

University of Plymouth

Human Resources (HR) / Teaching and Learning Support (TLS)

Document	Teaching Qualifications and Recognition Policy
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The University of Plymouth seeks to employ and promote people who have a proven ability to deliver high quality teaching as evidenced through a recognized teaching qualification or equivalent professional recognition. Opportunities will be provided for those new to Higher Education teaching to gain the relevant qualification and/ or professional recognition to enable them to fulfil their role.

1. Purpose

The purpose of this policy is to:

- outline the University's requirements that all teaching staff demonstrate the expected standards of teaching and appropriate level of qualifications and/or professional recognition, either on appointment or within an agreed timeframe;
- provide information for new employees and their managers about the routes towards qualification or professional recognition via: the Postgraduate Certificate in Academic Practice (PGCAP), including the Academic Professional Apprenticeship where relevant; the Postgraduate in Clinical Education (PGClinEd); the Introduction to Teaching and Learning (ITL) module; or recognition via the Teaching Development Framework (TDF) or the Nursing and Midwifery Council (NMC)
- ensure that completion of the appropriate route to qualification or professional recognition is undertaken in a consistent manner across the University;
- outline the responsibilities for managers, HR and the TLS team to support employees in achieving this;
- define the options and criteria for determining the most appropriate route for gaining the relevant qualification or professional recognition;
- clarify the contractual requirements for new academics.

2. Links to further information about routes to professional recognition and qualification

For further information and eligibility requirements for the routes outlined below, please follow this link: <https://www.plymouth.ac.uk/your-university/teaching-and-learning/qualifications-and-recognition>

3. Background Information on the qualification / professional recognition routes

There are four approved routes towards qualification / professional recognition. On appointment your line manager will determine which of these routes you will follow, according to the eligibility criteria and your previous experience.

3.1 Introduction to Teaching and Learning (ITL) is a 20 credit, M-level taught module directed at new staff from all disciplines who engage in demonstrating, teaching, learning, and giving formative or summative feedback within the HE context. On completion participants will gain Associate Fellowship of the Advance HE and 20 credits.

3.2 The Postgraduate Certificate in Clinical Education is a 60 credit, M-level taught programme aimed at staff who teach in clinical environments at HE level (usually in Plymouth University Peninsula Schools of Medicine and Dentistry PUPSMD), or who have a particular interest in clinical education. On completion participants will gain 60 credits and may apply for Fellowship of the Advance HE.

3.3 The Postgraduate Certificate in Academic Practice (PGCAP) is a 60 M level credit taught programme directed at new and experienced staff from all disciplines who engage in teaching, learning, assessment, research and professional development within the Higher Education context. On completion participants will gain Fellowship of Advance HE and a Postgraduate Certificate in Academic Practice. They will be expected to complete the Academic Professional Apprenticeship if eligible (see <https://www.instituteforapprenticeships.org/apprenticeship-standards/academic-professional/>).

3.4 The Teaching Development Framework (TDF) is a supported professional recognition route for staff who have at least 3 years full time teaching experience in HE, but who have not yet gained an appropriate qualification or professional recognition. Recognition can be gained at four different categories of fellowship.

3.5 Registration with the Nursing and Midwifery Council (NMC)

In addition to one of the four routes outlined above, those staff teaching on nursing and midwifery programmes are also required to gain NMC registration. This can be achieved by completing Teaching for Practice a 40 credit module or building a portfolio of evidence and submitting it to the NMC. For further information please see <https://www.nmc.org.uk/standards/additional-standards/standards-to-support-learning-and-assessment-in-practice>. You can discuss which route is more appropriate for you with your line manager.

For the full decision-making process on required teaching qualifications, please see the flow chart at appendix 1.

4. Who this policy applies to

4.1 This policy will apply to you if you are newly employed on an academic or other teaching contract, for example, Associate Lecturer (AL). Experienced staff will also be encouraged, through their annual Professional Development Review (PDR) process to gain equivalent professional recognition.

The flow chart in Appendix A indicates which route is the most appropriate for you to take towards a formal post-graduate qualification or professional recognition of teaching in Higher Education.

4.2 Requirement to complete the Introduction to Teaching and Learning (ITL) module

If you are on a short term contract or employed for less than 0.5fte, but more than 15 hours per year, have less than three years' full-time experience of HE teaching, and do not already hold an appropriate qualification to teach in HE, you will be required to complete the ITL module (20 credits at M level) successfully within a specified period of time, as part of your contract of employment.

