pathway Director and/or a relevant Curriculum/Professional Tutor to discuss their action plan and confirm targets for the re-assessment of professional placement.
5. A student will only be given a single opportunity for the reassessment of each professional placement.
6. A reassessment of a professional placement will be permitted if all the following criteria have been met:
7. There is an action plan, approved by the Programme/Pathway Director, to address the issues raised on his/her unsatisfactory placement, which gives a clear outline of the actions the student will take to improve their practice in these areas;
8. 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 Standards for QTS;
9. There is no evidence that the student has deviated significantly from behaviour commensurate with the relevant professional code of conduct.
10. Where reassessment of placement is offered by the Board of Examiners, the timing and location of the placement will be determined by the relevant Programme/Pathway Director.
11. The reassessment of the professional placement must be completed successfully prior to commencement of the next scheduled professional placement. If the reassessment of the placement is not graded as satisfactory then the student will be required to withdraw from the programme with any credit gained.
12. In the case of a student on a final placement failing to reach the required standard in a small number of areas, the Board of Examiners may recommend an extended period of placement (but normally less than the full period) in order for the student to meet the standards in all areas. In doing so the Board of Examiners will take into account the following:
13. the likelihood of the student being able to meet the required standards by the end of the extended placement
14. any extenuating circumstances that have applied during the placement
15. progress towards meeting any action plans that are in place
16. the formally expressed views of the placement setting and its ability to accommodate the student for the additional time.

**PROFESSIONAL SUITABILITY PANEL**

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

1. The Faculty of Education Professional Suitability Panel will make a judgement as to a student’s suitability for entry to the teaching profession, where the practice 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**

1. All students are required to attend all taught sessions related to modules and Professional Placement sessions as determined by their Student Programme Handbook. Attendance will be recorded and all absence is counted regardless of reason (apart from events which fall within the category of “Routinely Allowed Absence”.)
2. 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.
3. The additional time required for absence (including certified illness and absences outside of the routinely allowed absence) will be as follows:

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| **Absence from Professional Placement and/or University sessions** | **Additional time required** |
| 1-5 days | Nil |
| 6-10 days | At the Pathway/Programme Director’s discretion, taking to account * the extent to which absence has affected attendance at placement
* the extent to which Teachers’ Standards and programme requirements are likely to be met in remaining normal time.

Discretionary judgements will be reported to the relevant Board of Examiners. |
| 11-16 days | Extended Individual programme, normally in the school summer term  |
| 17-30 days |

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| Extended individual programme , normally in the following academic year  |

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| Over 30 days | Student must take the whole programme in the following academic year and be subject to fees for this. |

1. Students are required to keep their own register of attendance during a professional placement, which will be signed by their mentor and checked by tutors at regular intervals.
2. 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, usually at the end of the year.
3. Where absence is taken on more than one occasion (which falls outside of the routinely allowed absence), Tutors and Mentors will draw such absences to the attention of the relevant Programme/Pathway Director who will consult the Chair of the Board of Examiners to decide whether such absence deserves a designation of ‘Unsatisfactory’.

Effective from September 2018.

Approved by Academic Board, 05/09/2018.