

Programme Specification

Programme Title: Professional Graduate Diploma in Education Mathematics (Numeracy) (M) (Level 7 Diploma in Teaching in the Lifelong Learning)

Awarding Institution:	The University of Bolton		
Teaching Institution:	The University of Bolton		
Division and/or Faculty/Institute:	Wellbeing and Social Sciences		
Professional accreditation	Professional body	Professional body URL	Status of graduates
	LSIS		
Final award(s):	Professional Graduate Diploma in Education Mathematics (Numeracy) (M) (Level 7 Diploma in Teaching in the Lifelong Learning)		
Interim award(s)			
Exit or Fallback award(s)	PTLLS 12 credits		
Programme title(s)	Professional Graduate Diploma in Education Mathematics (Numeracy) (M) (Level 7 Diploma in Teaching in the Lifelong Learning)		
UCAS Code			
JACS Code			
University Course Code(s)			
QAA Benchmark Statement(s)			
Other internal and external reference points	<p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p> <p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p>		
Language of study	English		
Mode of study and normal	<p>1 year Full time</p> <p>2 years Part time</p>		

period of study	
<p>Admissions criteria</p> <p>The PGDE (M) is for those with a good second class honours degree (2:1 or above) and/or who can evidence through submission of a written task that they are able to work independently at a high level in the field of education studies. They will need to evidence that they can engage critically with some key ideas in teaching and teacher education. The PGDE M will lead to 60 credits at level 7 which can be transferred to a full Masters award (180 credits including dissertation). Not all graduates will be recruited to the M level qualification. Those who register for a level 7 award and do not achieve at this level will be awarded a Level 6 Diploma if they meet the requirements for this award. Please note that the PGDE (M) is only delivered at the University of Bolton.</p> <p>Candidates must also be able to demonstrate skills at L3 in mathematics.</p>	
<p>Additional admissions matters</p> <p>To gain entry, candidates must:</p> <ol style="list-style-type: none"> a. obtain CRB Enhanced Disclosure clearance* b. complete, and have approved, a health declaration* c. provide satisfactory references. d. be interviewed 	
<p>Fitness to practise declaration</p> <p>This programme is subject to the University's fitness to practise procedures</p>	
<p>Aims of the programme</p>	
<p>The principal aims of the programme are: The qualification is designed to enable trainee teachers of Numeracy to:</p> <ol style="list-style-type: none"> 1. adopt an integrated approach to the theory and practice of teaching of Numeracy 2. reflect on their own previous/current levels of experience, practice and skills, and areas for development 3. develop a reflective and reflexive approach to personal and professional development and research 4. identify principles of Numeracy learning, teaching, assessment and evaluation 5. develop communication and interpersonal skills 6. develop an awareness of your professional role and responsibilities as Numeracy teacher 7. engage critically with key ideas in teaching and teacher education develop and feel confident in their own personal language skills 8. demonstrate high levels of proficiency in key skills commensurate with their individual development and professional circumstances 9. develop and feel confident in their own specialist Numeracy skills 	
<p>Distinctive features of the programme</p> <p>The Numeracy programme develops knowledge and understanding of Numeracy skills studying the different ways maths/numeracy skills can be described and analysed. Learners are also required to examine how these skills relate to social context in the lifelong learning sector.</p> <p>The programme covers the theories and principles of numeracy acquisition; the processes</p>	

and approaches involved in the development and assessment of these skills; concentrating on how theories and frameworks underpin teaching practice, in terms of planning, delivery and assessment.

What a graduate should know and be able to do on completion of the programme:

The Scheme has a set of core and optional modules. These clarify the Scheme's scope and purpose; teaching and learning methods; learning outcomes etc., informed by national standards as appropriate. Work Based Experience is integral to the course and the modules. The integration of theory and practice is an important theme in the module assignments. Practical teaching is assessed by means of teaching observations which are related to module assessments. The teaching assessments are linked to the Personal and Professional Development (PPD) module.

Trainees who are assessed as successful in each of the modules are inferred to have achieved the Scheme's aims and objectives, since the former are a detailed clarification of the requirements of the latter. Provided there has been no infringement of the University's or Scheme's regulations, such a trainee would normally be recommended to the Teacher Training Assessment Board for a pass in the award for which they were registered.

By the end of their programme of study, trainees will have:

1. Explored educational research and related this to Numeracy practice.
2. Acquired a secure understanding of the application of their own knowledge to classroom practice.
3. Made informed comment on the applicability, relevance and usefulness of theories, concepts and models, methodologies and techniques applied to practice.

