

Student Handbook 2019-20

Faculty of Social Sciences
Southampton Education School

Postgraduate Certificate in Education
(PGCE) – FE

Disclaimer

This information is issued on the condition that it does not form part of any contract between the University of Southampton and any student. The information given has been made as accurate as possible at the time of publication, but the University reserves the right to modify or alter, without any prior notice, any of the contents advertised. It should therefore be noted that it may not be possible to offer all modules or components of a programme in each academic session.

This handbook is available in alternative formats on request.

How does this Handbook work?

Part One: General Information and Regulations

This section outlines important University information and regulations, of which you need to be aware. We suggest that you read this information carefully and refer back to it if you have any questions through the year.

Part Two: General Information about Initial Teacher Training (ITT) Programmes

This section outlines important information specific to Initial Teacher Training and it is important that all Trainee Teachers familiarise themselves with the information contained here.

Part Three: Phase Specific Information

This section is specific to your programme of study and provides more detailed information specific to the Primary, Secondary or Further Education PGCEs.

At this stage the handbook probably looks very long and complicated. We have deliberately collated all the main information in one place in response to previous feedback and we strongly encourage you to download it and store it electronically so that you can easily search for any information.

The University is committed to being environmentally conscious, so we will not be issuing a paper copy.

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1 Part One: General Information and Regulations

2 Welcome

Welcome from the Faculty of Social Sciences Associate Dean (Education)

Dear Students,

Welcome to the University of Southampton and good luck on the year to come. As an incoming student on one of our postgraduate taught programmes, you've already demonstrated your ability through your undergraduate studies, and we're glad you've decided to continue your education with us at Southampton.

Within the Faculty, you may also like to know that there are numerous staff who have chosen the role of ensuring the quality and innovativeness of your experience at Southampton. My role, as Associate Dean, is to provide leadership to this group of staff, developing educational strategy and ultimately overseeing all matters to do with your education and its assessment and quality. I have a commitment to ensuring the best possible student experience and, if all is working well, I will be like the duck on the pond - calm on the surface but paddling hard underwater.

In all of our endeavours, we aim to provide a distinctive flavour to our education, both when bringing students from all over the world to Southampton, and when taking Southampton to the world. It is our hope and intention that you too will experience our different and cutting edge way of doing things, and that you will thrive and succeed in your studies and in all that University can offer you outside of your studies. Most of all, we hope that you will be happy during your time with us. This will shine through, and your positivity will be a beacon for friends, for opportunity and for achievements. Our staff are ready and willing to help you on that journey and we will be delighted to hear from you.

For now though, welcome to what we hope will be a 'home from home', and good luck for your year to come.

With best wishes,



Jim Anderson
Associate Dean (Education)
Professor of Mathematics
J.W.Anderson@soton.ac.uk

3 General Information

The information contained within your programme handbook is designed to provide key information applicable to you and your programme during the 2019/20 academic year.

It complements the University's Student Portal. You can access the Portal by logging on to [SUSSED](#), using your user name and password, and clicking on the Students tab in the top navigation bar. It is important that you make use of these resources as they support the regulations relating to your obligations and that of the University while you are a student at the University of Southampton.

It also provides helpful information on matters such as housing, finance, leisure, healthcare and support facilities.

Resource	Web link
Faculty website	Faculty of Social Sciences
Faculty staff information	Dean of Faculty, Social Sciences: Professor Jane Falkingham Associate Dean of Education: Professor Jim Anderson Associate Dean of Research and Enterprise: Professor Sally Brailsford / Professor Rebecca Hoyle Associate Dean of International: Professor Sabu Padmadas
School website	https://www.southampton.ac.uk/education/
School staff information	Deputy Head of School (Education) Chris Downey C.J.Downey@soton.ac.uk Director of Programmes Miranda Dodd M.Dodd@soton.ac.uk ITE Director Kate Freeth K.Freeth@soton.ac.uk FE Programme Director Pauline Dixey P.A.Dixey@soton.ac.uk Primary PGCE Programme Director Ian Campton I.Campton@soton.ac.uk Secondary PGCE Programme Director Rachele Morse R.Morse@soton.ac.uk Partnership Director Jan Lewis J.V.Lewis@soton.ac.uk Senior Tutor Rosalyn Hyde R.M.Hyde@soton.ac.uk
Programme and module descriptions	Descriptions relating to your programme can be found via the programme pages on the web, and on Blackboard. Your programme structure (i.e. which modules make up your programme) is available in your programme specification and via the on-line programme catalogue which is accessible via Banner Self Service . To find links to broad generic descriptions of the programmes and modules, follow links to your programme starting from the Faculty web pages .

3.1 Your student office

Team responsibilities: Manage and co-ordinate the delivery of key student life cycle activities within the Faculty. Provide a range of administrative services to the students and staff within the Faculty in support of enrolment, induction, student record maintenance, assessment, progression, attendance monitoring, awards and graduation.

