

Programme Specification (Postgraduate)

FOR ENTRY YEAR: 2025/26

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Version no. 1

1. Programme title(s) and code(s)

Postgraduate Certificate in Academic and Professional Practice (PGCAPP)

2. Awarding body or institution

University of Leicester

3. a) Mode of study

Part-time

b) Type of study

Flexible/blended learning

4. Registration periods

The normal period of registration for the PGCAPP is 18 months

The maximum period of registration for the PGCAPP is 36 months

5. Typical entry requirements

The programme is for staff who teach 30 hours or more per academic year and undertake all the five Areas of Activity of the UK Professional Standards Framework (UKPSF). These are:

- design and plan learning activities and/or programmes
- teach and/or support learning through appropriate approaches and environments
- assess and give feedback for learning
- support and guide learners
- enhance practice through own continuing professional development

6. Accreditation of Prior Learning

Staff who have achieved HEA Associate Fellowship will be able to have this certified learning accredited against the first module of the programme. Applicants will be required to provide the following information.

- Proof of HEA Associate Fellowship
- Evidence of a teaching observation or a referee statement Successful applications will be accredited for the first module, 'Module 1' only.

7. Programme aims

The programme aims to:

- Enable participants to develop professionally across a range of teaching responsibilities in ways that are relevant to existing and future needs.
- Encourage a reflective and scholarly approach to academic practice and to embrace the notion of continued professional development.
- Enable participants to align their practice to the national standards of the Professional Standards Framework

- Provide a route to Fellowships of Advance HE

The programme will be underpinned by core themes that influence higher education today: inclusivity, accessibility and a diversifying student body; sustainability; student engagement, belonging, communities and partnerships; employability; quality assurance; and digitally enhanced learning.

8. Reference points used to inform the programme specification

- QAA Benchmarking Statement
- Framework for Higher Education Qualifications (FHEQ)
- UK Quality Code for Higher Education
- [University Education Strategy](#)
- [University Assessment Strategy](#) [Login required]
- University of Leicester Periodic Developmental Review Report
- External Examiners' reports (annual)
- United Nations Education for Sustainable Development Goals
- Student Destinations Data

9. Programme Outcomes

Unless otherwise stated, programme outcomes apply to all awards specified in 1, Postgraduate Certificate in Academic and Professional Practice (PGCAPP)

Course completer will be awarded Fellowship of Advance HE and will have demonstrated competence in all the dimensions of the PSF.

a) Discipline specific knowledge and competencies

i) Knowledge

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • teach and/or support learning through appropriate approaches and environments (A2) • assess and give feedback for learning (A3) • how learners learn, generally and within specific subjects (K1) • approaches to teaching and/or supporting learning, appropriate for subjects and level of study (K2) • critical evaluation as a basis for effective practice (K3) • requirements for quality assurance and enhancement, and their implications for practice (K5) • use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice (V3) • respond to the wider context in which higher education operates, recognising implications for practice (V4) 	<p>Face-to-face sessions, independent learning, on-line activities and developmental teaching observations</p>	<p>Blog post, reflective account, presentation, written commentary and portfolio</p>

ii) Concepts

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Demonstrate how pedagogic scholarship informs their practice using appropriate academic conventions</p> <p>Evaluate existing scholarship of learning and teaching in higher education applicable to participant's area of practice</p> <p>Demonstrate how assessment and feedback can encourage their learners to engage actively with, reflect upon and think critically about their disciplinary subject matter</p> <p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • how learners learn, generally and within specific subjects (K1) • critical evaluation as a basis for effective practice (K3) • use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice (V3) 	<p>Face-to-face sessions, on-line activities and independent learning</p>	<p>Blog post, reflective account, presentation, written commentary and portfolio</p>

iii) Techniques

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • teach and/or support learning through appropriate approaches and environments (A2) • approaches to teaching and/or supporting learning, appropriate for subjects and level of study (K2) • respect individual learners and diverse groups of learners (V1) • promote engagement in learning and equity of opportunity for all to reach their potential 	<p>Face-to-face sessions, directed independent learning and observations of experienced colleagues and peers</p> <p>Mentoring</p>	<p>Blog post, reflective account, presentation, written commentary and portfolio</p> <p>Observation of teaching</p> <p>Completion of micro teaching exercises</p>

