

## PROGRAMME SPECIFICATION

### 1. General information

<b>Awarding body / institution</b>	<b>Leeds Trinity University</b>
<b>Teaching institution</b>	<b>Leeds Trinity University</b>
<b>'Parent' School</b> ( <i>ICE / SAC / SSHS</i> )	<b>ICE</b>
<b>Professional accreditation body</b> ( <i>if applicable</i> )	<b>n/a</b>
<b>Final award</b> ( <i>eg. BA Hons</i> )	<b>MA Education</b> <b>PGCert in Education</b> <b>PGCert in Behaviour Management</b> <b>PGCert in Coaching &amp; Mentoring</b> <b>PGCert in Education Leadership</b> <b>PGCert in Effective Middle Leadership</b> <b>PGCert in Inclusion and Diversity</b> <b>PGCert in Learning, Teaching, and Assessment</b> <b>PGCert in New Technologies in Education</b> <b>PGCert in Leading RE in Catholic Schools</b> <b>PGCert in Education and Inclusion (National Award for SEN Coordination)</b>
<b>Title of programme(s)</b>	<b>MA in Education</b>
<b>Subsidiary award(s)</b> ( <i>if any</i> )	<b>PG Diploma Education</b>
<b>Honours type</b> ( <i>Single / Joint / Combined</i> )	<b>n/a</b>
<b>Duration and mode(s) of study</b>	<b>PG Cert: normally 1 year</b> <b>MA Education: normally 3 years</b> <b>Part-time with elements of distance/blended learning</b>
<b>Start date</b> (this version) ( <i>month and year</i> )	<b>September 2016</b> <b>September 2017 for the PGCert in Education and Inclusion (National Award for SEN Coordination)</b>
<b>Periodic review next due</b> ( <i>acad. Year</i> )	<b>2021-2022</b>
<b>JACS subject code(s)</b> ( <i>Level 3</i> )	<b>n/a</b>
<b>UCAS course code &amp; code name</b>	<b>n/a</b>
<b>SITS codes</b> ( <i>Course / Pathway / Route</i> )	<b>MAEDUC</b>
<b>Delivery venue(s)</b>	<b>Leeds Trinity University, and off campus as appropriate</b>

## 2. Aims of the programme

### Rationale and general aims

This suite of postgraduate awards aims to offer a highly relevant and practice-focussed programme of study at postgraduate level. It aims to support the continuing development needs of educational professionals from a range of sectors. In contrast to other postgraduate programmes in education that deal almost exclusively with abstract theory, or simply accredit current practice, the distinctive focus on this programme is to enable students to investigate their practice, *whilst* at the same time engaging with the latest research and scholarship, and innovation in teaching and learning. This programme is not just directed at teachers in schools; rather, it is specifically designed to appeal to students who work in a wide range of educational contexts, and provides significant opportunities for learning together within communities of practice.

The emphasis in teaching and learning is on supporting students in applying their learning to their personal and organisational settings, and so impacting on their practice as education professionals. A further distinctive feature of all routes is the systematic and critical exploration of reflective practice; this provides a foundation from which other perspectives on educational policy and practice can be examined. This examination of reflective practice is achieved through study of the core module Reflecting on Professional Practice (SED 7123).

This programme takes an original approach to the final phase. Students can opt to study a traditional dissertation – as with most other providers of Master's qualifications in education. However, they can also pursue a more theoretical/philosophical piece of research. A further alternative is to opt to undertake a major study across an area of thematic interest in education. All options are fully supported as the student moves out of phase 2 into phase 3 so that the choice is confidently made before the final phase commences.

These aims will be achieved by enabling students to:

- develop their knowledge, understanding, skills and professional practice in order to support improvements in teaching and learning;
- critically evaluate and reflect on research, contemporary educational scholarship, national initiatives and policy;
- employ practitioner enquiry approaches, and synthesise educational theory and research;
- critically evaluate how theory and research can inform practice in educational settings;
- use a range of sources of evidence to engage critically in reflection on their personal development as education professionals.

As a programme of professionally relevant CPD, the MA Education is structured to meet the needs of a number of different groups:

- Students who wish to pursue part-time postgraduate study in education, and who enrol on the MA to study the full programme of 180 credits. Typically these are school teachers or other education professionals who are in service;
- Students currently undertaking an Initial Teacher Education (ITE) programme, and who study 60 credits from the MA in Education suite as part of their PGCE experience;
- Students who are progressing from their ITE programme, and wish to continue study. They typically have achieved 60 Master's level credits from their ITE

programme either at Leeds Trinity, or another institution. Some students bring only 30 credits. These are students who therefore progress to the MA and continue study during their Newly Qualified Teacher (NQT) or Recently Qualified Teacher (RQT) year;

- Students who study modules from the MA in Education off campus in their school setting. These modules are delivered by the Leeds Trinity MA staff team to cohorts of teachers as part of their school CPD. Typically, these programmes comprise a 60 credit PG Certificate. On completion, students are then encouraged to progress onto the full MA Education programme, and enter directly into phase 2;
- Students who study a specialist PG Cert programme of 60 credits that leads to achievement of a nationally-recognised award against externally set standards. The PG Cert in Education and Inclusion (National Award for SEN Coordination, for example, fully meets the learning outcomes of the National Award for SEN Coordination as set by the National College for Teaching and Leadership.