Law & Education Student Office

Building 4, Room 1003,
Highfield Campus, Southampton, SO17 1BJ
Opening Hours: 09:00 – 17:00 Monday - Friday

Building 34, Room 2009
Highfield Campus, Southampton, SO17 1BJ
Opening Hours: 09:00-17:00 on most Fridays during teaching

PGCE Primary

Tel: +44 [0]23 8059 6231 Internal: 26231
PGCEPrimary@southampton.ac.uk

PGCE Secondary

Tel: +44 [0]23 8059 2413 Internal: 22413
PGCESecondary@southampton.ac.uk

PGCE FE Learning & Skills

Tel: +44 [0]23 8059 3564 Internal: 23564
pgcefe@southampton.ac.uk

PGCE Partnership

Tel: +44 [0]23 8059 7269 Internal: 27269
partnership@soton.ac.uk

You should visit the Student Office for all general queries relating to the administration of your programme (this may include coursework submissions and collection of feedback, special considerations requests, sickness self-certification forms, suspension and withdrawal requests).

3.2 How we keep in touch with you

Email

We will use your University email account to contact you when necessary. We will not use any other email accounts or social networking sites. **It is your responsibility to check your University email account regularly** and you must not let your inbox exceed your storage limit.

Notification that you are due to exceed your storage limit will be sent to your University email account and you should take immediate action as you will be unable to receive further emails once your storage limit has been exceeded.

Written Correspondence

Formal correspondence regarding your programme of study (e.g. suspension, transfer or withdrawal from programme, academic performance (including progression/referral information), issues of academic integrity, student complaints and academic appeals) will be sent to your term-time (TT) or permanent (PM) address listed as active on your student record. You are responsible for advising the University if you change your permanent or term-time address. The University will not be held

accountable if you do not receive important information because you failed to update your student record.

Use of social networking sites

We understand that students are increasingly using social networking sites to interact with members of their student community. You should note that any behaviour that affects other members of the University community or members of the general public in ways which might damage the standing and reputation of the University may be subject to [disciplinary action](#) within the scope of the University's Regulations.

3.3 Confirmation of your student enrolment status

The Student Office can provide you with a certificate to confirm your status as a student (e.g. for bank account opening purposes). Please ensure that you give at least 48 hours' notice of your requirements (longer at peak times such as at enrolment or during the examination periods).

Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record immediately a change occurs to ensure that your certificate contains accurate information.

In accordance with policy, a scale of fees exists for the provision of certificates, transcripts and award certificates. Please see point 11 '*Transcripts, Certificates and Award Letters*' within the [fees section](#) of the University Calendar.

Your award certificate will be produced using the legal name data you have provided within your student record. Please make any necessary amendments to your record immediately a change occurs to ensure that your certificate contains accurate information. Changes are made via [Banner Self Service](#).

4 Supporting you through your studies

4.1 The role of your Personal Academic Tutor

The University operates a tutor system to help support and advise students in their academic study. As a student, you can expect to be allocated a [Personal Academic Tutor](#). Your Personal Academic Tutor may or may not be one of the teaching staff you see in the course of your studies, but their role in this context is to provide advice and support to you throughout your study, and to help review your academic progress. You can expect to see your Personal Academic Tutor at key points through your University career and, if you need to, you can contact them more frequently. Sometimes, your Personal Academic Tutor may refer you to other areas for support. They may refer you to individual support services, or to your student office for information, or to a Senior Tutor. The Senior Tutor will have a more specialised understanding of supporting students, and may support you if you have a particular problem. You can also contact the Senior Tutor if you wish to change your allocated Personal Academic Tutor.

The Senior Tutor in the Southampton Education School is Ros Hyde (R.M.Hyde@soton.ac.uk)

The University expects that you will engage with your Personal Academic Tutor, attend the scheduled meetings, respond to messages from your Personal Academic Tutor, and notify your Personal Academic Tutor (or Senior Tutor, if you prefer) if you are experiencing problems which are affecting your performance, attendance or progress in your studies. In particular, you should contact your Personal Academic Tutor if you feel your performance in any forthcoming examinations

will be affected by ill health or other special considerations, and check with your Personal Academic Tutor if you plan to cite him/her as a referee for job applications.

In the phase specific sections of the handbook you will find further guidance on the role of Personal Academic Tutors on the PGCE programme.

4.2 What to do if you are ill

It is important that your doctor (as well as your Personal Academic Tutor) is immediately informed of any illness that is likely to affect your studies. If appropriate, your GP may inform your Personal Academic Tutor that you are experiencing some health difficulties that may affect your academic performance. This will be done with your consent and you may wish the details of your illness to be withheld from your Personal Academic Tutor, although you should think carefully about this (your tutor will, in any case, respect your privacy).

More information can be found in the [General Regulations - Attendance and Completion of Programme Requirements](#).

4.3 External factors affecting your attendance or performance in your studies

We expect you to take responsibility for your studies to ensure that your full academic potential can be realised. However, sometimes difficulties can arise that can affect you.

If you are absent from an examination or other assessment or have other grounds for believing that your studies have been affected by external factors you must bring this to the attention of your Personal Academic Tutor or to the Student Office immediately. Whilst we recognise that students can sometimes be reluctant to discuss cultural, sensitive or personal issues, it is essential that you bring problems affecting you to our attention immediately so that we can determine how best to help you.

