Programme Specification (Postgraduate)
Date created: amended: December 2019
For students entering in 2021/22

University *of* Leicester

1. **Programme title(s):**

 Postgraduate Certificate in Teaching English for Academic Purposes

2. **Awarding body or institution:**

University of Leicester

3. **a) Mode of study:**

    Part-time

    b) Type of study:

    Distance learning

4. **Registration periods:**

The normal period of registration is 1 year.

The maximum period of registration is 2 years.

5. **Typical entry requirements:**

Candidates should normally be teachers or others working in the TESOL field who have at least a second class honours degree or its equivalent from a non-UK university (GPA 3.0 or above), a recognised qualification teaching English as a foreign language plus at least one year's full-time equivalent teaching experience. Degrees in English language, linguistics or education are preferred. Serving teachers who have equivalent qualifications or qualified teacher status and significant experience can be considered. Candidates who are not native speakers of English need to have a proficiency level equivalent to IELTS 6.5 with a minimum of 6 in all sub-sections.

All candidates should be able to demonstrate a commitment to, or strong interest in English language teaching in academic contexts, especially in tertiary education.

If seeking entry without a degree, candidates will be asked complete an assessment, such as an essay, so as to demonstrate their readiness for postgraduate study. Clear guidance will be provided on assessment criteria. They may also be required to attend an interview.

6. **Accreditation of Prior Learning:**

No APL is permitted.

7. **Programme aims:**

The programme aims to:

- Provide the opportunity for participants to further their knowledge across the range of key concepts and issues related to teaching EAP
- Develop the core competencies required for the design and delivery of effective teaching programmes in EAP
- Enhance participants' employment prospects within the field of EAP by providing the opportunity to gain a specialist postgraduate qualification and develop the knowledge and skills required of an expert EAP practitioner
- Develop participants' abilities to manage, reflect and enhance their own learning

- Provide participants with opportunities to extend their range of transferable skills, including study and research skills
- Contribute to the internationalization and quality of life-long education and continuing professional development by providing a flexible entry requirement route and giving students from different languages and cultural backgrounds fair access to the programme.

The general teaching aims of the programme are to develop the knowledge and skills required of an expert EAP practitioner. The programme therefore aims to cover the core elements that situate expert practitioners within their professional contexts. These elements are identified by and mapped against the BALEAP[1] competency framework. They are:

- Academic Values and Practices (academic contexts, academic discourse, disciplinary differences)
- EAP students (learning experiences and expectations, critical thinking, student autonomy)
- Assessment and feedback (language and skills competence, formative and summative assessment, marking and feedback)
- Assessment and Feedback (assessing language and skills, marking and giving feedback, tracking students' progress)
- Teaching Practices (approaches to EAP syllabus, integrating learning technologies, planning and EAP lesson)

8.   Reference points used to inform the programme specification:

- University of Leicester Learning and Teaching Strategy 2011-2016
- University of Leicester Periodic Developmental Review Report
- External Examiners' reports (annual)
- University of Leicester Employability Strategy
- University of Leicester Transferable Skills Framework and Checklist
- University of Leicester Guide to Writing Intended Learning Outcomes
- Checklist for Accessible Curriculum Design
- BALEAP Competency Framework for Teachers of English for Academic Purposes
- PgCert TEAP Students' feedback

9.   Programme Outcomes:

Unless otherwise stated, programme outcomes apply to all awards specified in 1. Programme title(s).

---

[1] BALEAP is the leading professional body in the UK higher education sector for teachers of English for Academic Purposes. A copy of the framework is available at https://www.baleap.org/accreditation/individuals

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
(a) Discipline specific knowledge and competencies		
Knowledge		
Demonstrate knowledge of the theoretical and pedagogical elements of English for Academic purposes.	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments
Concepts		
Demonstrate knowledge and understanding of the key conceptual principles within the field of EAP	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments
Techniques		
An ability to use key techniques and tools in researching and planning course and lesson design, delivery, assessment and evaluation in EAP contexts Demonstrate ability to use a range of learning technology resources which contribute to the accessibility and enhancement of learning and to the inclusivity for different groups of leaners, which is in line with the susteinability agenda and the the goal of reducing inequalities in access to education.	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	Essay EN7910 Portfolio EN7910 Essay EN7920 Portfolio EN7920