Programme learning outcomes

K. Knowledge and understanding

On completion of the programme successful students will be able to demonstrate systematic knowledge and understanding of:

1. Develop their knowledge and understanding of the theories of Numeracy development and the practical application of teaching numeracy skills.
2. Analyse curriculum specifications and requirements, students' needs and characteristics, and available resources to make informed choices for teaching and supporting learning.
3. Demonstrate an in-depth knowledge and understanding of the teaching profession, informed by current practice, scholarship and research, including a critical awareness of current issues and developments in education.
4. Justify approaches taken towards planning, preparing, assessing, evaluating and reviewing learning.
5. Plan and undertake a small-scale practitioner research project in the subject, which will include a critical review of existing literature.

6. Apply the principles and methods of reflective practice.
7. Evaluate educational literature and research and apply relevant insights to their practice.
8. Develop inclusive approaches to teaching and learning, addressing issues of disability, age, race, ethnicity, culture, gender, class and sexual orientation.
9. Synthesise their learning to create innovative teaching resources.
10. Understand and apply the roles and skills of tutoring and mentoring.
11. Analyse and review the organisation, structure and function of the Lifelong Learning Sector's educational provision.
12. Develop and record their own professional development through their Continuing Personal and Professional Development (CPPD), demonstrating 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
C. Cognitive, intellectual or thinking skills On completion of the programme successful students will be able to demonstrate the ability to:
1. Critically reflect on their own professional development in the context of their own teaching role.
2. Demonstrate enhanced professional knowledge and values and the development of a scholarly approach to support the quality of the student learning experience.
3. Comprehensive and critical engagement with current issues and debates in education.
P. Practical, professional or subject-specific skills On completion of the programme successful students will be able to demonstrate the ability to
1. Undertake Numeracy teaching: planning, preparing, implementing, assessing, evaluating and reviewing teaching and learning for individuals and groups, communicating effectively, creating an appropriate climate, and promoting learning.
2. Engage in structured reflection and practitioner research. Show 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 discipline.
3. Undertake curriculum development.
4. Develop knowledge and understanding of pedagogical issues arising from the use of communication and information technologies in the Lifelong Learning Sector and the ability to use ICT effectively in learning situations
5. Develop knowledge and understanding of pedagogical issues relating to language, literacy and numeracy in the Lifelong Learning Sector, and the personal skills required to use them effectively in learning situations.
T. Transferable, key or personal skills On completion of the programme successful students will be able to demonstrate the ability to:

1.	Communicate effectively using written, verbal and non-verbal means and visual aids with colleagues and a wider audience, in Communicate a variety of media.
2.	Display skill in the application of number, as appropriate.
3.	Use information technology to support teaching and learning. Continue to advance their knowledge and understanding, and to develop new skills to a high level.
4.	Monitor own progress through reviewing, reflecting, action planning and target setting. The focus of this will be CPPD.
5.	Work effectively and co-operatively with others: their peers, other teachers, students, and work effectively on collaborative group assignments.
6.	Display skill in effective problem solving in creative and innovative ways.
7.	Develop their capacity to learn about and to investigate teaching and learning.
8.	Exhibit professional behaviour in the workplace.

Programme structure

Module Code	Module title	Core/ Option/ Elective (C/O/E)	Credits	Length (1, 2 or 3 periods)	PGDE M Level
SFL4000	Preparing to Teach in the Lifelong Learning Sector	C	12		4
SFL4002	Planning for Achievement in Numeracy	C	12		4
SFL5004	Numeracy and the Numeracy Learner	C	15		5
SFL5005	Improving Numeracy Knowledge, Understanding and Practice	C	15		5
SFL7006	Numeracy Learning and Teaching	C	15		7
SFL7008	Curriculum, Quality and Professionalism	C	24		7
SFL7009	Personal and Professional Development	C	12		7
SFL7007	Advanced Practice in Teaching Numeracy	C	15		7
	Total		120		

Learning and teaching strategies

A variety of teaching and learning methods are employed throughout the programme in order to ensure the acquisition and development of the appropriate knowledge, understanding, skills and competences in order to achieve the learning outcomes. Some of these will be experienced during formally timetabled classes with your tutor and some will be experienced through workshops, small group and individual practical activities together with structured exercises and discussions. Individual support will be given in tutorials. Blended learning will be utilised as appropriate, for example utilising the VLE to provide an e-forum for trainee teachers to discuss their work and obtain peer support. You will be required to take part in e-discussions with peers and tutors and to make full use of ICT as a source of information and support and to maintain a portfolio of evidence.

It is expected that you will demonstrate significant independence in your study, taking responsibility for the management of your own learning time.