4.4 Special considerations

If you believe that illness or other circumstances have adversely affected your academic performance, this is known as [Special Considerations](#). If you wish for these to be considered you must complete a [Special Considerations Form](#). **It is important that you submit this in a timely manner and prior to the Board of Examiners. You will need to submit any Special Considerations forms to your Student Office.**

All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification (although self-certification will not be regarded as evidence in relation to your examination performance) or a statement from your Personal Academic Tutor. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

All claims will be reviewed by the Special Considerations Board which meets regularly throughout the year. The Student Office will contact you via your University email account to let you know once approval has been made.

4.5 Student Support Review

The [Student Support Review Regulations](#) are in place to support students if concerns are raised about their health, wellbeing or behaviour which may be impacting on their academic progress and/or general management of life at University or on placement. The regulations seek to be both supportive and to actively engage with students prior to decisions made about their fitness to study. The regulations and supporting documents identify the procedure and support available to both students and staff when a student becomes unwell and/or presents a risk to self and/or others.

4.6 Suspending your studies

Should you feel that you need to take some time out from your studies, known as [suspending your studies](#), you should first discuss this with your Personal Academic Tutor. A Suspension Request form should be obtained, completed and returned to the Student Office.

Suspension from the School Direct programme will need to be discussed with the placement school/college, the lead school/college and the University, on an individual basis.

It is the duty of the Trainee Teacher to make clear their intentions to return to the programme **at least 4 weeks prior to restarting the programme**. This should be initiated by the Trainee Teacher first through making contact with the Tutor involved in agreeing the original period of suspension or the Programme Director if the Tutor has ceased employment in the time of the suspension. Failure to make contact by the agreed time of re-entry would result in the Trainee Teacher being removed from the programme.

In determining the duration of any suspension and the most appropriate time for the Trainee Teacher to return to study, due account will be taken of the structure of the programme as well as the Trainee Teachers' needs. The time away from the programme is calculated against the expected time required to complete with success. Often this means a bit longer than the actual period of the programme missed.

Trainee Teachers will be required to have a re-entry interview with their tutor based on the completion of a clear action plan on how they expect to proceed before being re-admitted to the course. Advice on how to address the difficulties will have been given as part of the conditions of suspension. This action plan must be agreed between the tutor and the Trainee prior to re-enrolment. If the tutor is concerned about the adequacy of the action plan then the Trainee will be advised **once** to amend the action plan to meet the standards to return. If the action plan and standard of work for re-entry remain unacceptable, the Trainee will not be re-admitted to the programme. Action plan templates are available from tutors and Programme Directors.

It is ordinarily expected that Trainee Teachers will return to the programme within 12 months of suspension to complete. Extending beyond this timescale will only be considered in the most exceptional circumstances and will be considered on a case by case basis.

Failure to make contact, complete the action plan or demonstrate a genuine wish to re-commence will be taken as indication that the Trainee Teacher does not wish to re-enter the programme. In these instances steps will be taken to terminate the registration.

4.7 Withdrawing from your studies

If you no longer wish to continue with your studies, a Withdrawal Notification form should be obtained, completed and returned to the Student Office. Further information can be found in the [General Regulations - Transfer, Suspension, Withdrawal and Termination](#)

The Students' Union Advice Centre has developed a [guide](#) for students.

Trainee Teachers are free to withdraw from the PGCE at any point. Reasons for withdrawal are sought and recorded by the Student Office. For those in receipt of a bursary, this will cease on the date of

the withdrawal and Trainee Teachers should not be required to repay any part of the bursary (depending on the date of withdrawal and excluding any recovery of overpayments).

For School Direct Salaried Trainee Teachers, suspension and/or withdrawal carries financial implications for the school/college and the Partnership and should therefore be considered very carefully

5 Your safety

5.1 University/Faculty/School Health and Safety Policy and further information

The University's Health, Safety and Risk website, covering the Health and Safety Policy Statement and Management System, which defines commitment, governance, responsibilities and management of health and safety is available here:

<https://sotonac.sharepoint.com/teams/HealthSafetyRisk>

Ensuring student health and safety is a major goal of the University. As a new student you will have received information on Personal Safety and H&S/Fire Safety as part of your 'Southampton Welcome'. Both new and existing students should also take a look at the following links for further information:

The Faculty of Social Sciences H&S sharepoint pages:

<https://sotonac.sharepoint.com/teams/FacultyofSocialSciences/SitePages/Health-&Safety.aspx>

You can also receive support from the Students' Union – SUSU at:

<http://www.susu.org/support>

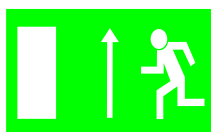
5.2 Local arrangements

Key local Health and Safety arrangements are as follows. If you have questions relating to any of the following information please contact a member of the Faculty Health and Safety team, details of which you will find at the end of this section.

5.3 Action in the event of a fire



If you notice or suspect that there is a fire you should immediately raise the alarm by operating the nearest fire alarm call point (one will be located on the wall as you leave the building). The fire alarm is a continuously ringing bell.



On hearing the fire alarm you should immediately stop what you are doing and make your way out of the building by following the green emergency exit signs to the nearest exit, shutting doors behind you as you leave. Do not stop or return to collect personal belongings. Lifts will not operate when the alarm sounds.