You will be given access to a minimum of 15 hours teaching during the timeframe of the module, including for example, lectures, seminars, workshops, laboratory time, tutorials, supervision, fieldwork, placement support etc.

PGR students and other demonstrators (or associate lecturers who undertake less than 15 hours of work with students) should engage in a one day workshop on Supporting Assessment, Learning and Teaching (SALT).

4.3 Requirement to complete the full PGCAP

If you are employed on a contract that is 0.5fte or more, you have less than three years' full-time experience of HE teaching and you do not hold a qualification to teach in HE, then you will be required to complete the full PGCAP successfully within a specified period of time, as part of your contract of employment. As part of this programme, all successful participants will gain Fellowship of Advance HE and all eligible participants (see below) will achieve a Higher Apprenticeship.

If you have a PGCE or QTS from another sector, but do not have 3 years' full time experience in HE, you will be required to undertake some or all of the PGCAP as appropriate (See table 1, page 5). If you have another teaching qualification, a decision on equivalence will be made by the PGCAP programme lead.

Your faculty/school will give you access to a minimum of 50 hours of teaching opportunities, including for example: lectures, seminars, workshops, laboratory time, tutorials, supervision, fieldwork, placement and mentoring support, during the period you are expected to complete your PGCAP.

4.4 Requirement to complete the Academic Professional Apprenticeship (APA)

All eligible PGCAP participants will be required to complete the Academic Professional Apprenticeship (APA). Eligibility is limited to those staff who have been UK or European Economic Area EEA residents for 3 years or more prior to the start of the apprenticeship. They must also have achieved Level 2 English and Maths (O level grades A-C, GCSE grades A*-C. For further information see <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>).

4.5 Requirement to complete the full ClinEd

If you are employed by the university in a clinical education role on a contract that is 0.5fte or more, you have less than three years' full-time experience of HE teaching and you do not hold a

qualification to teach in HE, then you will be required to complete the full PGCert ClinEd successfully within a specified period of time, as part of your contract of employment. You will be given access to a minimum of 50 hours of teaching, tutorials, mentoring and online support during the period you are expected to complete your PGCert ClinEd.

If you have a teaching qualification from another sector, but do not have three years' full time experience in HE, you will be required to undertake some or all of the PGCert ClinEd as appropriate (See table 1, page 5). If you have another teaching qualification, a decision on equivalence will be made by the programme leader.

4.6 Requirement to complete first 30 credits of the PGCert ClinEd

If you are employed by the university in clinical education on a contract that is less than 0.5fte, but more than 15 hrs per year, you have less than three years' full-time experience of HE teaching and you do not hold a qualification to teach in HE, then you will be required to complete the first module of the PGCert ClinEd (30 credits) successfully within a specified period of time, as part of your contract of employment OR apply for exemption or an alternative through your Head of School.

4.7 Requirement to complete the TDF

If you are in a teaching role for more than 15 hours per year (including AL) and have the equivalent of at least three years' full time teaching experience in HE but no relevant teaching qualification, you will be required to achieve an appropriate level of Fellowship (see below) of Advance HE through Plymouth University's Teaching Development Framework within a specified period of time as part of your contract of employment.

If you are 0.5fte or more, this will be at the category of Fellowship or above; and if you are less than 0.5fte (including AL), the expected category will be Associate Fellowship. If you have significant teaching and leadership experience, you may apply for Senior or Principal Fellowship, as appropriate.

If your teaching experience is more than three years, but gained outside the UK, you may be eligible to take the TDF route. However, you are advised to attend the first module of the PGCAP as this provides a helpful introduction to teaching at Plymouth University and the nuanced differences you will experience in teaching in a UK institution. You should discuss the attendance requirements with your line manager.

Table 1: Requirement for staff holding a PGCE from another sector

Existing Qualification	Required route
PGCE/BEd/QTS (not HE sector)	<p>Successful completion of first PGCAP module, leading to Advance HE Associate Fellowship.</p> <p>In discussion with the line manager through PDR or probation meetings, the individual may be asked to undertake further PGCAP modules.</p>

4.8 Requirement to complete NMC registration. If you have a contract or secondment to the University of Plymouth that includes substantive teaching, assessment, module leadership or personal tutorial duties on nursing and midwifery programmes you are also required to gain the Nursing and Midwifery Council (NMC) registration. This can be achieved by completing the PGCAP plus 40 credits further input provided by the School of Nursing and Midwifery to gain the NMC approved 'Teaching for practice' qualification. You can discuss which route is appropriate for you with your line manager.