### 3. Student learning outcomes of the programme

#### Learning outcomes in terms of:

- knowledge and understanding (K)
- intellectual / cognitive / 'thinking' skills (I)
- physical skills specific to the subject (P)
- employability skills I

On successful completion of the programme students will have demonstrated:

#### Knowledge outcomes

- K1 a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights, much of which is at, or informed by, the forefront of thinking about education, their own academic discipline or area of professional practice;
- K2 a comprehensive understanding and implementation of techniques applicable to their own research or advanced scholarship;
- K3 originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge in the field of education;
- I1 conceptual understanding that enables them to evaluate critically current research and advanced scholarship in the field of education;
- I2 conceptual understanding that enables them to evaluate methodologies and develop critiques of them and, where appropriate, to propose new hypotheses;
- I3 sound judgement in dealing with complex issues in education systematically, creatively, and in the absence of complete data, and the ability to communicate their conclusions clearly to specialist and non-specialist audiences;
- I4 self-direction and originality in tackling and solving problems, and in acting autonomously in undertaking tasks at a professional or equivalent level;
- I5 a commitment to the ongoing development of their knowledge and understanding in the field of education, their academic discipline, or area of professional practice.

#### Employability skills

- E1 **Self-management** – the ability to plan and manage time; readiness to accept responsibility and improve their own performance based on feedback/reflective learning; the ability to take initiative and be proactive, flexible and resilient;
- E2 **Teamworking** – the ability to co-operate with others on a shared task and to recognise and take on appropriate team roles; leading, contributing to discussions and negotiating; contributing to discussions; awareness of interdependence with others;
- E3 **Business and sector awareness** – an understanding of the key drivers for business success, including the importance of customer/client satisfaction and innovation; understanding of the market/sector in which an organisation operates; the ability to recognise the external context and pressures on an organisation, including concepts such as value for money, profitability and sustainability;
- E4 **Problem-solving** – a capacity for critical reasoning, analysis and synthesis; a capacity for applying knowledge in practice; an ability to retrieve, analyse and evaluate information from different sources;
- E5 **Communication** – the ability to present information clearly and appropriately, both orally and in writing, and to tailor messages to specific audiences and purposes;
- E6 **Application of numeracy** – a general awareness of mathematics and its application in practical contexts; the ability to carry out arithmetic operations and understand data, to read and interpret graphs and tables and to manage a budget;
- E7 **Application of information technology** – the ability to identify the appropriate IT package for a given task; familiarity with word-processing, spreadsheets and file management; the ability to use the internet and email effectively.
- E8 **Entrepreneurship/enterprise** – the ability to demonstrate an innovative approach and creativity, to generate ideas and to identify and take opportunities;
- E9 **Social, cultural & civic awareness** – embracement of an ethos of community and civic responsibility; an appreciation of diversity and ethical issues; an understanding of cultures and customs in the wider community.

### 3a External benchmarks

#### Statement of congruence with the relevant published subject benchmark statements

The MA Education relates closely to the category of Master's Degree identified by the QAA as 'a specialised or advanced study master's degree'. The relevant QAA Characteristics Statement (September 2015) for a Master's Degree identifies the following features:

1. They aim to prepare students for the next stage in their careers, whether that is further academic or professional study, or entering or progressing within employment of different kinds;
2. They attract entrants who have a background in the subject or a related subject area, acquired through previous study (a bachelor's degree with honours or equivalent);
3. They attract entrants who have acquired experience through work, or other means, that enables staff responsible for admissions to be confident of the candidate's ability to succeed in the programme.

The following characteristics are often associated with these specialist or advanced study programmes:

4. They are usually predominantly composed of structured learning opportunities (are 'taught');
5. Frequently, at least a third of the programme is devoted to a research project, leading to a dissertation or the production of other output such as an artefact, performance or musical composition;
6. They include research methods training, which may be provided in a range of different ways (for example, through content modules);
7. Related awards, such as postgraduate certificate and postgraduate diploma, will often be offered as stages in the progression to a specialised/advanced study master's degree to facilitate continuing professional development at different stages of a professional career.

