

Programme Specifications

POSTGRADUATE ADVANCED CERTIFICATE IN EDUCATIONAL STUDIES

1	Awarding body	University of Cambridge
2	Teaching institution	Faculty of Education
3	Accreditation details	none
4	Name of final award	PACES
5	Programme title	Postgraduate Advanced Certificate in Educational Studies
6	JACS code(s)	X300
7	Relevant QAA benchmark statement(s)	Education
8	Qualifications framework level	FHEQ Level 7 (Masters)
9	Date specification was produced	June 2015

Aims of the Programme

The Postgraduate Advanced Certificate in Educational Studies (PACES) is a qualification which can enable recently-qualified or experienced practitioners, coordinators or curriculum leaders, senior managers and advisers to update and upgrade their skills or to prepare for new roles or career development. The Postgraduate Advanced Certificate involves academic study that is practice-focused and professionally relevant. All work that makes up the PACES is assessed against Master's level criteria and Master's level credits are attached to each element. The PACES may be used as part of a progression route to the Postgraduate Diploma in Educational Studies or the Masters in Education.

Completion of a PACES is expected to have a major impact on individual professional learning including learning about methods of enquiry or development. It is also expected to have significant impact on the student's practice or the practice of colleagues. The nature of the impact of PACES study will vary according to the aims and intentions of individuals undertaking the programme. The impact may be evidenced through:

- developments in pupils' learning;
- developments in practitioner learning;
- revised policies;
- changes in teachers' practice;
- understanding of perspectives and views gathered from pupils, parents, colleagues;
- personal reflections on the process of development and change;
- recognition of implications for future practice.

Structure of the programme

There are three routes to the award of the PACES:

- three 30 credit modules each requiring assignments of at least 4,000 words;
- one 60 credit module requiring an assignment of at least 8,000 words, and one 30 credit module requiring an assignment of at least 4,000 words;
- one 90 credit module requiring an assignment of at least 12,000 words.

Programme Outcomes

The PACES is achieved by the successful completion of a number of elements. Each of these elements is expected to have an impact on the knowledge, understanding and skills of the student, their pupils, their colleagues and/or their work place. This impact is expected to be particularly significant, widespread and sustained where a number of elements are completed to achieve the PACES. All elements of the PACES programme are expected to develop:

- knowledge and understanding;
- research and analytical skills;
- the skills of systematic enquiry and/or leading development;
- skills of presentation;
- transferable skills.

Details of what might constitute these outcomes are given in the criteria for PPD awards below.

Recruitment and Admissions

The Postgraduate Professional Development programme offers opportunities for education professionals to develop high levels of understanding and skills which relate directly to the policy and practice of the contexts in which they work. This programme involves studying at Master's level and it is therefore necessary that applicants demonstrate the potential to work at this level. However, since the PPD programme is aimed at practising professionals, professional experience and engagement are recognised as alternatives to recent academic qualifications as indicating the potential for working at Master's level.

Entry requirements for the programme are designed to ensure that candidates have a good chance of successfully completing the programme while not limiting recruitment to only those with strong academic backgrounds.

Entry Requirements:

Applicants for the PPD programme should have:

- a) Relevant experience of working in an education or related professional setting.
- b) Demonstrate a reflective and enquiring approach to their work which supports improvement in professional practice and/or policy.
- c) Demonstrate the ability to work independently and collaboratively with the support of Faculty supervision
- d) Demonstrate a willingness and ability to engage with academic and professional literature that will support empirical and/or literature-based enquiry into policy and/or practice.

It should be noted that Accredited Prior Learning (APL) (i.e. credits gained from other institutions) are not accepted to gain accelerated entry to the PPD programme, although these credits can be considered as part of an applicant's entry qualifications to support the application, if considered relevant.

Demonstration of Requirements

Applicants are given the opportunity to demonstrate that they meet the entry requirements listed above through a personal statement and a proposal for the intended enquiry. Applications should be supported by a professional reference from a senior colleague in an education context.