Learning activities (KIS entry)					
	Course Year				
	F/T	1	P/T	1	2
Scheduled learning and teaching activities		20%		20%	20%
Guided independent study		80%		80%	80%
Placement/study abroad		100 hours		50 hours	50 hours

Assessment strategy
WBE Teaching practice: Formative assessment and feedback will be given on the on-going development and delivery of trainees' teaching via 8 observed teaching sessions.

Course Work: Formative and summative assessment will be given during class and via feedback in tutorials. Trainees will be guided and directed to areas to areas of research and appropriate background reading.

Assessment methods (KIS entry)

A variety of written tasks: written reports, a case study, portfolio submissions, individual and group presentations

Practical Teaching (WBE) : micro teach (PTLLS), 8 successful Numeracy teaching observations (including 4 graded observations)

Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes

Grade bands and classifications
(for information only at this stage – the Assessment regulations are being revised for September 12)
In order for trainees to achieve a 'Pass', all the specific assessment criteria must be addressed and achieved. In addition, the general criteria must be addressed. The following grade descriptors provide the opportunity to recognise the extent to which the trainee has achieved the general criteria for assessment.

Following formal assessment of an assignment, there are, therefore, four possible outcomes – distinction, merit, pass and refer, (in line with the Ofsted grading of 1, 2, 3, 4). 'Refer' indicates that the work submitted is inadequate. Detailed feedback will be provided to enable a second attempt to be made. The maximum grade possible following a second attempt will be a 'pass'. An assignment which is does not meet all the criteria following a second attempt will routinely be second marked to ensure the accuracy of the grade.

COHERENCE: Quality of communication		
D	Excellent expression of ideas. Coherent, cohesive and logically structured	
M	Clarity of thought. Coherent and well structured.	

P	Clear expression of ideas.	
R	Lack of clarity of expression, Lack of structure and coherence.	
ANALYSIS: Analysis and evaluation of the relationship between theory and practice		
D	Demonstrates excellent critical, analytical and reflective skills which show a deep understanding of the relationship between theory and practice in terms of pupils' learning	
M	Demonstrates good critical, analytical and reflective skills and understanding of the relationship between theory and practice.	
P	Demonstrates discussion of and attempts analysis of the relationship between theory and practice.	
R	Limited/no evidence of analysis or understanding of the link between theory and practice.	
EVIDENCE: Evidence of relevant reading and literature research, including recently published work		
D	Excellent use of a wide range of appropriate literature and terminology, demonstrating critical awareness and excellent understanding	
M	Uses appropriate literature well to demonstrate a good understanding of the topic. Good use of terminology.	
P	Appropriate use of literature and terminology to show basic understanding.	
R	Limited evidence of literature search. Selection of sources limited/out of date, with no justification for use. Writing shows a lack of understanding of the topic.	
SOURCE REFERENCING: Accurate referencing using the Harvard Referencing System		
D	Consistently accurate referencing throughout the text and reference list	
M	Accurate referencing skills used both in the text and reference list. Few errors.	
P	Referencing is mainly accurate.	
R	Little understanding of the Harvard Referencing System	
PRESENTATION		
D	Work is free of typographical, spelling and grammatical errors; demonstrating excellent IT skills	
M	Good use of grammar, punctuation, spelling with few errors; demonstrating good IT skills.	
P	Few errors in grammar, spelling, punctuation; limited IT skills demonstrated.	
R	Hindered by too many errors in grammar, spelling and punctuation; IT skills inadequate.	
OVERALL GRADE (best fit)		

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

A team of 3 External Examiners are allocated for the PGDE programmes. The Examiners have specialisms in Numeracy and Literacy and generic Teacher Training. External Examiners also moderate the WBE process.

Support for student learning

- The programme is managed by a programme leader
- Induction programme introduces the student to the University and their programme
- Each student has a personal tutor, responsible for support and guidance
- Personal and Professional Development (PPD) is integrated into all programmes
- Feedback on formative and summative assessments
- A Student Centre providing a one-stop shop for information and advice
- University support services include housing, counselling, financial advice, careers and a disability
- A Chaplaincy
- Library and IT services
- Student Liaison Officers attached to each Faculty
- The Students' Union advice services
- Faculty and Programme Handbooks which provide information about the programme and University regulations
- The opportunity to develop skills for employment
- English language support for International students
- Peer support for ICT, Literacy and Numeracy