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
Critical analysis		
An ability to critically evaluate principles, concepts and ideas encountered in relevant literature Demonstrate an ability to evaluate EAP materials, approaches, lessons and programmes using relevant knowledge and concepts, and appropriate techniques	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Essay EN7920 Portfolio EN7920
Presentation		
An ability to produce key documents required for the design and delivery of EAP courses and lessons to an acceptable professional standard, such as lesson plans, questionnaires, and schemes of work.	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	Portfolios EN7905/ 7910/7915/7920
Appraisal of evidence		
An ability to collect and analyse evidence in order to determine the effectiveness of EAP programme design, delivery and assessment Demonstrate an ability to use the principles of reflective practice to enhance EAP practitioner competencies	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Essay EN7915 Portfolio EN7915

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
B. Transferable skills		
Research skills		
Access, retrieve, organise and present information from a variety of academically appropriate sources Demonstrate critical thinking and analytical skills	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Mainly essays EN7905/7910/7915/7920
Communication skills		
An ability to communicate through the written mode in an effective and appropriate manner	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Mainly essays EN7905/7910/7915/7920
Data presentation		
Organise and present information gathered through research clearly and effectively Write and present work to a professional standard and to deadlines	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Mainly portfolios EN7905/ 7910/7915/7920
Information technology		
Make effective use of information technology when researching, planning, delivering and evaluating tasks, lessons and/or whole programmes	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Portfolios EN7905/ 7910/7915/7920

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
Problem solving		
An ability to contextualize problems within their situational settings Demonstrate an ability to analyse complex problems in depth using appropriate methods and tools Provide a sound justification when in putting forward solutions to complex problems, including an awareness of the limitations of these solutions	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Mainly essays EN7905/ 7910/7915/7920
Working relationships		
An ability to establish and maintain effective working relations through demonstrating a willingness to engage and participate with others in an appropriate, professional manner	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Discussion forum participation (not accessed)
Managing learning		
Demonstrate a high degree of learner autonomy and time management skills	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments Discussion forum participation (not accessed)

Intended Learning Outcomes	Teaching and Learning Methods	How Demonstrated?
Career management		
Demonstrate understanding of the competencies required to become an expert practitioner in the field of EAP Demonstrate understanding of the importance of continuing professional development, research and scholarship to develop professional learning and teaching practice	Directed reading Independent reading Course materials for guided self study Individual tutorials Participation in e-tivities	All assignments

10. Special features

- As there are currently very few specialist postgraduate programmes available for existing or prospective teachers of EAP, this programme provides a scarce opportunity for continuing professional development and advanced level study within the field of EAP.
- The programme is mapped closely to an external framework which identifies key competencies for teachers of EAP.
- The programme is available through distance learning only.

11. Indicators of programme quality

- External Examiner reports
- Quality of student work
- Extent of engagement on the programme evidenced by activities such as participation in online discussion forums
- Impact on career development of the participants that successfully completing the programme
- Participant feedback and willingness to recommend the programme

12. Scheme of Assessment:

As defined in Senate Regulation 6: Regulations governing taught postgraduate programmes of study.

13. Progression points

As defined in Senate Regulation 6: Regulations governing taught postgraduate programmes of study.

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 award where appropriate.

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

As defined in Senate Regulation 6: Regulations governing taught postgraduate programmes of study.

15. External Examiners reports

The External Examiner for the existing PgCertTEAP programme has Mr Steve Kirk from the University of Durham.

Additional features (e.g. timetable for admissions)

- None

Appendix 1: Programme structure (programme regulations)

Module code	Module title	Credits
EN7905	**Academic Values and Practices**	15
EN7910	**EAP Students**	15
EN7915	**Assessment and Feedback**	15
EN7920	**Teaching Practices**	15

Appendix 2: Module specifications

See module specification database http://www.le.ac.uk/sas/courses/documentation