NOTE: If you have a permanent or temporary mobility impairment that affects your ability to use stairs to exit a building then you should have a Personal Emergency Evacuation Plan (PEEP). If this is not the case, please contact your personal tutor for further assistance.

In any event, should you be isolated when the alarm sounds, please call 3311 from an internal telephone or 02380593311 from a mobile phone.



On leaving the building make your way to the assembly point. Ensure any car parks or roads are kept clear for emergency vehicles. Do not re-enter a building until you are told it is safe to do so by the Fire & Rescue Service, the senior Fire Warden or Security staff.

Fire extinguishers are provided in buildings but should only be used by those trained in their use and only if it is safe to do so.

Evacuation alarms are tested weekly. The times of these tests are detailed near main entrances to buildings. When tests take place the bell will ring for no more than a few seconds.

5.4 Assembly points

Building	Assembly point
B2	South of Building 4, on the grass area between the Turner Sims and the Staff Centre, well away from the buildings
B4	South of Building 4, on the grass area between the Turner Sims and the Staff Centre, well away from the buildings
B6	South of Building 4, on the grass area between the Turner Sims and the Staff Centre, well away from the buildings
B32 (Education)	Visitor car park at North end of B32 (Burgess Road end).
B34 (Education)	Area around flag pole in front of University library.
B39 (S3RI)	Car park in front of B54
B44 (Geography / Psychology)	Grassed area in front of University Health Service Building (North end of Physics building).
B44a (Psychology)	Car park in front of B44 (Shackleton)
44 Chamberlain Rd (Psychology)	Car park in front of B44 (Shackleton)
B54 (Mathematics) and B56	Grassed area adjacent to Turner Sims Concert Hall
B58 (Social Science)	Grassed area adjacent in front of University Health Service
Other buildings	Check the emergency information that should be displayed on a noticeboard in teaching rooms.

5.5 First Aid



In the event of an accident causing injury, the nearest first-aider should be contacted. Their details are displayed on signs in corridors. Alternatively, contact security on 3311 using an internal phone and they will assist. Following treatment, the incident must be reported to your line manager/supervisor and the Faculty Health and Safety team.

5.6 Incident Reporting



If you are involved in an accident or incident, spot a hazardous situation or are concerned that you are being asked to do something without the necessary information, instruction or training that would ensure your safety, please report this to your supervisor and the Faculty Health and Safety team. The

circumstances can then be investigated and measures put in place to minimise future risk.

Incidents can be reported online at: <https://www.southampton.ac.uk/healthandsafety/incident-report.page>

5.7 Induction and Training



As a new student you should have the following expectations with regard to Health and Safety:

- To be made aware of local emergency arrangements and H&S contacts on your first day.
- To receive a local induction before using any laboratory or workshop area. This will identify hazards and make you aware of particular procedures in place to help ensure your safety.
- That risk assessments and other written arrangements that maintain good H&S in all your activities will be brought to your attention by your supervisor.

5.8 Building Access

Most University buildings are open to all from 08.00-18.00 Mon-Friday excluding University and public holidays.

ALL undergraduate students - must leave buildings by 18.00.

Postgraduate students - Access by ID card may be available by approval of your Head of School, to postgraduate students (depending on student status and/or circumstances) from 06.00-23.00. If permission is granted, buildings are to be clear by 23.00 and remain so until 06.00 (Closure Period).

5.9 Out-of-Hours Policy

The Out-of-Hours Policy covers the Closure Period from 11.00pm through to 6.00am the following day and applies to every day of the year, including weekends and Public Holidays. You must have received approval to work during the closure period from your Head of School and this must be documented using **Form 1.5** available from the link <http://www.southampton.ac.uk/estates/what-we-do/security.page>

You are required to present a completed copy of the form, together with your University ID when requested by Security Staff.

5.10 Further information

More detailed information, forms and links to other sources of advice are available via the links provided in part 1.1 of this document.

5.11 Contact Information

A student's primary contact should be their personal academic tutor. However, the following contacts may be used if necessary:

Health and Safety Contacts				
Aloma Hack	Health and Safety Liaison Officer	4/3063 63A/1013	023 8059 3025	A.J.Hack@soton.ac.uk
Gary Griffiths	Health and Safety Co-ordinator	63A/1013	023 8059 4994	G.B.Griffiths@soton.ac.uk
Health, Safety and Risk Directorate				
HSR general and specific enquiries	Please contact HSR directorate if local contacts are not available	26 University Road	023 8059 3951	m.k.ridley@soton.ac.uk
Security - Central Control Room (CCR)				
CCR	023 8059 3311 (Emergency)	023 8059 2811 (Enquiries)		unicc@soton.ac.uk

6 Your Academic Programme

6.1 The academic year and the programme structure

The structure and modular content provided within the programme specification is specific to your own programme.

You can view the most up to date version of the programme specification [here](#).

6.2 Registration and amendment to optional modules

Your student record should automatically record your compulsory modules and these must be completed in accordance with the requirements for progression applicable to your programme. Most other programmes in the University will have a number of option modules, but this does not apply to the PGCE programmes.

6.3 Attendance

The [University attendance regulations](#) details the University expectations relating to attendance.

Attendance at all timetabled activities – both in the University and in school/college is compulsory. **Full attendance** on the programme is expected unless there is a legitimate reason for absence.