5. Responsibilities

5.1 Responsibilities for managers:

- Identify the appropriate contractual requirements for new academics at the time of recruitment and appointment and advise the candidate and the recruitment team.
- Induct your new employees (including PGR students who teach) to ensure they are familiar with the qualification and professional recognition policy, as well as arrangements for probation and performance development reviews.
- Liaise with the new staff member to identify a suitable mentor for teaching and learning
- Support your employees to enable them to identify and achieve relevant performance objectives in teaching and learning, including the attainment of the appropriate qualification or professional recognition as agreed.
- Participate in leadership development opportunities to ensure you are competent and confident in the induction, probation and PDR for academic staff to the standards required at the University of Plymouth.
- Regularly review progress on performance objectives, including timely progress towards qualification or professional recognition as part of the induction, probation and PDR processes.
- Provide opportunities for development, support and time for your employees to enable them to attain the highest standards in teaching and learning, and successful engagement and completion of appropriate qualification and/or professional recognition. This must include:
 - ✓ Ensure that all scheduled dates for taught PGCAP/PGCert ClinEd sessions or TDF workshops are protected from any conflicting activity
 - ✓ Allow 20% of the employee's contracted hours within scheduled working hours for study and off the job training (totaling 65 days for those completing the full PGCAP or PGCert ClinEd)¹
 - ✓ Provide access to adequate networked computing facilities

¹ Please note that as from 2017-18, the PGCAP programme will run over 18 months. Those undertaking the Academic Professional Apprenticeship may have their study time audited. For further guidelines see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/720826/1819_Employer-Provider_Rules_CL.pdf

- ✓ Provide sufficient teaching opportunities for participants - a minimum of 50 hours for the full PGCAP and PGCert ClinEd, and 15 hours for the first module/ ITL only

5.2 Responsibilities for employees:

- Identify what is expected of you in relation to gaining the correct qualification/professional recognition;
- Provide consent for your development, progress and any concerns in relation to your progress, to be discussed with your manager;
- Ensure your schedule is clear for the PGCAP/ClinEd taught sessions and study time relating to the gaining of the correct qualification/professional recognition;
- Track your time spent on private study, discussions with your mentor and off the job training for those completing the PGCAP;
- Maintain regular dialogue with your manager about qualification/professional recognition progress through induction, probation and PDR processes;
- Participate, engage and successfully complete the PGCAP/ClinEd programme or TDF within the required timescale;
- Ensure that you register promptly on the appropriate route (PGCAP/ClinEd/TDF) to facilitate completion within the agreed timeframe;
- Work with the Teaching and Learning Support team and your manager, in identifying and discussing further development needs, your progress and any concerns in a timely manner

5.3 Human Resources (HR) are responsible for:

- Providing easy access and clear guidance to employees and managers in relation to: induction; probation and PDR processes; and contractual issues
- Providing accessible leadership development for managers
- Preparing employment contracts for academics that reflect the teaching qualification/professional recognition requirements as advised by the appointing manager and Teaching and Learning Support.
- Supporting line managers to ensure contractual obligations are met
- Providing advice and guidance for managers and employees in relation to HR processes. Together with Teaching and Learning Support, monitoring, evaluating and managing the qualification/professional recognition policy.

5.4 Accredited route providers are responsible for:

- Providing and administering the Masters level Postgraduate Certificate in Academic Practice (PGCAP) and the Academic Professional Apprenticeship (APA), Postgraduate Certificate in

Clinical Education (PGClinEd) and Teaching Development Framework which are accredited by Advance HE;

- Supporting participants on the PGCAP, APA & PGCert ClinEd programmes in developing a critical knowledge and conceptual base in the field of professional and academic practice;
- Facilitating PGCAP, APA & PGCert ClinEd participants' critical reflection and development of their own professional and academic practice;
- Giving constructive feedback and marking assessed elements of the PGCAP & PGCert ClinEd programme;
- Liaising with managers and employees to identify opportunities and solutions where employees are struggling to engage with or make acceptable progress towards completing PGCAP / APA / PGCert ClinEd / TDF in the agreed timescale.
- Providing one set of brief feedback on TDF applications prior to submission to a TDF panel of assessors.