The MA Education aligns closely with these characteristics because of the following features:

- It is designed to meet the professional needs of those entering professional work in education, or those seeking to further their careers (see 1 above);
- The programme builds on students' existing specialisms in education, gained either from undergraduate study, or from professional programmes of ITE, or related professional routes (see 2 and 3 above);
- The programme is fully taught in the first two phases, including research methods training, in order to build towards students' more autonomous working on the final 60 credit phase (see 4, 5 and 6 above);
- The programme allows students to exit with an award of PGCert (60 credits) or a contained award of PG Diploma (120 credits – see 7 above).

The PGCert in Education and Inclusion (National Award for SEN Coordination) fully meets the learning outcomes of the National Award. The Ministerial and Public Communications Division of the Department for Education have confirmed that The National College for Teaching and Leadership (NCTL) has handed over the National SENCO Award entirely to the Special Educational Needs system, and that providers are at liberty to create and accredit their own versions of the training, as long as it complies with the published learning outcomes. The PGCert in Education and Inclusion fully meets these learning outcomes.

#### 4. Learning outcomes for subsidiary awards

Guidance	
<p>The assessment strategy is designed so that each of these outcomes is addressed by more than one module at Level 7.</p>	<p><b>Generic learning outcomes for the award of a <u>Postgraduate Certificate</u></b></p> <p>On successful completion of 60 credits at Level 7, students will have demonstrated an ability to:</p> <ul style="list-style-type: none"> <li>(i) Develop new skills to a high level and advance knowledge and understanding in the discipline and/or area of professional practice;</li> <li>(ii) Approach complex issues in a systematic and creative manner and make sound judgements in the absence of comprehensive information/data;</li> <li>(iii) Communicate judgements and conclusions to different audiences;</li> <li>(iv) Develop the qualities and transferable skills necessary for employment including the ability to exercise initiative and personal responsibility;</li> </ul> <p>The PGCert in Education and Inclusion (National Award for SEN Coordination), in addition to the above, also meets the learning outcomes of the National Award as follows:</p> <ul style="list-style-type: none"> <li>(a) The statutory and regulatory context for SEN and disability equality; and the implications for practice in their school or work setting;</li> <li>(b) The principles and practice of leadership in different context;</li> <li>(c) How SEN and disabilities affect pupils' participation and learning;</li> <li>(d) Strategies for improving outcomes for pupils with SEN and/or disabilities;</li> <li>(e) Work strategically with senior colleagues and governors;</li> <li>(f) Lead, develop and, where necessary, challenge senior leaders, colleagues and governors;</li> <li>(g) Critically evaluate evidence about learning, teaching and assessment in relation to pupils with SEN to inform practice;</li> <li>(h) Draw on external sources of support and expertise;</li> <li>(i) Develop, implement, monitor and evaluate systems.</li> </ul> <p><b>Generic learning outcomes for the award of a <u>Postgraduate Diploma</u></b></p>

	<p>On successful completion of 120 credits at Level 7, students will have demonstrated, <b>in addition to the outcomes for a postgraduate certificate:</b></p> <ul style="list-style-type: none"> <li>(i) The ability to utilise knowledge that is at, or informed by, the forefront of the discipline and/or area of professional practice to critically evaluate new insights and/or current issues;</li> <li>(ii) Comprehensive knowledge of research techniques and how these can be critically applied to existing knowledge;</li> <li>(iii) Further development of the qualities and transferable skills necessary for employment including autonomous decision-making in complex situations.</li> </ul> <p><b>Generic learning outcomes for the award of a <u>Master's Degree</u></b></p> <p>On successful completion of 180 credits at Level 7, students will have demonstrated, <b>in addition to the outcomes for a postgraduate diploma:</b></p> <ul style="list-style-type: none"> <li>(i) Conceptual and/or empirical understanding that informs advanced scholarship and the ability to apply research techniques and existing knowledge to create new and original knowledge in the disciplinary context and/or area of professional practice.</li> <li>(ii) The ability to learn independently for continuing professional development.</li> </ul>
--	--

## 5. Content

Summary of content by theme
<p><b>MA Education: On Campus Delivery</b></p> <p>The programme provides a structured approach to the development of key knowledge and skills. In phase 1, comprising 2 x 30 credit modules (SED 7123 Reflecting on Professional Practice, and SED 7133 Contemporary Perspectives on Education), the emphasis is on reflecting on practice: students explore the theme of professionalism through attention to critical reflections on their own professional setting, role and in relation to external standards. This emphasis on reflective practice is a distinctive feature of all routes in the suite of programmes. The Reflecting on Professional Practice module (SED 7123) provides a structured foundation for study of other modules that require students to critically engage with their own practice. It is deliberately centred around the student's own setting in order to consider new perspectives and research, and therefore to draw innovative conclusions relevant to their own professional setting. This module supports the ethos of the programme that enables students to start from their current experience, and practice, and to move forward to consider the bigger picture. This initial focus is then broadened to an investigation of wider contemporary educational issues and perspectives, and to emerging scholarship and research.-</p> <p>In phase 2, comprising 2 x 30 credit modules, (SED 7143 Investigating Professional Practice, and SED 7153 Research Methods for Education), the emphasis is on investigating practice: students are given a thorough grounding in research methods, and</p>

present a comprehensive proposal for a piece of independent research in the final phase. In addition, students explore an aspect of their own practice through undertaking the process of planning for a small scale action research project. The choice of action research is deliberate given that most educational settings use forms of action research to evaluate and improve practice, and to consider aspects of professional development.