Since work produced for the PPD programme will be assessed at Master's level, it is particularly important that candidates demonstrate requirement (d) above. This may be through the following academic qualifications:

- A good honours degree
- A PGCE assessed at Master's level
- Recent (within three years) completion of professional qualifications at level six or above
- Overseas qualifications equivalent to the above (For an assessment of overseas qualifications contact the National Academic Recognition Centre for the United Kingdom)
- Non-English speaking overseas applicants may also require an IELTS qualification with a minimum score of 7 in each element.

Requirement (d) may alternatively be demonstrated through professional writing, for example:

- Professional documentation, e.g. policy documents for a school or group of schools, substantial reports on present practice within or between schools, etc.
- Publications in professional journals or other forms of professional communication.
- Reviews of education publications.

Demonstration of requirement (d) should be supported by production of the relevant certificates and/or by an academic reference from a course tutor, publication editor or senior colleague who is able to comment on academic capability.

The Faculty welcome applications from students who have applied to a PPD course previously and were unsuccessful, but in these cases applicants must be able to demonstrate a change in their circumstances that improve their suitability for the course, e.g. further qualification or experience in order to support their new application. The faculty reserves the right to use information from a previous application in assessing a re-application and to seek further evidence of ability to follow this course if it deems necessary.

Teaching and Learning Methods

A wide range of teaching and learning methods will be used for the different elements of the PACES. These will vary according to the subject and, where relevant, the particular environments in which participants are working. Teaching methods employed in the PPD programme presently include seminar/workshops, blended learning and individual or collaborative enquiry and/or development work.

The PACES entitles students to a total of 9 hours of supervision. This support involves:

- guidance about the nature of assignments, the standard expected, the planning of study, literature and sources and appropriate enquiry methods or techniques;
- monitoring and advising on handing-in dates;
- giving informative comment (written or oral) on work submitted by the preliminary handing-in-date, including broad indications of its quality and suggestions for improvement.

Students are expected to take responsibility for their own learning and development and to take the initiative in asking for supervision – especially if problems or difficulties are encountered. Students should consult the PPD Course Manager or the PPD Administrator if particular difficulties arise concerning supervision arrangements.

PACES Assignments

Assignments for the award of a PACES should be 12,000 words or equivalent. This need not be in the form of an academic essay. Possible formats include the products of activities suggested in the section above regarding expectations of participants. However, the assignments must include a substantial element of critical reflection/analysis that brings coherence to the work.

The PACES is accredited at Masters Level and this should be reflected in the quality of the work produced for assessment. This work should show some evidence of development in relation to each of the generic PPD Masters level criteria below:

Generic criteria for accredited Postgraduate Professional Development (PPD)

PPD work submitted for accredited qualification is expected to meet Masters degree Level 7, according to the Framework for Higher Education Qualifications (FHEQ, 2008). This level of achievement is reflected in the expectations embedded in the general PPD assessment criteria, which identify key areas of knowledge, understanding, critical engagement and transferable skills. The demands of complex professional activity are realistically acknowledged and celebrated in PPD assessment, drawing on the FHEQ requirement for students to demonstrate that they:

... understand how the boundaries of knowledge are advanced through research. They will be able to deal with complex issues both systematically and creatively, and they will show originality in tackling and solving problems. They will have the qualities needed for employment in circumstances requiring sound judgement, personal responsibility and initiative in complex and unpredictable professional environments. (pp 21-2)

FHEQ Level 7 achievement may be demonstrated through systematic enquiry in a number of forms. PPD students at the Faculty of Education are expected to engage in some form of enquiry work which might include:

- empirical work which is planned and sufficiently rigorous for the purpose;
- literature-based enquiry for a clear professional purpose;
- development work soundly based on relevant literature and/or rigorous enquiry;
- rigorous professional self-review and self-analysis.

PPD work is assessed against the following generic Master's level criteria:

Focus of the study

- The determination of a clear and ethically acceptable focus which satisfies the specification of the assignment in question is expressed in an approved title and may address an appropriate professional purpose.

Knowledge and understanding:

- the development of understanding of key concepts and issues within the fields studied;
- knowledge of those fields of study and familiarity with a range of relevant literature;
- knowledge, understanding and critical awareness of methodological issues related to professional enquiry and/or development;
- Knowledge and understanding of ethical principles relevant to professional enquiry and/or development work.

