**University of Suffolk**

**DEFINITIVE COURSE RECORD**

| | |
|---|---|
| Course Title | **Certificate in Education** |
| Awarding Bodies | **University of Suffolk** |
| Level of Award[1] | **FHEQ Level 5** |
| Professional, Statutory and Regulatory Bodies Recognition | **Education and Training Foundation**<br>**Ofsted** |
| Credit Structure[2] | **120 Credits**<br>**Level 4: 40 Credits**<br>**Level 5: 80 Credits** |
| Mode of Attendance | **Full-time and part-time** |
| Standard Length of Course[3] | **1 year full-time** |
| Intended Award | **Certificate in Education** |
| Named Exit Awards | **None** |
| Entry Requirements[4] | **In order to satisfy the minimum general requirements for admission, and subject to satisfactory interview, applicants must:**<br><br>● **Have a good command of written and spoken English, sufficient to be able to aim to produce assignments at level 5;**<br>● **Possess at least a minimum level 3 qualification in his/her own area of specialism;**<br>● **Hold a relevant qualification in English and Maths – normally at level 2 or equivalent;**<br>● **Have numeracy and IT skills that will enable the fulfilment of the assessment requirements of the course;**<br>● **Academic and/or industrial and commercial experience related to chosen curriculum area;**<br>● **Be able to provide two appropriate references; and a satisfactory Enhanced DBS check.**<br><br>**In addition, part-time in service students must:**<br>● **Have 150 teaching practice hours in a Full Teacher Role within the Education and Training Sector (this is normally 75 hours in year 1 and 75 hours in year 2);**<br>● **Have a workplace and/or specialist mentor identified by their organisation who is available to support them throughout the programme;** |

---

[1] For an explanation of the levels of higher education study, see the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)

[2] All academic credit awarded as a result of study at the University adheres to the Higher education credit framework for England.

[3] Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study.

[4] Details of standard entry requirements can be found in the Admissions Policy and further details about Disclosure and Barring Checks (DBS) can be found on the University's DBS webpage.

**University of Suffolk**

**DEFINITIVE COURSE RECORD**

|  | ● **Be able to provide two appropriate references; and demonstrate support from employer and mentor.** |
|---|---|
| Delivering Institution | **Suffolk New College** |
| UCAS Code | **N/A** |

This definitive record sets out the essential features and characteristics of the CertEd course. The information provided is accurate for students entering level 4 in the 2022-23 academic year.[5]

**Course Summary**

The Certificate in Education is a professional qualification for people teaching in the Education and Training Sector e.g. further education colleges, sixth form colleges, adult education, community learning and a wide range of other training and educational settings. As from 01 April 2012, teachers who qualify in the Education and Training Sector and go on to achieve QTLS status are eligible to teach in the school sector.

The course is designed to develop a range of skills and knowledge required of a professional teacher in the Education and Training Sector. The programme places a significant emphasis on students developing the appropriate skills and knowledge they require to meet the needs of the learner. The fundamental principles of practice are underpinned by reference to theoretical perspectives, thus encouraging students to effectively link theory to practice. This is expected of a professional who can engage with the identification and articulation of issues associated with the teaching in the sector.

**Course Aims**

The programme aims to develop the following academic skills in trainees:

1. To provide trainees with a wide range of intellectual resources, theoretical perspectives and academic disciplines to deepen their understanding of education within the context of their subject specialism and beyond.
2. To provide trainees with a broad and balanced knowledge and critical understanding of the principal features of education in a wide range of contexts to prepare them for future careers in a range of potential settings.
3. To encourage trainees to explore educational processes in a wide variety of contexts.
4. To develop trainee's skills in constructing and justifying a reasoned argument about educational issues in a competent and coherent manner
5. To promote a range of qualities in trainees including autonomy, initiative, critical thinking, innovation, creativity, and engagement with research-based practice.
6. To promote the wider personal development of each trainee relevant to their teaching and professional context. This may include developing competency in maths and English, instilling leadership and management skills, developing a better understanding of global and cultural issues and other features required of professional training.