Reporting of absence from University

As per the above University guidance, you must advise us of any absence from University, by emailing your Student Office and tutor.

Reporting of absence from school/college

Your Mentors will advise you of the procedures to report absence from school/college. If you are absent when taking full responsibility for classes you teach, it is an expectation that you will provide cover material to support your classes until you return. As per the above University guidance, you must advise us of any absence from school/college, by emailing your Student Office and tutor.

Agreement on absence

The PGCE programme reflects the service conditions of teachers employed in schools/ colleges. You will **not** be permitted absence for:

- a vacation outside of programme date times
- time off to complete assessed work on this programme or another enrolled programme
- compassionate leave except in the instances of very close relatives.

All requests for absence (other than illness) must be made in writing to the Programme Director or, if in school/college directly to the Mentor, and you should be aware that the request will not be permitted if it is not deemed to be a reasonable request under the terms and conditions afforded to a practising Teacher.

Absence from the programme without acceptable reason is viewed as a Cause for Concern and could result in an extension of your practice beyond the timescale of the course. Continued absence without due reason may result in termination from the course. We expect to report any issues with absence and punctuality as part of your professionalism on references to schools/colleges for employment.

Inclement weather

Trainee Teachers should make a personal judgment as to whether it is safe to travel to either the University/session location or to their school/college placement.

In the event of inclement weather Trainee Teachers;

A) during their teaching placement should consult relevant mentors and school/college websites for information concerning school/college closings, and,

B) during University-based work should consult both Blackboard and the University home-page regarding information on University closure.

IF A TRAINEE TEACHER DOES NOT BELIEVE IT IS SAFE TO TRAVEL THEN THEY SHOULD NOT DO SO. TRAINEE TEACHERS SHOULD MAKE CONTACT WITH RELEVANT MENTORS AND TUTORS. As with other absences you must email the ITE Office.

6.4 Additional Costs

You may incur additional costs because of your programme, for example for materials, field trips or books. General programme costs are located in the programme specification. Modules that are optionally available to select also include information on module specific costs.

7 Teaching and Learning Skills

7.1 Time management

It is your responsibility to manage your time in order to ensure that you keep up to date with the material presented and with the requirements of the programme. Deadlines for work submission should be adhered to otherwise marks will be deducted via the imposition of a [late submission penalty](#).

The framework of when lectures and classes occur and deadlines for submission of work will be made available to you well in advance, but if you are unclear about any aspect of your module you should talk this through with your module lead or programme lead. This knowledge will allow you to plan your life based on how you know you work best. Effective use of your time will allow you to perform well on your course and to enjoy student life.

One of the work-place skills you should aim to acquire at University is the ability to manage multiple priorities. If you have problems in this area please discuss them with your Personal Academic Tutor.

7.2 Lectures

A single lecture slot lasts 45 minutes. It is therefore vital that you arrive promptly in order to gain maximum benefit from the time. Each lecturer will present material using either handouts or require you to make your own notes. Transcribing lectured material into a form that you find most useful is an important part of the learning process. You should ensure that you understand the material and, if you have difficulty in understanding or applying the knowledge, use recommended textbooks or the assistance of teaching staff during tutorials to gain understanding.

It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the assessment process. Lectures are provided for your benefit and you should take full advantage by ensuring you attend all of the lectures in a

given module. If, for any reason, you are unable to attend, ensure that you get hold of a copy of the notes or handouts from your module lead.

7.3 Use of electronic recording devices or mobile phones in lectures or classes

Out of courtesy to staff and other students, please ensure that mobile phones are switched off in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio-record a lecture must be personally sought from the lecturer before proceeding.

If you wish to use an electronic device to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

If you have a health condition for which additional support is needed, you may, following assessment by the University's educational support services, make appropriate arrangements with staff for recording lectures.

7.4 Tutorials/supervisions

Group tutorials/supervisions are timetabled for some modules. These sessions are intended for you to develop your problem solving skills as well as for you to discuss further with an experienced member of staff any particular lecture material you are finding difficult to understand. It is essential that you come well prepared for these sessions. These sessions are one of the most effective ways of reinforcing the lecture material.

7.5 Labs

Where sessions are held in labs you should follow the health and safety guidance given in the lab and by staff, as well as following any risk assessment requirements.

7.6 Independent or Self learning

Independent study or self-directed learning involves using libraries, data retrieval systems, internet, etc, or in a group working on coursework, reading the lecture material or reading around the subject. This should also develop your investigative and problem solving skills in furthering understanding of the subject, creating links with other modules - past and present - and providing a broadening of your educational experiences and knowledge base.

Self-learning is your personal responsibility and your commitment to the programme. It requires discipline, motivation and focussing on achieving individually set targets. It enables you to reach your full potential academically, develops your personal skills and helps establish a successful professional career.

7.7 Key skills

Key skills are those skills which can be applied to other disciplines and fields of work. Employers are increasingly seeking to employ individuals with well-developed key skills. More can be found on the Academic Skills pages of the [library website](#).