In phase 3, the emphasis is on enriching practice. Students pursue a significant piece of research through completion of either an Empirical Dissertation (SED 7166), a Philosophical Dissertation (SED 7176), or through a Major Study (SED 7186). Students' choice of module in this phase is supported through discussion in a formal review tutorial in phase 2. Their choice of module is partly determined by their professional interests, and by the demands of their professional setting, as well as by the feasibility of undertaking empirical research in such settings. All three options require a systematic analysis of an educational issue. Students critically reflect on the implications of their research for enriching and or developing professional practice.

### **PGCE ITE Primary and Secondary: On and Off-Campus Delivery**

For the PG Certificate delivered as part of the PGCE ITE programmes, students study 2 x 30 credit modules contextualised to their age phase. For secondary, students study Planning for progression (SED 7293), and Supporting Individuals (SED 7303). Primary students study the primary contextualised versions: Planning for Progression (PED 7313) and Supporting Individuals (PED 7323). For both primary and secondary, these modules focus on planning for pupil progression, and supporting individual needs, in line with national priorities. Students who successfully complete these 60 credits, and wish to continue with their level 7 studies, can progress directly onto phase 2 of the MA Education programme as above.

### **School CPD: Off Campus Delivery**

For the PG Certificate, students will initially study the 30 credit module Reflecting on Professional Practice (SED 7123), followed by one of the specialist 30 credit modules that is relevant to their school's/organisation's CPD needs for its staff. This allows a structured induction to study at level 7. The emphasis is on reflecting on practice: students explore the theme of professionalism though attention to critical reflections on their own professional setting, role and standards. This focus is then broadened to an investigation of a theme relevant to the school's/organisation's priorities and action planning. Students who successfully complete these 60 credits, and wish to continue with their level 7 studies, can progress onto phase 2 of the MA Education programme as above.

For the PGCert in Education and Inclusion (National Award for SEN Co-ordination), students will have a structured induction on campus at the University for each module, with the remaining content of the 2 x 30 credit modules being delivered in the Local Authority area.

## **6. Structure**

### **MA in EDUCATION / PG DIPLOMA / PGCERT**

<b>Duration:</b>	3 years (up to 5 years) part-time
<b>Total credit rating:</b>	MA in Education 180 credits; PG Diploma 120 credits; PG Certificate 60 credits



### **Master of Arts in Education (on campus delivery)**

**Duration:** Normally 3 years (up to 5 years) part-time

**Credit Rating:** 180

Students are required to take the following modules:

#### **PHASE 1:**

SED7123	Reflecting on Professional Practice	Sem 1	30 credits
SED7133	Contemporary Perspectives on Education	Sem 2	30 credits

#### **PHASE 2:**

Progression requirements: a minimum of 30 credits from phase 1, or RP(E)L equivalent

SED7143	Investigating Professional Practice	Sem 1&2	30 credits
SED7153	Research Methods for Education	Sem 1&2	30 credits

For the award of MA, candidates are required to take ONE of the following:

#### **PHASE 3:**

Progression requirements: 120 credits from phases 1 and 2

SED7166	Empirical Dissertation†	Sem 1&2	60 credits
SED7176	Philosophical Dissertation†	Sem 1&2	60 credits
SED7186	Major Study†	Sem 1&2	60 credits

#### **NOTE:**

- All modules must be passed for the target award; there is no condonement of marginal failure;
- † Denotes a spanning module whose delivery and assessment takes place across 2 academic years: students study from September to July, and can submit for assessment either in September or the following January.

### **Postgraduate Certificate in Education (on or off campus delivery/school CPD)**

**Duration:** Normally 1 year part-time

**Credit Rating:** 60

#### **Postgraduate Certificate in Education**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7243*	Independent Study	Sem 1/2	30 credits

#### **Postgraduate Certificate in Behaviour Management**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7193*	Behaviour Management	Sem 1/2	30 credits

#### **Postgraduate Certificate in Coaching & Mentoring**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7203*	Coaching and Mentoring	Sem 1/2	30 credits

#### **Postgraduate Certificate in Education Leadership**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7213*	Education Leadership	Sem 1/2	30 credits

### **Postgraduate Certificate in Effective Middle Leadership**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7223*	Effective Middle Leadership	Sem 1/2	30 credits

### **Postgraduate Certificate in Inclusion and Diversity**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7233*	Inclusion and Diversity	Sem 1/2	30 credits