iv) Critical analysis

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Evaluate existing scholarship of learning and teaching in higher education applicable to participant's area of practice</p> <p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • enhance practice through own continuing professional development (A5) • critical evaluation as a basis for effective practice (K3) • use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice (V3) 	<p>Face-to-face sessions, directed independent learning and observations of experienced colleagues and peers</p> <p>Mentoring</p>	<p>Blog post, reflective account, presentation, written commentary and portfolio</p> <p>Observation of teaching</p> <p>Completion of micro teaching exercises</p>

v) Presentation

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • teach and/or support learning through appropriate approaches and environments (A2) • appropriate use of digital and/or other technologies, and resources for learning (K4) 	<p>Developmental feedback following peer and mentor observations</p> <p>Reflecting on feedback from their own students</p>	<p>Reflective account, written commentary and portfolio</p> <p>Completion of micro teaching activities</p> <p>Teaching delivery</p>

vi) Appraisal of evidence

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Contribute to the enhancement of diverse student learning through the evaluation and application of effective teaching strategies</p> <p>Critically reflect on their practice drawing on feedback from colleagues/mentors and learners</p> <p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • enhance practice through own continuing professional development (A5) • critical evaluation as a basis for effective practice (K3) 	<p>Face-to-face sessions, developmental conversations following teaching observations by peers and mentors</p> <p>Reflecting on feedback from their students and through learning discussions with students</p>	<p>Reflective account, presentation, written commentary and portfolio</p>

b) Transferable skills**i) Research skills**

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
Apply and evaluate appropriate strategies for practice to meet the needs of diverse learners Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular: <ul style="list-style-type: none">• critical evaluation as a basis for effective practice (K3)• use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice (V3)	Academic reading and application to practice Critical reflection on practice and relationship to academic research	Reflective account, presentation, written commentary and portfolio

ii) Communication skills

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular: <ul style="list-style-type: none">• teach and/or support learning through appropriate approaches and environments (A2)• support and guide learners (A4)• collaborate with others to enhance practice (V5)	Face-to-face workshops Developmental feedback following observations by mentors and peers Department mentoring	Reflective account, written commentary and portfolio Completion of micro teaching activities

iii) Data presentation

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> critical evaluation as a basis for effective practice (K3) appropriate use of digital and/or other technologies, and resources for learning (K4) use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice (V3) 	<p>Face-to-face sessions and on-line resources</p> <p>Work-based activities</p>	<p>Reflective account, written commentary and portfolio</p>

iv) Information technology

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Contribute to the enhancement of diverse student learning through the evaluation and application of effective teaching strategies</p> <p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> teach and/or support learning through appropriate approaches and environments (A2) support and guide learners (A4) appropriate use of digital and/or other technologies, and resources for learning (K4) 	<p>On-line activities and workshops</p> <p>Department mentoring and work-based activities</p>	<p>Reflective account, written commentary and portfolio</p> <p>Completion of micro teaching activities</p>

v) Problem solving

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Apply and evaluate appropriate strategies for practice to meet the needs of diverse learners</p> <p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • design and plan learning activities and/or programmes (A1) • critical evaluation as a basis for effective practice (K3) • promote engagement in learning and equity of opportunity for all to reach their potential (V2) • collaborate with others to enhance practice (V5) 	<p>Face-to-face sessions</p> <p>Undertake a pedagogic inquiry project</p>	<p>Written commentary and portfolio</p>

vi) Working relationships

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • design and plan learning activities and/or programmes (A1) • respect individual learners and diverse groups of learners (V1) • promote engagement in learning and equity of opportunity for all to reach their potential (V2) • collaborate with others to enhance practice (V5) 	<p>Group activities in workshops; micro-teach sessions</p> <p>Reflecting on feedback from their own students</p>	<p>Feedback given to peers following their micro-teach sessions.</p>

vii) Managing learning

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • design and plan learning activities and/or programmes (A1) • teach and/or support learning through appropriate approaches and environments (A2) • support and guide learners (A4) • critical evaluation as a basis for effective practice (K3) • promote engagement in learning and equity of opportunity for all to reach their potential (V2) 	<p>Face-to-face sessions and on-line activities</p> <p>Mentoring</p>	<p>Reflective account, presentation, written commentary and portfolio</p>