7.8 Faculty/School Policy on referencing

In Social Sciences degree programmes, the Harvard referencing system is preferred. Speak to your module lead before using any other referencing system. Details about how to use the Harvard referencing system can be found through the following library link:
<http://library.soton.ac.uk/sash/referencing>

7.9 Academic integrity: the University Policy

The University expects that all students will familiarise themselves with the [Regulations Governing Academic Integrity](#).

The Students' Union Advice Centre has developed a [guide](#) for students.

7.10 Fitness to Practise

A programme of study which requires a student to undertake practical training in a quasi-professional role in relation to patients, clients, service users or the general public or where the qualification provides a direct licence to practise will be governed by a requirement that the student demonstrates their fitness to practise. In addition to existing University procedures for academic progression and conduct, the University must ensure that the health status of students and their professional behaviour does not constitute a risk to service users, clients and their families, carers, the public, other students or the individuals themselves.

There are mechanisms in place to monitor any issues during your studies. Please ensure you are aware of the [Fitness to Practise Policy](#).

The programme of study depends upon the satisfactory completion of theory and practice assessment and coursework, together with the demonstration of standards of behaviour, health and professional conduct relevant to future employment in the profession. As such, the programme of study is governed by a requirement that Trainee Teachers demonstrate their fitness to practise.

Behaviour, health and/or professional conduct that adversely affect a Trainee Teacher's Fitness to Practise may result in the Regulatory Body (currently the DfE) refusing to recognise the Trainee Teacher's award and entitlement to practise.

A Trainee Teacher's Fitness to Practise may be challenged when his/her behaviour, health and/or professional conduct gives cause for concern. The University reserves the right to implement its disciplinary procedures simultaneously.

Termination procedures will be instigated only when behaviour and/or performance is considered to be unprofessional, damaging or dangerous to pupils, other Trainee Teachers or school/college staff, or is considered to be unethical or creates unacceptable risk for themselves or others or as described above.

This procedure may be invoked at any time during the programme when behaviour and/or performance has been called into question, including either during a placement or after the

placement has been completed, or at any time during the academic part of the programme. Persistent cause for concern or withdrawal of the placement may prompt termination procedures.

The entire process will be fully documented. This should be read in conjunction with the Programme Specification and the University Calendar of Regulations and the [Fitness to Practise Policy](#). Further details of the relevant processes are given in Part 2.

7.11 Professionalism during the Programme

The programme is extremely busy and intense. For many Trainee Teachers it is the most challenging activity that they have ever attempted. It is easy therefore to be overwhelmed and to become anxious about what is expected of you. Ultimately what you need to consider is whether you are acting in a **professional manner**. Some of you will already have experienced situations where you had to demonstrate professionalism.

During school/college based training, your professional conduct and relationships with staff, other Trainee Teachers and children/students are extremely important and will be monitored carefully, especially by your Mentors, colleagues in school/college and Tutors. Confidentiality is of the essence. You are reminded that discussion of professional matters, and in particular comments about pupils and colleagues in schools/colleges, can have serious consequences, and you are advised to avoid broadcasting your views or experiences via social networking sites or conversations in public spaces. You are strongly advised to implement the highest privacy settings on any social networking sites that you belong to, and to consider your conduct carefully at all times, in line with the 'Personal and Professional Conduct' expected of all Teachers in the Teachers' Standards or FE Professional Standards.

We encourage you to bring in internet enabled devices such as smartphones, tablets and laptops to some sessions and many people will use these regularly for various valuable purposes including taking notes, researching elements of the session and looking at the relevant PowerPoint slides from Blackboard. Using them for purposes other than those directly relevant to the session is considered unprofessional as it distracts others. As in meetings, mobile phones should not be used for texting or taking calls, except in extreme emergency, and only if this is cleared with the tutor or person leading the session in advance.

Please refer to Part 2 of the Teachers' Standards for guidance on **Personal and Professional conduct**

Working with Trainee Teacher colleagues

Being professional means:

- Being open to learning from the effective practice of colleagues;
- Listening carefully to advice and committing yourself to acting upon it;
- Respecting the rights of other people to equal opportunities and to confidentiality,
- Being committed to sharing own expertise - by attending school/college and subject meetings and taking an active part.

Working with Tutors, Mentors and other professionals

Being professional means:

- Respecting the skills, expertise and contributions of tutors, mentors and other professionals who work on the course;
- Being concerned to build productive working relationships with them;
- Recognising professionalism involves using judgement on appropriate standards of personal behaviour.

Working with Children

Being professional means:

- Demonstrating and promoting positive values, attitudes and behaviour;
- Having high expectations of all pupils and treating them with respect and consideration;
- Contributing to, and sharing responsibly in, the corporate life of schools/colleges.

Taking a lead in one's own learning and development

Being professional means:

- Making best use of opportunities available during the course;
- Continually reflecting on own practice, seeking to improve skills and deepen knowledge;
- Being open to adapting teaching to take account of new findings, ideas and technologies.