Research and analytical skills:

- demonstration of ethical attitudes throughout their professional enquiry and/or development work;
- critical reflection and analysis (as shown in the account of learning based on the courses attended by the participant and/or in the accounts of systematic enquiry);
- commenting upon and evaluation of reading that has been carried out;
- the ability to link the analysis and interpretation of data with theoretical perspectives;
- the structuring of information so that it is intelligible to a reader who has no knowledge of the research work undertaken;
- provision of a thorough account of relevant ethical considerations for completion of the project and for reporting the project and disseminating the findings.

Skills in presentation:

- the use of clear and accurate English, which should also conform to the usual academic protocols including referencing conventions;
- the use of an appropriate range of presentational devices, e.g. tables, figures and appendices;
- the ordering, sequencing and labelling of ideas made coherent by the provision of an explanatory commentary within the report
- writing appropriately for different audiences.

Transferable skills, for example:

- skills in planning and time management;
- written and verbal communication skills;

- skills in evaluating evidence of impact upon individual professional learning, and upon individual practice or the practice of colleagues.

PPD awards may be cumulative with increasing numbers of Master's level credits attached to the higher levels of award. For students on a cumulative programme, there is an expectation of progression towards the higher level awards. The extent to which the criteria are addressed by individual assignments is expected to develop throughout such a programme of study. There will however need to be clear evidence of achieving Level 7 criteria at diploma level or at entry to the second year of a master's programme.

Assessment procedures

Each assignment contributing to the PACES will be assessed individually. The module assignments where appropriate will need to show progression in professional learning and should make links between the modules which:

- demonstrates a deep understanding of substantive topics addressed;
- demonstrates how this understanding has progressed over the writing of the three assignments;
- discusses developments in personal learning;
- summarizes the impact of the assignments on pupils, colleagues, institutions and/or policy.

PACESs may be assessed as pass or fail:

- **Pass**
The report satisfies the assessment criteria sufficiently well for the award of an PACES.
- **Fail**
The report falls short of a pass standard in relationship to a substantial proportion of the assessment criteria.

Module assignments are marked by the course tutor or supervisor and are moderated by another member of the course team. Any student wishing to be awarded the PACES must also have their full portfolio of 12,000 words double marked by a member or associate member of Faculty staff, who has been approved to by the Degree Committee to act as a Masters Level Assessor. A pass can only be awarded if the assessor is confident that the work is of a sufficiently high standard that it is equivalent to work produced for Year 1 of the Masters degree

The Examination Board, which usually meets once a year will consider the case of each individual. A sample of work and the internal assessments will be referred to the External Examiner whose main function is to moderate standards. Occasionally the External Examiner may ask for an oral examination to be arranged with the student.

Possible Progression from PACES to Masters

Successful completion of the PACES can be used by candidates as an introduction to study for Masters degrees. Students completing the PACES are eligible to apply and be admitted (subject to interview) directly into Year 2 of a part-time Masters degree programme.

Management of Teaching Quality and Standards

The high quality of the PACES is supported and monitored by the following:

- The involvement of research active Faculty staff in teaching and/or in overseeing the courses as link lecturers;
- systematic programme of course evaluations, requiring responses from students, course tutors and link lecturers;
- A formal evaluation of students' experience is conducted at the end of the year, and issues arising are considered within the Faculty of Education by the Postgraduate Professional Development (PPD) Management Group, the Standing Committee for Higher Degrees and PPD and the Faculty Board with a view to enhancing the programme for the future.
- overview of courses and course outcomes by the PPD manager;
- Internal Examiners' moderation of assignments from a rotating representative sample of courses;
- External Examiners' evidence, verbal and in written reports.

Accreditation for further learning

The course may be taken on a free-standing basis leading to the award of a **Postgraduate Award in Educational Studies (PAES)**. Alternatively, students who are currently studying or wish to enrol for a **Postgraduate Diploma in Educational Studies (PDES)** may count this as one of your units. All participants are expected to attend regularly (a minimum of 80%) and to complete a related assignment to the satisfaction of the course tutor.

APPENDIX A

AVAILABLE PPD COURSES

(may not all be offered in any given year)

TEACHING ADVANCED MATHEMATICS 60 credits

This course is for teachers in state-funded schools and colleges in England. All participating teachers must be teaching A level Mathematics (or other level 3 mathematics courses) throughout the academic year in which they take the course.