viii) Career management

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
<p>Articulate how their practice aligns to the Professional Standards Framework for Descriptors 1 and 2 as appropriate with reference to the Areas of Activity (A), Core Knowledge (K) and Professional Values (V). In particular:</p> <ul style="list-style-type: none"> • enhance practice through own continuing professional development (A5) • critical evaluation as a basis for effective practice (K3) • use scholarship, or research, or professional learning, or other evidence-informed approaches as a basis for effective practice (V3) • collaborate with others to enhance practice (V5) 	<p>Face-to-face sessions and on-line activities</p> <p>Department mentoring</p>	<p>Written commentary and portfolio</p> <p>Professional development plan</p>

10. Special features

This programme has been mapped to the Professional Standards Framework (PSF) to Descriptors 1 and 2. The award comprises two modules (15-credits and 45-credits). Successful completion of the first module aligns to Descriptor 1 and thus awards Associate Fellowship. Successful completion of both modules leads to recognition of Fellowship (aligned to Descriptor 2 of the PSF) and the Postgraduate Certificate in Academic and Professional Practice.

10a. Research-inspired Education

Students on this programme will advance through the four quadrants of the University of Leicester Research-inspired Education Framework as follows:

RiE Quadrant	Narrative
<p>Research-briefed</p> <p>Bringing staff research content into the curriculum.</p>	<p>The PGCAPP (Leicester) is designed to enable participants to become critically reflective Higher Education practitioners. The programme takes global perspectives, grounds them in core scholarship of learning and teaching, and embeds them into the local strategies, policies and practices of the University of Leicester. Furthermore, the PGCAPP is aligned to a globally recognised, evidence-informed, sectoral framework, Advance HE's Professional Standards Framework (PSF).</p> <ul style="list-style-type: none"> • Research-briefed: The PGCAPP is grounded in the fundamental learning theories that shape and influence the design and delivery of learning, teaching and assessment in Higher Education. Nevertheless, module conveners embed their own expertise and research into the curriculum, to enable participants to engage in the contemporary issues in HE. Areas of specialism and foci include: reflective practice development; development of student critical thinking; AI in learning; educational leadership, coaching and mentoring. • Research-based: The learning activities and assessments on the programme are designed to enable participants to explore authentic interdisciplinary approaches to learning and teaching. Using evidence-informed pedagogy, participants critically reflect on their own practice and context, to develop strategies to enhance their practice and learners' experience. • Research Oriented: One of the principle learning objectives of the programme is to develop participants critical analysis of the scholarship of teaching and learning. This will enable them to align their practices to the literature and draw inspiration. The interdisciplinary nature of the cohort means the PGCAPP is often the first time some participants engage with the scholarship of learning and teaching. Nevertheless, the PGCAPP uses peer-learning to enable participants to conduct the critique of the scholarship in a supportive, collaborative learning environment. Throughout participants conduct critical reflection, aligning their practice to the UK Professional Standards Framework.. • Research Apprenticed: Throughout the programme participants are required to conduct critical reflection of their practice through Brookfield's
<p>Research-based</p> <p>Framed enquiry for exploring existing knowledge.</p>	
<p>Research-oriented</p> <p>Students critique published research content and process.</p>	
<p>Research-apprenticed</p> <p>Experiencing the research process and methods;</p>	

building new knowledge.	(1995) lenses. This culminates in participants conducting an ‘action research’ intervention into their own practice and evaluating the impact.
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As part of studying at a research-intensive university, students on this programme have the following extra or co-curricular opportunities available to them to gain exposure to research culture:

Whilst the PGCAPP is informed by grounded and contemporary pedagogic research, the programme positions itself as the baseline level required to be an effective Higher Education practitioner. Therefore, within the delivery of the programme opportunities to engage in further development of practice and exposure to pedagogy are embedded. These include: signposting to other relevant professional development, including workshops and the University Learning and Teaching conference, where some participants may even choose to present their work. Furthermore, opportunities to join and engage with the University of Leicester’s Education Academy Communities of Practice around the institution are highlighted.