Professionalism in Practice

Some expectations of professionalism:

- Arriving early for University sessions, **turning off your mobile phone** and generally waiting until breaks in order to eat (or drink anything other than water);
- Trainee Teachers should ensure that they arrive in school or college in good time to prepare for the day ahead and spend time at the end of the day preparing for the teaching for the following day;
- Being polite, honest, fair and patient in all your interactions with *all* people on or involved in the programme;
- Understanding your responsibilities on the programme about reporting absences, meeting deadlines, and so on;
- Knowing (and demonstrating) appropriate conduct in University sessions and when in schools or college, including knowing and following dress codes and standards of personal presentation;
- Planning all lessons and getting these checked;
- Evaluating your performance, reflecting and striving for improvement;
- Understanding, and abiding by, issues of confidentiality;
- Understanding (and taking account of the fact) that Tutors, Mentors and other professionals involved in the programme (or with whom you have contact during the course) are busy people with other responsibilities;
- Maintaining regular and accessible contact with your Mentors and Tutors;
- Involve yourself in the wider life of the school/college; attending all staff and planning meetings unless asked not to, and attending parents' meetings where appropriate;
- Trainee Teachers are encouraged to take opportunities to work with pupils in as many different contexts as possible, such as extra-curricular activities;

Please also note that as part of our professional contract with you, we would not normally have contact with family members of students on the programme, regardless of the emotional or financial support they may offer

8 Assessment and Examinations

8.1 Coursework assessment and submission

Coursework can often occupy a large amount of time. It is worth noting that getting a few extra marks on an assignment may not justify the extra time spent. Conversely, students who forget or do not bother to hand in work can make it very difficult for themselves to achieve their full academic potential.

Details of how and where assignments need to be submitted are included in the phase specific section of the Handbook (Part 3).

8.2 Penalties for late coursework submission

When coursework is set a due date for submission will be specified and there will be associated penalties for handing in work late. The University has a [uniform policy for the late submission](#).

8.3 Coursework extensions

If you know there will be a valid reason why you cannot submit the work at the given date you must contact the Student Office as soon as possible. You should complete an Extension Request form, which should provide adequate detail of the reasons why you are seeking an extension. Your completed form should be submitted to the Student Office who will arrange for your request to be reviewed. The Student Office will contact you via your University email account to let you know once approval has been made. **It is your responsibility to request an extension in a timely manner and prior to the original deadline.**

8.4 Coursework feedback

Feedback comes in many forms and you must learn to recognise the merits of all of these. The [Student Feedback Policy](#) provides an overview of formal feedback.

Formal feedback is well documented and the following paragraphs identify ones that you are officially entitled to.

Informal feedback is just as important and comes in the form of individual chats with your Personal Academic Tutor, module leaders or project supervisors, or group meetings with academics after a lecture or practical session. Also tests and quizzes on Blackboard, which are available for several modules, can provide valuable feedback on how you are progressing.

All coursework will be marked and returned to you, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given. You should note that all marks are considered provisional until they have been reviewed and confirmed by the Board of Examiners. This feedback will typically be returned within four weeks following your submission. Large assignments (e.g. your dissertation/project work) may take slightly longer to be returned. Bear in mind that if you hand in work late, your feedback may be delayed.

Where appropriate, for example with smaller problem-solving exercises like calculations, the lecturer will decide if feedback should be given individually or reported back to the whole group. You are, however always free to ask the lecturer personally how you are progressing.

The feedback you receive will be:

- **timely** - allowing you to learn from your work
- related to the **learning outcomes** for that piece of work
- **constructive** and **honest** – allowing you to take the comments on board, learn from your mistakes and understand why you did well.

For the feedback to be effective, it is important that you work with the feedback given and identify how you can improve your work in the future. Should you need further information about your work, get in touch with whoever marked the coursework.

Feedback may be made available online or can be collected from the Student Office. You will be contacted when feedback is ready. For some kinds of assignment, other arrangements will be made and the module lead will explain those to you.

Although individual feedback on examinations is not automatically given, you may request a meeting with the marker of the exam (or lead of the module in question) to discuss your performance (see 8.8 below). In addition, feedback on the strengths and weaknesses of the performance of the whole group that took an examination will be available via Blackboard.

8.5 Release of results

Students will be given, as a matter of course, the marks they obtain in each individual module of study after they have been ratified by the Board of Examiners. More information can be found in [the Release of Marks procedure](#).

You should note that the official transcript of your marks would normally show the latest mark obtained in each subject with a note, where appropriate, that it was obtained at a referral attempt.

8.6 Prizes

PGCE students are eligible to receive the Dean's List award for exceptional performance as a student of the Faculty of Social Sciences. PGCE students must achieve a mark of 70% or above for their overall programme average (i.e. across your assignment modules). Students will receive a certificate and a letter from the Dean to attach to their CV or equivalent.

8.7 Final assessment

At the end of your programme, your overall performance will be assessed.

If you satisfy the academic standards necessary, the Board of Examiners will recommend you for award.

PGCE Certificates are produced in the Examinations and Awards Department and posted out during the summer. The recommendation for QTS/QTLS is made at the end of July and the relevant awarding body will contact you directly with your confirmation. Please make sure that you have taken note of any instructions to confirm contact details with the DfE (for QTS) and SET (for QTLS).