### **Postgraduate Certificate in Learning, Teaching, and Assessment**

Students are required to take the following modules:

SED7123	<b>Reflecting on Professional Practice</b>	<b>Sem 1/2</b>	<b>30 credits</b>
<b>SED7253*</b>	<b>Learning, Teaching, and Assessment</b>	<b>Sem 1/2</b>	<b>30 credits</b>

### **Postgraduate Certificate in New Technologies in Education**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7263*	New Technologies in Education	Sem 1/2	30 credits

### **Postgraduate Certificate in Leading RE in Catholic Schools**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7333*	Leading RE in Catholic Schools	Sem 1/2	30 credits

### **Postgraduate Certificate in Educational Leadership in Catholic Schools**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7343*	Educational Leadership in Catholic Schools	Sem 1/2	30 credits

### **Postgraduate Certificate in Education and Inclusion (National Award for SEN Coordination)**

Students are required to take the following modules:

SED7123	Reflecting on Professional Practice	Sem 1/2	30 credits
SED7003	Education and Inclusion	Sem 1/2	30 credits

### **Postgraduate Certificate in Education Leadership (Promoting Excellence Cohort Only)**

Students are required to take one of the following modules:

SED7276*	Catholic Educational Leadership Devt	Sem 1&2	60 credits
SED7286*	Educational Leadership Development	Sem 1&2	60 credits

\* These modules are available for Continuing Professional Development (CPD), and/or Recognition of Prior Learning purposes.

#### **NOTE:**

- Both modules must be passed for the target award; there is no condonement of marginal failure;
- Students submitting an application for RP(E)L towards an award of PG Cert MUST study SED7123 Reflecting on Professional Practice, AND can claim an additional 30 credits of RP(E)L;
- Because of the bespoke nature of this type of CPD provision, the exact timing of module delivery is negotiated with the relevant school/organisation.
- 

### **Postgraduate Certificate in Education (PGCE ITE Primary and Secondary delivery):**

**Duration:** Normally 1 year part-time

**Credit Rating:** 60

**Secondary ITE students** are required to take the following modules:

SED7293	Planning for Progression	Sem 1/2	30 credits
SED7303	Supporting Individuals	Sem 1/2	30 credits

**Primary ITE students** are required to take the following modules:

PED7313	Planning for Progression	Sem 1/2	30 credits
PED7323	Supporting Individuals	Sem 1/2	30 credits

#### **NOTE:**

- Both modules must be passed to achieve the award of PG Cert. There is no condonement of failure.

## **7. Learning, teaching and assessment**

### **7a) Statement of the strategy for learning, teaching and assessment for the programme**

In line with the Institute of Childhood and Education's action plan for the Leeds Trinity Learning, Teaching, and Assessment Strategy 2015 – 2019, the following approaches are prioritised within delivery across the MA in Education modules:

#### **Teaching:**

- **Ensuring effective use of technology** on a consistent basis to enhance learning (on the MA, we will increase the use of Panopto and best practice in use of Moodle to enhance learning for students studying off-campus);
- **Small group activities** have always been at the centre of the MA teaching approaches. This allows experienced professionals to network and to personalise their learning experience;

- **Use of Moodle** enables all materials to be available in advance. For example, in the CPE module, pre-reading is required for each session. Following sessions, students use a Moodle forum to continue seminar discussions to inform summative assessments;

#### **Learning:**

- **To further improve the use of research-informed practice.** On the MA, subject experts who are also research active integrate their research into their teaching. For example, the Programme leader's research on conducting tutorials has impacted on the delivery of group and individual tutorials on the programme;
- **Sharing of innovative and best practice.** Throughout the programme on the MA, it is an expectation that students share their best practice from across different sectors/contexts with their peers. For example, on the CPE module, students bring examples of institutional and personal best practice to inform seminars. Tutors share best practice through regular cluster and MA Team Moderation meetings;
- **Student-led enquiry.** On the MA, every student's learning is rooted in their professional practice. For example, the Independent Study is entirely driven by students' professional needs and priorities, and so is student-led.

#### **Assessment:**

- **To monitor and record the use of peer assessment.** On the MA, this is undertaken via peer input and assessment: (a) on poster presentations in the IPP module; (b) in the writing workshop on the CPE module; (c) in the writing-up phase of the Dissertations/Major Study;
- **Recording of formative assessment.** On the MA, in the first semester, the induction work will focus on formative feedback in criticality, academic conventions and critical writing. These are essential skills that will support learning on all other modules for the remainder of the MA. Modular tutorials provide an opportunity for formative feedback on work for summative assessment. In the Dissertations/Major Study, continual formative feedback is provided by the allocated supervisor(s).
- **Ensuring high quality feedback.** On the MA, we will continue the best practice that has been identified by External Examiners. This includes a dialogic approach to summative feedback; feed-forward comments, and respectful, transparent and criterion-referenced comments. We will continue to develop this practice by cross-moderation between tutors from different programmes in ICE; for example, through the double marking of dissertations, and cross-phase moderation;
- **Each module has a bespoke handbook.** These clearly delineate the rationale for the form of assessment. Every module is assessed in line with the Leeds Trinity University postgraduate assessment criteria which are published in the MA Programme Handbook, and introduced both at induction, and early in each module delivery.