Teaching on this programme will be research-informed (it draws consciously on systematic inquiry into the teaching and learning process itself) in the following way:

The School supports all staff involved in teaching to gain an accredited Higher Education teaching qualification, in which they demonstrate their use of teaching theory to support their own practice and reflect on their current teaching and continuing professional development.

The PGCAPP is aligned between Education Services and the School of Education, therefore the content and teaching on the programme is informed by the institutional strategies, objectives and policies of the University, the views and perspectives of current students, and by educators that actively engage with and conduct contemporary pedagogic research. Furthermore, the programme fully aligns to the evidence-informed Professional Standards Frameworks to enable participants to receive FHEA.

Those that lead the programme are engaged with and/or leading members of internal and external Communities of Practice (CoPs). These include the University’s Education Academy and external CoPs such as, SEDA, BERA, ALT-C and Advance HE. Learning from these communities and engagement in contemporary scholarship enables emergent innovation and perspectives from across the sector to be integrated into the curriculum.

11. Indicators of programme quality

- Accreditation by Advance HE
- Annual reviews for Advance HE
- Analysis of feedback from SSC representatives
- Analysis of LUMES data

- On-going review of programme with academics from across the University
- External Examiner's report
- Annual Development Review

12. Criteria for award and classification

This programme follows the standard scheme of taught postgraduate award and classification set out in [Senate Regulations](#) – see the version of *Senate Regulation 6 governing taught postgraduate programmes of study* relevant to year of entry.

The following additional award requirements for this programme have been approved:

- Awarding of Associate Fellowship and Fellowships of Advanced HE

13. Progression points

As defined in [Senate Regulations](#) - refer to the version of *Senate Regulation 6 governing taught postgraduate programmes of study* relevant to year of entry.

In cases where a student has failed to meet a requirement to progress he or she will be required to withdraw from the course and a recommendation will be made to the Board of Examiners for an intermediate/exit award where appropriate.

14. Rules relating to re-sits or re-submissions

As defined in [Senate Regulations](#) - refer to the version of *Senate Regulation 6 governing taught postgraduate programmes of study* relevant to year of entry.

15. External Examiners reports

The details of the External Examiner(s) for this programme and the most recent External Examiners' reports for this programme can be found at exampapers@Leicester [log-in required]

16. Additional features (e.g. timetable for admissions)

Enhancing Student Learning: Module 1 (ED7439) will run from January until June (Semester 2).
Enhancing Student Learning and Assessment: Module 2 (ED7440) will commence straight after the first module (i.e. in June) and continue during the summer and the following semester (S1), and will be completed in Semester 2 (i.e. 18 months for the programme in total).

Programme Specification (Postgraduate)

FOR ENTRY YEAR: 2024/25

Date created: 01/06/2022

Last amended: 25/09/2023

Version no. 1

Appendix 1: Programme structure (programme regulations)

The University regularly reviews its programmes and modules to ensure that they reflect the current status of the discipline and offer the best learning experience to students. On occasion, it may be necessary to alter particular aspects of a course or module.

Postgraduate Certificate in Academic and Professional Practice (PGCAPP)

Credit breakdown

Status	Year long	Semester 1	Semester 2	Other delivery period
Core taught	n/a	n/a	n/a	60 credits
Optional	n/a	n/a	n/a	n/a
Dissertation/project	n/a	n/a	n/a	n/a

60 credits in total

Level 7/Year 1 2025/26

Core modules

Delivery period	Code	Title	Credits
Semester 2	ED7439	Enhancing Student Learning (Module 1)	15 credits

Notes

N/A

Level 7/Year 2 2026/27

Core modules

Delivery period	Code	Title	Credits
Semester 1	ED7440	Enhancing Student Learning and Assessment (Module 2)	n/a
Semester 2	ED7440	Enhancing Student Learning and Assessment (Module 2)	45 credits
Semester 2	Module 1	Enhancing Student Learning and Assessment (Module 2)	15 credits

Notes

New intake will enroll onto Module 1 in September 2025

Appendix 2: Module specifications

See taught postgraduate [module specification database](#) [Login required] (Note - modules are organized by year of delivery).