6. Procedures to be followed

Contractual requirement for PGCAP/APA/ClinEd/TDF

- 6.1 If you are required to complete all or part of the PGCAP, APA or PGCert ClinEd, or achieve Advance HE professional recognition through the TDF, this will be confirmed to you in your offer of employment, together with required timeframes for successful completion.
- 6.2 Completion of the PGCAP programme and APA will normally take at least 18 months. Reviews of your progression through the programme will be undertaken by your manager through probation and PDR reviews. Regular meetings with your mentor will also be required. These will be recorded in a software package to enable auditing.
- 6.3 Completion of the TDF should be within the timeframe specified in your contract (usually within 12-18 months). A successful outcome is dependent upon your demonstration of subject and pedagogic scholarship, as well as engagement in CPD in relation to teaching, learning and assessment. You are advised to attend a TDF workshop when you start your career with Plymouth at the earliest opportunity to develop an action plan for successful completion.
- 6.4 If your employment is conditional upon you completing TDF, PGCAP, APA, or PGCert ClinEd within a specified period, it is important that you fully engage in and commit to this process when you join the University. Your line manager is committed to providing you with the opportunities and facilities you need to achieve this. However, we also recognise that individuals can find juggling priorities a challenge. If you do find yourself in this situation, you should discuss your concerns with your manager at the earliest opportunity, as failure to meet a contractual obligation may put your employment at risk.
- 6.6 As a new lecturer, you will normally be appointed within Grade 7. Promotion from grade 7 to grade 8 at the annual increment date will depend on both the successful completion of your probation and evidence of good progress towards completion of PGCAP (and the

Apprenticeship where relevant), PGCert ClinEd, or TDF in line with the University's expectations.

7. Assessment

- 7.1 Assessment of the PGCAP and PGCert ClinEd is in accordance with the approved programme documentation and academic regulations.
- 7.2 Assessment of the APA (where relevant) is aligned as closely as possible with the PGCAP assessment, but will also include an End Point Assessment (EPA) examined by an external assessor.
- 7.3 You will be awarded a pass, fail, merit or distinction as appropriate (and a Pass or Distinction for the APA where relevant). If the successful attainment of PGCAP, APA, or PGCert ClinEd has been identified as a contractual requirement, you will need to achieve at least a pass. You should contact your manager or the TLS team should you have concerns in relation to your ability to achieve a pass, as this could affect your employment contract.
- 7.4 The PGCAP or PGCert ClinEd Award Board will decide whether you have successfully completed the programme and are eligible for the award of the relevant certificate. Under university regulations, you are only allowed two attempts at an assessment at this level. Failing on the second attempt precludes you from further attempts and would normally lead to cessation of your contract. The Board will notify HR, as part of the process of completing employment checks, to ensure that you have met your contractual obligations.
- 7.5 The TDF assessment panel normally meets on a quarterly basis. Applications are reviewed by at least two independent assessors. These are colleagues in senior teaching and learning roles from across the university. The assessors will be looking for evidence that applicants have met the criteria for the given category of fellowship. The chair of the panel will notify HR, as part of the process of completing employment checks, to ensure that you have met your contractual obligations.

8. Progression Routes linked to the PGCAP and PGCert ClinEd

The PGCAP and PGCert ClinEd provide a foundation for continual professional development. The PGCAP programme currently has four potential progression routes:

- Masters in Education (MA Education)
- MSc in Contemporary Healthcare (Education)
- Masters in Clinical Education (MClinEd)
- Research Masters in Education (ResM)

The PGCert ClinEd has a progression route onto:

- The Diploma stage of the Masters in Clinical Education programme.

9. How you can inform the continuous review of this procedure

- 9.1 It is important to continue making improvements in the way we lead and develop people. The University is committed to ensuring this policy remains fit for purpose at individual, team and organisational level. Please send your comments in relation to any improvements by email to the contacts listed below.
- 9.2 This policy will be reviewed regularly, taking into account feedback from within the organisation, evaluation mechanisms and any changes in statutory regulations that may be relevant.