## 7b) Module details

Module number and name	Learning and teaching methods	Assessment				Teaching staff (Module co-ordinator shown as first name, in bold script)	Venue (if not University premises)
		Component form (eg. Assessed essay or Unseen paper)	Magnitude (eg. 2,000 words or 2 hours)	Weighting and/or Pass/Fail	Timing (Semester & indicative teaching week)		
<b>MA in Education – on campus delivery</b>							
SED 7123 Reflecting on Professional Practice	Lectures, seminars, tutorials	Portfolio	6000 words or equivalent	100%	End of Sem 1	<b>Andrew Pearce</b>	
SED 7133 Contemporary Perspectives on Education	Lectures, workshops and seminars	Reflective Account 1 Reflective Account 2 Action Plan and Rationale	2000 words 2000 words 2000 words equivalent	33% 33% 34%	End of Sem 2	<b>Amanda Fulford</b>	
SED 7143 Investigating Professional Practice	Workshops and seminars	Oral Poster Presentation Essay	15 minutes 3000 words	50% 50%	End of Sem 1	<b>Claire Smith</b>	
SED 7153 Research Methods for Education	Seminars, Workshops, Tutorials	Research Proposal (for phase 3)	6000 words	100%	End of Sem 2	<b>Amanda Fulford</b>	
SED 7166 Empirical Dissertation	Workshops and individual supervision	Empirical Dissertation	12000 words	100%	Sem 1&2	<b>Amanda Fulford</b>	
SED 7176 Philosophical Dissertation	Workshops and individual supervision	Philosophical Dissertation	12000 words	100%	Sem 1&2	<b>Amanda Fulford</b>	
SED 7186 Major Study	Workshops and individual supervision	Research Report	12000 words	100%	Sem 1&2	<b>Amanda Fulford</b>	
<b>PGCE ITE Primary and Secondary Delivery</b>							
SED 7293 Planning for Progression	Lectures, workshops and seminars	Coursework Written Report	2000 words 4000 words	34% 66%	End of Sem 1	<b>Andrew Pearce</b>	
SED 7303 Supporting Individuals	Lectures, workshops and seminars	Coursework Written Report	2000 words 4000 words	34% 66%	End of Sem 2	<b>Andrew Pearce</b>	

Module number and name	Learning and teaching methods	Assessment				Teaching staff (Module co-ordinator shown as first name, in bold script)	Venue (if not University premises)
		Component form (eg. Assessed essay or Unseen paper)	Magnitude (eg. 2,000 words or 2 hours)	Weighting and/or Pass/Fail	Timing (Semester & indicative teaching week)		
PED 7313 Planning for Progression	Lectures, workshops and seminars	Coursework Written Report	2000 words 4000 words	34% 66%	End of Sem 2	<b>Jonathan Doherty</b>	
PED 7323 Supporting Individuals	Lectures, workshops and seminars	Coursework Written Report	2000 words 4000 words	34% 66%	End of Sem 1	<b>Jonathan Doherty</b>	
<b>PGCert – School CPD (off campus delivery)/RPEL</b>							
SED 7123 Reflecting on Professional Practice	Lectures, seminars, tutorials	Portfolio	6000 words or equivalent	100%	End of module	<b>Andrew Pearce</b>	Schools and/or other educational institutions
SED 7253 Learning, Teaching and Assessment	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 words	100%	End of module	<b>Andrew Pearce</b>	Schools and/or other educational institutions
SED 7213 Education Leadership	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 words	100%	End of module	<b>Andrew Pearce</b>	Schools and/or other educational institutions
SED 7243 Independent Study	Workshops, Tutorials	Written Report	6000 words	100%	End of module	<b>Amanda Fulford</b>	Schools and/or other educational institutions
SED 7193 Behaviour Management	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 Words	100%	End of module	<b>Jan Sargeant</b>	Schools and/or other educational institutions
SED 7203 Coaching and Mentoring	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 Words	100%	End of module	<b>Claire Smith</b>	Schools and/or other educational institutions