Methods for evaluating and enhancing the quality of learning opportunities

- Programme committees with student representation
- Module evaluations by students
- Students surveys, e.g. National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES)
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), Data Analysis Report (DARs) Subject Annual Self Evaluation Report (SASERs), Faculty Quality Enhancement Plans (FQEPs), University Quality Enhancement Plan (UQEP)
- Peer review/observation of teaching
- Professional development programme for staff
- External examiner reports
- Exit questionnaires

Other sources of information

Student portal (add link)

Students Union (add link)

Faculty or similar Handbook (add link)

Programme Handbook (add link)

Student Entitlement Statement (add link)

Module database (add link)

Moodle (for the programme?) (add link)

External examiners reports

<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

Document control

Author(s)	
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Learning outcomes map

Module title	Mod Code	Status C/O/E	K1	K2	K3	K4	K5	K6	K7	K8	K9	K10	K11	K12	C1	C2	C3	P1	P2	P3	P4	P5	T1	T2	T3	T4	T5	T6	T7	T8	
Level 4																															
PTLLS	SFL4000	C			DTA	DTA			DTA	D		DTA	DTA		DTA			DTA					DTA							DTA	DTA
PAN	SFL4002	C		DT		DTA			DTA	DTA	DTA							DTA		DTA	DTA	DTA		DTA	DTA					DTA	
Level 5																															
N&NL	SFL5004	C		DTA		DTA			DTA	DTA	DTA	DTA						DTA				DTA								DTA	
NKUP	SFL5005	C	DTA	DTA				DTA	DTA	DTA		DTA			DTA			DTA	DTA			DTA	DTA	DTA			DTA	DTA	DTA		
Level 7																															
NL&T	SFL7006	C	DTA	DTA		DTA			DTA	DTA		DTA						DTA				DTA								DTA	DTA
CQP	SFL7008	C	DTA	DTA	DTA	DTA			DTA	DTA			DTA					DTA		DTA			DTA				DTA			DTA	
PPD	SFL7009	C	DTA	DA	DTA	DTA								DTA	DTA	DTA	DTA	DTA	DA							DTA		DTA	DTA	DTA	
APTN	SFL7007	C	DA	DA		DA	DTA	DTA	DTA	DTA	DA	DTA			DTA	DA	DTA	DTA	DA			DTA	DTA	DTA	DTA	DTA		DA	DTA		

K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

Module listing

Module title	Mod Code	New? ✓	Level	Credits	Type	Core/Option /Elective C/O/E	Pre-requisite module	Assessment 1			Assessment 2		
								Assessment type	Assessment %	Add Y if final item	Assessment type	Assessment %	Add Y if final item
Preparing to Teach in the Lifelong Learning Sector	SFL4000	✓	4	12		C		CW	100%	Y			
Planning for Achievement in Numeracy	SFL4002	✓	4	12		C		CW	100%	Y			
Numeracy and the Numeracy Learner	SFL5004	✓	5	15		C		CW	100%	Y			
Improving Numeracy Knowledge, Understanding and Practice	SFL5005	✓	5	15		C		CW	100%	Y			
Numeracy Learning and Teaching	SFL7006	✓	7	15		C		CW	100%	Y	WBE 50 hours + 4 observations		
Curriculum, Quality and Professionalism	SFL7008	✓	7	24		C		CW	100%	Y			
Personal and Professional Development	SFL7009	✓	7	12		C		CW	100%	Y	WBE 50 hours + 4 observations		
Advanced Practice in Teaching Numeracy	SFL7007	✓	7	15		C		CW	100%	Y			
Total				120				CW	100%	Y			

Programme specification: [PGDE(M) Numeracy L7]

Date: [May 2012]

Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
Preparing to Teach in the Lifelong Learning Sector	SFL4000	C	D	DA		D	D	D	D	DTA	D	D	D	D	DTA	DTA
Planning for Achievement in Numeracy	SFL4002	C	D	DA		DTA		D	D	DTA	D	D	D	D	D	D
Numeracy and the Numeracy Learner	SFL5004	C	D	DA		D	D	D	D	DTA	D	D	D	D	D	D
Improving Numeracy Knowledge, Understanding and Practice	SFL5005	C	D	DA	D	D		D	D	DTA	D	D	D	D	D	DTA
Numeracy Learning and Teaching	SFL7006	C	D	DA		DTA		D	D	DTA	D	D	D	D	D	D
Curriculum, Quality and Professionalism	SFL7008	C	D	DA	D	D	D	D	D	DTA	D	D	D	D	D	DTA
Personal and Professional Development	SFL7009	C	D	DTA		DTA	DTA		D	DTA	D	D	D	D	DTA	DTA
Advanced Practice in Teaching Numeracy	SFL7007	C	D	DA		D		D	D	DTA	D	D	D	D	D	D

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

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