10. Contact details

10.1 For queries relating to contracts:

HR Administrative Team: hr@plymouth.ac.uk

10.2 For queries relating to existing qualifications:

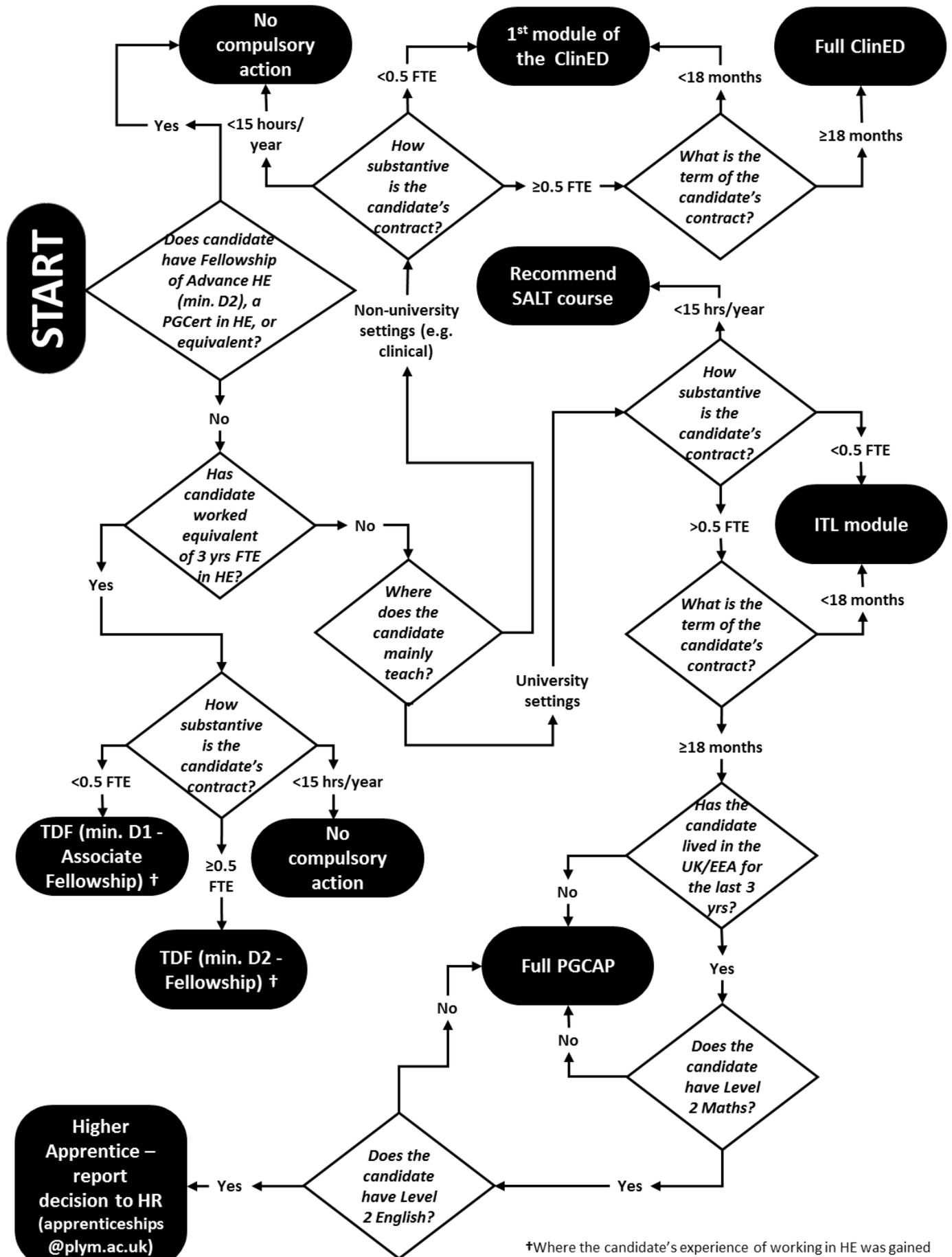
PGCert in Academic Practice: pgcap@plymouth.ac.uk

PGCert Clinical Education: pupsmd-clined@plymouth.ac.uk

Teaching Development Framework: tdf@plymouth.ac.uk

Nursing and Midwifery Council: pdu@plymouth.ac.uk

Appendix A:



†Where the candidate's experience of working in HE was gained outside the UK they are advised to attend the ITL module without assessment, alongside their participation in the TDF scheme.