Participants are required to take an active role in approximately eight study days, spread across the year, focusing on A level Mathematics subject knowledge and pedagogy and related academic research. Course tutors carry out two school/college visits to each participant to observe and support his/her A level teaching. In addition, participants study the content of five A level modules, from a teaching and learning perspective, with support using an on-line classroom. Participants have access to an extensive website of teaching and learning materials and this access continues for two years after course completion (provided by MEI)

Course content:

The TAM course has been designed to support teachers of GCSE Mathematics who wish to teach A level Mathematics for the first time. Participants are required to take an active role in eight study days, spread across the year, focusing on A level Mathematics pedagogy. All sessions, although having a content theme, will include pedagogy and researching practice and will feature the following:

- subject knowledge sessions where the focus is on deepening participants' understanding of mathematics;
- example lessons where the focus is on pedagogy;
- facilitated reflections on these sessions, relating them where appropriate to course reading;
- researching practice.

The course aims are:

Teaching Advanced Mathematics is a course for teachers wishing to develop their own subject knowledge and classroom practice in teaching A level Mathematics. The focus is on pedagogic content knowledge in post 16 mathematics as well as developing research skills in develop their own practice The aims are summarised as follows:

- Gain a deep understanding of Core Mathematics and the participant's choice of Mechanics, Statistics or Decision Mathematics
- Experience effective pedagogy at this level and receive support in embedding this in the classroom
- Reflect on related research into the teaching and learning of mathematics at this level

TEACHING SHAKESPEARE

30 credits

This blended learning (online) course takes as its starting point the power of the performance in developing understanding of Shakespeare in pupils. It uses a practical, workshop and classroom based approach, which is supported by a foundation of deepening theoretical knowledge about Shakespeare in context, with a particular focus on developing a critical and analytical awareness of the theatricality of specific Shakespeare plays.

Using resources developed by the Globe and Faculty and located on CamTools, students are required to reflect analytically and critically on the assumptions which documented production choices embody and to show an understanding of the implications various critical approaches may generate for production choices. They are asked to evaluate their own teaching of Shakespeare using the ideas developed through the course.

Students are asked to attend an introductory session at the Faculty at the beginning of term and then meet at the Globe for a Saturday workshop. The theoretical foundation of the course is designed as an online component and requires students to undertake some small classroom focused research tasks. The course ends with a further workshop at the Globe and attendance at the matinee on that day of one of the Globe productions.

Students are required to attend two Saturday workshops at the Globe, as well as completing the online component of the course.

The course aims are:

- To explore with the Globe the opportunities offered for the effective teaching of Shakespeare through practical and applied classroom strategies;
- To resource and to generate research-based debate regarding teaching Shakespeare Through Performance
- To encourage sharing of ideas and approaches within different groups of the English and drama teaching community, all of whom have a distinctive contribution to make to the debate and particular training needs;
- To impact positively on students planning and teaching of Shakespeare;
- To contribute, via web or paper-based published outcomes, to the understanding of effective teaching of Shakespeare through performance strategies and Shakespeare's Globe resources.

TEACHING AND LEARNING THROUGH DIALOGUE

30 credits

'Dialogue is not like other forms of communication (chatting, arguing, negotiating and so on). Dialogue is an activity directed towards discovery and new understanding, which stands to improve the knowledge, insight, or sensitivity of its participants. Dialogue represents a continuous, developmental communicative interchange through which we stand to gain a fuller apprehension of the world, ourselves, and one another.'

Dialogue in Teaching: Theory and Practice, Burbules 2003, p.8

Course aims:

- To develop understanding of educational dialogue through discussion and critical analysis of theoretical and empirical research, engage with concrete examples, and reflect on the relevance to the classroom.
- Systematically work towards the planning and delivery of dialogic lessons.
- Analyse and report on the findings, and plan future approaches to dialogic teaching and learning in the classroom.

