



Postgraduate Certificate in

Learning and Teaching in Higher Education

Programme overview

The University of London online Postgraduate Certificate in Learning and Teaching in Higher Education is for those teaching, tutoring and supporting students studying in Higher Education. You may be working with students who are studying face to face, online or on a blended learning course. The programme sessions are April and October, from April 2018.

More information visit:

london.ac.uk/courses/learning-teaching

Why study this programme

- Your studies will be directly linked to your teaching practice helping you become a more effective and confident tutor.
- You will enhance your skills in face to face teaching as well as online and distance education.
- Guidance is always at hand from online tutors who support you in the academic aspects of your study, plus Student Relationship Managers who provide administrative and pastoral care.
- The programme is all about helping you develop your own practice through reflection as well as hands-on practice with online tools.
- Assessment is by coursework only and at the end you will achieve a prestigious University of London Award that demonstrates your achievements.
- As you study online, you can balance studying with your work and, personal commitments.
- You will work with colleagues across the world, collaborating as part of a learning community, sharing best practice across cultures.

Structure

The programme has two compulsory 30 credit modules and you need to complete both to gain the Postgraduate Certificate:

Supporting Learning, Teaching and Assessment

Enhancing Learning, Teaching and Assessment

Assessment

The assessment supports you in developing theoretically informed reflections on your own teaching practice. Assessment is through course work and there are no examinations.

In the first module, Supporting Learning, Teaching and Assessment, at mid-point, you undertake a 1000 word review of a selection of the on-line learning activities you have undertaken. At the end of the module, you submit a 4000 word Reflective narrative, building on the Reflective Journal, you have kept throughout the module.

In the second module, Enhancing Learning, Teaching and Assessment, you develop your own plan for enhancing Teaching. This will help you to continue your development as a professional after the programme has ended, and may be of particular relevance to your current workplace. You submit a 500 word project scope followed by a 5000 word plan for enhancement.

How you study

You study online using highly engaging learning materials and will be encouraged to explore new areas of learning, to reflect on your own learning and teaching, and to engage in an analysis and review of the learning experience itself, the technologies and approaches used. You are supported online, and will collaborate with other teachers as part of a learning network.

Study materials

All essential resources, activities, videos, discussions and access to online support are accessed via the University of London Virtual Learning Environment. You will also access an Online Library which holds thousands of journal articles which you can access free of charge. A dedicated helpdesk is available if you have any difficulties in finding what you need.

Time commitment

The modules run from April to September and from October to March. We expect participants to usually undertake one module per session, starting with Supporting Learning, Teaching and Assessment. The weekly activities have been designed to be studied over 22 weeks, for approximately 10–12 hours per week per module.

Entry requirements

What qualifications do you need?

To register for the Postgraduate Certificate you will need:

- an undergraduate degree which is considered comparable to a UK degree, in any subject
- to be teaching or supporting learning on a higher education qualification on a part-time or full-time basis
- to have an IELTS score of 7 with no element below 6.5 or a demonstrably equivalent qualification

or to be able to demonstrate the requisite level of proficiency.

Computer requirements

You will need regular access to a computer (or mobile device*) with an internet connection to access the following resources:

- The Student Portal.
- Student record, module registration and examination entry.
- Programme resources on the VLE.
- The Online Library.
- The Programme Specification and Regulations.
- The University of London Student Guide.
- University of London email account.

To get the most from your studies, your computer should have at least the following minimum specification:

- a web browser (the latest version of Firefox, Chrome or Internet Explorer are recommended). This must accept cookies and have JavaScript enabled
- screen resolution of 1024 x 768 or greater
- sufficient bandwidth to access and upload video content
- the ability to play videos including sound and speakers

and the following applications installed:

- a word processor that accepts Microsoft Word formats (.doc and .docx)
- a PDF reader (e.g. Adobe).

Certain modules may have additional requirements, such as:

- video and audio recording capability, such as via web cam or other device
- microphone.

*Full mobile access to VLE resources is not available for all programmes.

Your career

This programme is ideal for those wishing to take on further responsibility as for example a Programme Leader or Curriculum lead. In the UK the PG Certificate Learning and Teaching in Higher Education is often required or desirable for those applying for Higher Education roles.

The programme has been mapped against the UK Professional Standards Framework (heacademy.ac.uk/ukpsf), and you may wish to use this programme to support an application to the Higher Education Academy at Associate or Fellow level. See: heacademy.ac.uk for more information on the Higher Education Academy.

Who produced the learning materials?

The programme team is comprised of five academics who are members of the University of London's Centre for Distance Education. The Centre for Distance Education provides an outstanding source of expertise and guidance in distance education and e-learning throughout the University of London, its member institutions, partner organisations, teaching institutions and beyond.

The lead contributors to the programme are Dr David Baume, (PhD, SFSEDA, FHEA) Dr Gwyneth Hughes, Dr Simon Rofe and Prof Ayona Silva-Fletcher led by Dr Linda Amrane-Cooper, Director of Strategic Projects at the University of London and Head of the Centre for Distance Education.

For key dates and fees, please visit: london.ac.uk/courses/learning-teaching