

January 2012

PGCert HIGHER EDUCATION

The following conditions apply to newly appointed academic staff in relation to the PGCert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE should be expected to complete the programme unless exempted at the time of appointment
- other fractional staff and part-time hourly-paid staff may enrol on the programme subject to the normal University conditions concerning payment of tuition fees
- exemption shall be granted to suitably qualified and experienced staff (*ie* three years full-time or equivalent, or PGCert HE or equivalent)
- normally staff should be expected to successfully complete the PGCert HE programme within 24 months of enrolling on the programme
- normally there will be an upper limit of four years to successfully complete the programme. If problems are identified at 30 months, every effort will be made to resolve them at a staff development level
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion
- staff must be given adequate time to complete the programme within an agreed time framework (*ie* normally within 24 months)
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme
- where exceptional circumstances apply, staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

GUIDELINES FOR PGCHE EXEMPTION

The following qualifications would be considered for exemption of new teaching staff from undertaking the PGCHE:

EITHER

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, ILTHE, HEA, Bed, PGCE or further education qualification.
- DFEE registered teaching number (school based number)
- Recognised ENB (NURSING) teaching qualification

OR

- Three years full time teaching experience (subject to review following guidelines from ITLHE)

NOT ACCEPTED

General Adult Education cert. not accepted as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

Originally agreed March 1997, amended July 1997 and November 2002.