Module number and name	Learning and teaching methods	Assessment				Teaching staff (Module co-ordinator shown as first name, in bold script)	Venue (if not University premises)
		Component form (eg. Assessed essay or Unseen paper)	Magnitude (eg. 2,000 words or 2 hours)	Weighting and/or Pass/Fail	Timing (Semester & indicative teaching week)		
SED 7003 Education and Inclusion	Seminars, Workshops, Tutorials	Portfolio	6000 words	100%	End of module	tbc	Schools and/or other educational institutions
SED 7223 Effective Middle Leadership	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 words	100%	End of module	<b>Andrew Pearce</b>	Schools and/or other educational institutions
SED 7263 New Technologies in Education	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 words	100%	End of module	<b>Stephen Wilkinson</b>	Schools and/or other educational institutions
SED 7233 Inclusion and Diversity	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 words	100%	End of module	<b>Jonathan Glazzard</b>	Schools and/or other educational institutions
SED 7333 Leading RE in Catholic Schools	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 words	100%	End of module	<b>Liz McGuire</b>	Schools and/or other educational institutions
SED 7343 Educational Leadership in Catholic Schools	Seminars, Workshops, Tutorials	Reflective Practice Assignment	6000 words	100%	End of module	<b>Liz McGuire</b>	Schools and/or other educational institutions
SED 7276 Catholic Educational Leadership Development (for Catholic Schools)	Seminars, Workshops, Tutorials	Reflective Journal Portfolio Individual Presentation	2400 words 6000 words 3600 words equivalent	20% 50% 30%	End of module	<b>Liz McGuire</b>	Schools and/or other educational institutions
SED 7286 Educational Leadership Development (for non Catholic Schools)	Seminars, Workshops, Tutorials	Reflective Journal Portfolio Individual Presentation	2400 words 6000 words 3600 words equivalent	20% 50% 30%	End of module	<b>Liz McGuire</b>	Schools and/or other educational institutions









## 8. Entry requirements

### Postgraduate degree programmes

Applicants should normally have achieved the following prior to registration for the programme:

- A good honours degree from a UK institution (or equivalent).

For students whose first language is not English, the following requirements must be met:

- The British Council IELTS with a score of 6.5 (with not less than 6.0 in any component);

Applications who do not meet these requirements may still be considered. Any such applicants will be required to attend an informal interview with the Admissions Tutor to discuss their suitability for the programme.

All students need to meet the following additional requirement:

- Hold a teaching/tutoring/training/managing/supporting learning role in an educational context;  
OR
- Have regular and sustained access to such a context in a voluntary capacity.

Where students are unsure about having regular access to an appropriate context, they will need to discuss this with the Admissions Tutor as part of the admissions process. This is in order to ensure that they are fully able to meet programme and module learning outcomes, and negotiate appropriate assessments.

## 9. Progression, classification and award requirements

### Details of requirements for student progression between levels and receipt of the award(s)

#### **Award of Postgraduate Certificate in Education (60 credits)**

- For the award of Postgraduate Certificate in Education, students must achieve 60 credits through study or through study and RP(E)L;
- Only 30 credits of the Postgraduate Certificate can be achieved through RP(E)L. According to University Regulations, up to 40 credits can be achieved through RP(E)L in a PG Certificate; however, on the MA in Education, this is restricted to 30 credits because of course structure and module credit values;
- All modules must be passed to achieve the award; there is no condonement of failure.

#### **Award of Postgraduate Diploma in Education (120 credits)**

- Students may exit the programme and receive the contained award of PG Diploma if they have achieved 120 credits through study, or through study and RP(E)L;

- According to University Regulations, up to 80 credits can be achieved through RP(E)L in a PG Diploma; however, on the MA in Education, this is restricted to 60 credits because of course structure and module credit values.

#### **Award of Master of Arts Education (180 credits)**

- For the award of Master of Arts Education, students must achieve 180 credits;
- Only 120 credits of the Master of Arts in Education can be achieved through RP(E)L;
- RP(E)L cannot be claimed for either the Empirical Dissertation (SED 7166), the Philosophical Dissertation (SED 7176) or the Major Study (SED 7186);
- All modules must be passed to achieve the award; there is no condonement of failure;
- Classification of the award is determined solely by marks for modules studied at Leeds Trinity University; credits accrued through RP(E)L do not count towards the calculation.

#### **Progression (between phases 1, 2 and 3 of the Master of Arts in Education)**

The following requirements apply for progression between the three phases of the Master of Arts in Education:

- (i) Students must have achieved a minimum of 30 credits, through study and/or RP(E)L, before being eligible to progress to phase 2 of the MA in Education. Students with a fail, or with approved pre-assessment extenuating circumstances for SED 7123 Reflecting on Professional Practice must successfully submit (in the case of extenuating circumstances) or re-sit (in the case of a fail) or in the August re-assessment period in order to be eligible for progression to phase 2. Students with a fail, or with approved pre-assessment extenuating circumstances for SED 7133 Contemporary Perspectives on Education must successfully submit (in the case of extenuating circumstances) or re-sit (in the case of a fail) in the September re-assessment period in order to be eligible for progression to phase 2.
- (ii) Students must have achieved 120 credits before being eligible to progress to phase 3 of the MA in Education. Students with a fail, or with approved pre-assessment extenuating circumstances for SED 7143 Investigating Professional Practice must successfully submit (in the case of extenuating circumstances) or re-sit (in the case of a fail) or in the August re-assessment period in order to be eligible for progression to phase 3. Students with a fail, or with approved pre-assessment extenuating circumstances for SED 7153 Research Methods for Education must successfully submit (in the case of extenuating circumstances) or re-sit (in the case of a fail) at a date to be set in January. They must then temporarily withdraw; successfully re-submit in January and have their credits confirmed by the June Board of Examiners in order to be eligible for progression to phase 3.
- (iii) Students must have passed, or made a successful RP(E)L application against SED 7153 (Research Methods for Education) before progressing to study one of the phase 3 modules SED 7166 (Empirical Dissertation); SED 7176 (Philosophical Dissertation), or SED 7186 (Major Study).

#### **NOTE in relation to progression:**

In order to enable progression between phases of the MA in Education, submission and re-submission times are scheduled as follows:

	Module	Submission	BoE	Resit	BoE
<b>PHASE 1:</b>					
SED7123	Reflecting on Professional Practice	April	June	August	Early September
SED7133	Contemporary Perspectives on Education	September	November*	Fails/ECs all twd Re-submit January	June**
<b>PHASE 2:</b>					
SED7143	Investigating Professional Practice	April	June	August	Early September
SED7153	Research Methods for Education	June	November*	Fails/ECs all twd Re-submit January	June**

\*Students will be provisionally registered only for the next phase until confirmation of credits is received.

\*\* For students who fail, or have approved Extenuating circumstances, they are required to temporarily withdraw, to re-submit successfully, and re-join at the beginning of the next phase

## 10. Prerequisites

Details of modules which must be passed before enrolment on a module at a higher level

See above.

## 11. External examining arrangements

External examining arrangements

The MA Education has one External Examiner for the programme. The External examines work from modules delivered on campus at Leeds Trinity, and as CPD in partnership schools/organisations. This affords the External a holistic view of modules from the MA suite delivered across diverse contexts, thus providing strong quality assurance for the programme.

## 11. Additional information

Details regarding arrangements in respect of any special features of the programme/scheme

Most students undertake the majority of their study off-campus, only coming to the University for formal lectures, tutorials and/or supervision meetings. Some students –

especially those undertaking PGCert programmes as school CPD, rarely visit the campus, if at all. Because of the nature of their study, students are strongly reliant on IT systems for accessing Moodle, the Library and other resources.

Where students on the MA Education programme carry out empirical research, and collect data from human participants as part of their work on the module, they will be required to make a successful application for ethical clearance before any such data collection is undertaken. This application will be considered by the ICE Research Ethics Committee, and by the Leeds Trinity Research Ethics Sub Committee if a decision cannot be reached, or in exceptional circumstances where the ICE Committee does not consider that it has the expertise to deal with the application at a School level. Full ethical clearance is required in the Empirical Dissertation (SED 7166). Ethical clearance is *not* required in other phase 3 modules (SED 7176 Philosophical Dissertation and SED 7186 Major Study) as no empirical data will be collected. However, for these modules, students will be required to complete the Leeds Trinity Research Ethics Self-Assessment proforma to ensure that an ethical clearance application is not needed. This will be scrutinised by the relevant Module Tutor and submitted to the ICE Ethics Committee for its records.

## **12. Additional support needs**

Arrangements made to accommodate students with additional support needs and any unavoidable restrictions on their participation in the programme/scheme

Students are provided with opportunities to discuss and disclose any personal / health / domestic or other issues that might affect either access to study or their full participation. These include at induction, through the module and personal tutorial systems, and through the annual review in phases 1 and 2. In addition, the following procedures are in place:

- Module sessions are timed to ensure that students are able to travel to, and from, the University after work with attention given to the availability of local transport networks;
- Tuition will be provided either in ground floor teaching rooms, or where there is easy access via a lift to upper floors on the Leeds Trinity campus. Where students are not able to access staff offices in ICE, alternative accommodation will be booked for tutorial sessions;
- Module and Personal Tutors annually review student support plans with students, and liaise with the Dyslexia and Disability Support Staff as appropriate;
- Module tutors ensure that support materials – and additional tutorial support as necessary - are made available for any students who are unable to attend any sessions due to professional commitments or health/domestic issues;
- Students attend a review tutorial towards the end of the first and second phases. This more formal reflection and review opportunity enables a discussion on progression, and guidance on appropriate pathways for study. This is in addition to access to standard module and personal tutorials;
- Students whose programmes are delivered mainly off-campus are entitled to access all support services provided by the University. In order that students can easily access support for academic writing, and preparation for assessment, attention is given to ensuring that the design of programmes includes time for the delivery of these aspects of the course.