**Course Learning Outcomes**

The following statements define what students graduating from the Cert Ed course will have been judged to have demonstrated in order to achieve the award. These statements, known

---

[5] The University reserves the right to make changes to course content, structure, teaching and assessment as outlined in the Admissions Policy.

**University of Suffolk**

# DEFINITIVE COURSE RECORD

as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 5 awards as set out by the UK Quality Assurance Agency (QAA).[6]

On successful completion of the Certificate in Education you will be able to:

1. Maintain and update your knowledge of educational research to develop evidence based practice and teaching skills.
2. Apply theoretical understanding of effective practice in teaching, learning and assessment using a range of communication skills.
3. Be creative and innovative in selecting and adapting strategies to help learners to learn including English, maths and digital skills.
4. Plan and deliver effective learning programmes collaboratively for diverse groups or individuals in a safe and inclusive environment.
5. Manage and promote positive learner behaviour by working with other educational professionals.
6. Reflect on what works best in your teaching and learning to meet the diverse needs of learners.
7. Analyse the teaching and professional role and your responsibilities within the Further Education and Training sector.

## Course Design
The design of this course has been guided by the following QAA Benchmarks / Professional Standards:

- A guide to using the professional standards (2014) Society for Education and Training
- Education Studies QAA Benchmarks (2019)

## Course Structure
The Cert Ed comprises modules at levels 4 and 5.

Module Specifications for each of these modules is included within the course handbook, available to students on-line at the beginning of each academic year.

|  | Module | Credits | Module Type[7] |
|---|---|---|---|
| Level 4 | | | |
|  | Introduction to Teaching | 20 | M |
|  | Supporting Learner Progress and Behaviour | 20 | M |
| Level 5 | | | |
|  | Education in Context | 20 | M |
|  | Teacher as Researcher | 20 | M |
|  | Professional Practice 1 (Part Time route only) | 20 | M |
|  | Professional Practice 2 (Part Time route only) | 20 | M |
|  | Professional Practice (Full Time route only) | 40 | M |

---

[6] As set out in the QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)

[7] Units designated as mandatory core (MC) must be taken and passed in order to achieve the award. For further information, see the Framework and Regulations for Higher National Awards

**University of Suffolk**

## DEFINITIVE COURSE RECORD

**Awards**
On successful completion of the course, students will be awarded a Certificate in Education.

**Course Delivery**
The course is delivered at the University of Suffolk at Suffolk New College. Students studying full-time on Certificate in Education are likely to have approximately 96 contact hours for level 4 and 192 contact hours for level 5. The contact hours will be a mix of lectures, seminars and practical activities and students will also be required to participate in 150 hours of work placement in their own subject. At least 10% of all scheduled sessions will be online synchronous delivery. Students on the full-time programme will be supported to find a suitable teaching placement. Students will normally be expected to undertake 15 hours of independent study in an average week but should be prepared for this to vary based on assignment deadlines and class exercises.

**Course Assessment**
A variety of assessments will be used on the course to enable students to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module's intended learning outcomes. Assessment on the course overall will be approximately 75% coursework (including essays, reports, presentations, group work, reflective learning journals and research projects), and 25% practical assessments. Both elements must be passed in order to pass the course.

**Course Team**
The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners. All staff are qualified in their subjects with their own specialist knowledge to contribute. Details of the academic staff who deliver on the course can be found in the Course Handbook.

**Course Costs**
Students undertaking Certificate in Education will be charged tuition fees as detailed below:

| Student Group | Tuition Fees |
|---|---|
| Full-time UK | £6,870 per year |
| Part-time UK | £1,145 per 20 credit module |
| Full-time EU/International | £6,870 per year |
| Part-time EU/International | £1,145 per 20 credit module |

Payment of tuition fees is due at the time of enrolment and is managed in accordance with the Tuition Fee Policy.

Students are likely to incur other costs for study materials such as books and journals and travel to and from their placement. Students will also pay for an Enhanced DBS which is currently £40.

**Academic Framework and Regulations**
This course is delivered according to the Framework and Regulations for Initial Teacher Training (Education and Training Sector) Awards and other academic policies and procedures of the University and published on the website.