CONTEMPORARY ISSUES IN MUSIC EDUCATION

30 credits

This elective takes a critical look at issues arising from recent developments in research, policy and practice. Drawing on music education research, national reports and experience in a variety of contexts this course examines issues that arise from the fast changing scene. These issues are relevant to the work of music teachers in both primary and secondary schools. The course focus is on coming to a better understanding of a range of tensions that frame the practice of musical learning and teaching in schools. As well as drawing on research to better understand the nature of these tensions, time is spent working on a collaborative small-scale research-based task that aims to examine a chosen issue within a local context.

This course aims for students to:

- Become clearer about the role of music in 21st century schools
- Explore tensions between national and local policy, pedagogic approaches and learners' musical practices
- Better understand the kind of knowledge and understanding with which musical education might be concerned
- Examine the role of musical provision beyond the school gates.
- Consider whether it is possible for a music education in school to be inclusive.

Themes covered will include:

- the music teacher and creativity
- informal and formal musical learning
- processes of music-making
- the musical classroom, the teacher and the learner
- inclusive music education
- music education, culture and society

AN INTRODUCTION TO CHILD AND ADOLESCENT COUNSELLING

30 credits

Course Description

A 60-hour course aimed at adults working with young people and children, who want to begin to develop some counselling skills and knowledge. It is aimed at all adults in the educational sector and in all phases of education and is particularly appropriate for those working with children in a pastoral or care role. It is also the entry course for those wishing to pursue the Diploma and Masters Courses in counselling which, together, constitute a nationally accredited psychotherapeutic counsellor training.

Counselling and counselling skills have come to be central to many of the developments in school, e.g. developments in emotional education, mentoring, tutoring and supporting students as well as in general communication skills. The course aims to explore counselling in a school setting and to develop the skills and theoretical base for such work. Course members are prepared for and supported through the use of these skills in their own work setting during the course.

The course examines concepts of different aspects of counselling, the application of these concepts and skills to work with individual students and groups, and the area of interpersonal work with other adults. There will be a focus on working therapeutically with the arts and with play. Developmental approaches to and the skills of counselling will be considered, including assessing the contributions of different models and the techniques of counselling. The course adopts an integrative approach. Consideration will also be given to specific areas, e.g. child protection and child betterment, practical and ethical issues such as confidentiality and parental contact. Active ways of working will be explored and the course will use active learning approaches as well as lectures, discussion, video and feedback.

All course members are required to do at least 5 sessions of counselling skills practice outside of the course time and to write this up for presentation.

Postgraduate Certificate in Educational Assessment and Examination

This course is designed to enable people with a special interest in assessment to upgrade their knowledge and skills. The focus of the course is on key issues in the design, delivery and critical evaluation of public assessments. These issues will be presented in units of work that comprise a presentation of a topic, reading of recommended texts, online activities that encourage reflection on the topic, and online discussion and other tasks to enable students to develop their understanding with their peers.

Educational research will be taught using the Faculty's existing PPD 'Research Training' online course, supported by tutors. The topics of critical reading, writing and thinking; reflective and reflexive practice, ethics and research methods will all inform the assessment-focused small scale enquiry students undertake towards the end of the course. The course aims to enable students to:

- review the purposes of assessment;
- critique the validity and quality of forms of assessment;
- evaluate standard-setting, consistency and reliability in assessment;
- examine how to design appropriate assessment tools and develop specifications;
- develop their awareness of the processes and requirements of external examining and awarding procedures;
- undertake small scale inquiry into assessment related issues;
- explore future directions in assessment.

The impact may be evidenced through:

- developments in practitioner learning and understanding;
- revised policies;
- changes in assessment practice;
- understanding of perspectives and views gathered from assessment stakeholders;
- personal reflections on the processes of development and change in assessment;

- recognition of implications for future practice.

Every effort has been made to ensure the accuracy of the information in this programme specification. At the time of publication, the programme specification has been approved by the relevant Faculty Board (or equivalent). Programme specifications are reviewed annually, however, during the course of the academical year, any approved changes to the programme will be communicated to enrolled students through email notification or publication in the Reporter. The relevant faculty or department will endeavour to update the programme specification accordingly, and prior to the start of the next academical year.

Further information about specifications and an archive of programme specifications for all awards of the University is available online at: www.admin.cam.ac.uk/univ/camdata/archive.html