9 Staff/Student Liaison: getting your voice heard

9.1 Module Survey

The Faculty/School aims to consult with and to provide opportunities for all students and staff to make their views known. You are encouraged to offer your comments/suggestions to members of staff and feedback is requested for each module undertaken

9.2 Module Reports

Your feedback to module surveys will be reflected upon by the module leader and will be included in the Module Report. Modules reports are available via SUSSED under the "programme specific information' tab

9.3 Staff Student Liaison Committees

Staff-Student liaison committees have representatives from across each programme. These committees have the role of monitoring the organisation and management of the student

programmes, to note any difficulties that students may be encountering, and to take advice about ways of improving the programmes.

9.4 Student Representation

Through the [Students' Union](#) you will be invited to elect your Faculty/School representatives who coordinate the student voice on Faculty/School committees to enable your voice to be heard.

More information on the Students' Union officers and their roles is available on the [Students' Union Representation webpages](#)

10 Careers and Employability

The [Careers and Employability Service](#) provides support to students at all levels of study and has a range of opportunities on offer. Research shows that graduates with no previous work experience are unlikely to be successful during the selection process and over 30% of positions will be filled by graduates who have already worked for that organisation. We provide drop-in advice, 1:1 guidance, workshops, skills sessions, Careers Fairs and employer led events to support your career planning.

10.1 Professional accreditation

The programme prepares you for QTS (Primary/Secondary) or QTLS (FE). Further details are in Sections 2 and 3 of this handbook

11 Further study opportunities

Perhaps you are considering further study opportunities following your PGCE. There is a wide range of programmes leading to various qualifications available to you, and further details on the programmes offered by the Faculty/School can be found on the Faculty's/School's website.

As a Masters award is normally 90 ECTS points (180 CAT points), the PGCE can contribute up to a third of a Masters award if you complete your Masters at Southampton (other institutions have their own regulations). At the University of Southampton, the credits are valid for five years from the date of award.

Southampton Education School offers two distinct routes to a Masters award which are both highly appropriate for former PGCE graduates who wish to take advantage of their credits:

- **MSc Education** – a rigorous taught programme with considerable scope for personalisation to match your own interests
- **Online Masters** – a recently developed route which can be studied from anywhere in the world

As a former PGCE student, you may be able to transfer your Southampton M level credits directly through the Recognition of Prior Learning process. At the end of the PGCE programme, you will receive further information about these options. Information is also available on Southampton Education School website.

12 Regulatory Issues

We hope that you will be satisfied with your experience during your time as a student at the University of Southampton, but we do recognise that, on occasion, things can go wrong. If you have a concern about any aspect of your experience at the University, we encourage you to raise it as soon as the concern arises.

It is always better to let us know that you feel there is a problem as soon as possible so that the matter may be resolved quickly. You may alternatively wish to consult with your student academic president if it is an issue in common with other students. Please be reassured that you will not suffer any disadvantage or recrimination as a result of raising a genuine concern, student complaint or academic appeal.

12.1 Academic appeals

Provided you have grounds, you may appeal against any academic decision made by the University. There are some exceptions and you should note you cannot appeal against a decision that has been made in the proper exercise of academic judgment. The [Regulations Governing Academic Appeals by Students](#)) outlines the regulations and procedure that should be followed should you wish to make an academic appeal.

The Students' Union Advice Centre has developed a [Guide](#) for students.

12.2 Student complaints

The [Regulations Governing Student Complaints](#) sets out the process that should be followed should you wish to raise a complaint about a matter relating to either the facilities and services provided by the University, its academic programmes, and the conduct of University staff, and which has materially affected you.

12.3 Dignity at work and study

The [University's Dignity at Work and Study Policy](#) applies to the conduct of staff and students, in the context of their University work of study, or which otherwise affects the working, learning or social environment of the University. Fair criticism of staff or student performance or conduct will not be considered to be bullying or harassment provided that those involved are treated with dignity, courtesy and respect. Any allegation of harassment, bullying or victimisation will be treated seriously, regardless of the seniority of those involved, and anyone found to have behaved unacceptably may be the subject of disciplinary action up to and including dismissal or expulsion.

12.4 Student Non-academic Misconduct

As members of the University community, all students are expected to conduct themselves with due regard for its good name and reputation and are required to comply with the University's Regulations at all times. Any allegation of misconduct will be considered within the [Student Non-academic Misconduct Regulations](#), in accordance with the evidence and circumstances presented. Information for students on non-academic misconduct is available from the [Student and Academic Administration web pages](#)

13. Part Two: General Information about Initial Teacher Training (ITT) Programmes

14 Welcome from the Director of Initial Teacher Training

Welcome to Initial Teacher Training at the University of Southampton

Our aim is to develop excellent Teachers who are Reflective Practitioners. Reflective Practitioners constantly analyse and evaluate their teaching, so that they are continually improving, developing and growing. This means that they become outstanding teachers – for the whole of their career not just as a trainee. We will help you acquire the knowledge and skills required to help all children and young people learn effectively, based on a secure understanding of underlying theory, principles and subject knowledge.

You will receive excellent tutor support from all tutors, but you won't get all the answers during the course. You will need to gather experience across years of teaching. You will get plenty of input and stimulus and know how to find out what you need to know or know how to reflect on your own practice to improve.

During your training year you will feel stretched at times. You are unlikely to progress steadily upwards across the course. It is much more likely that you will have ups and downs. This is normal! However, this is what tutors are here for – if you're having a 'down' time – get in touch. There is ALWAYS a solution!

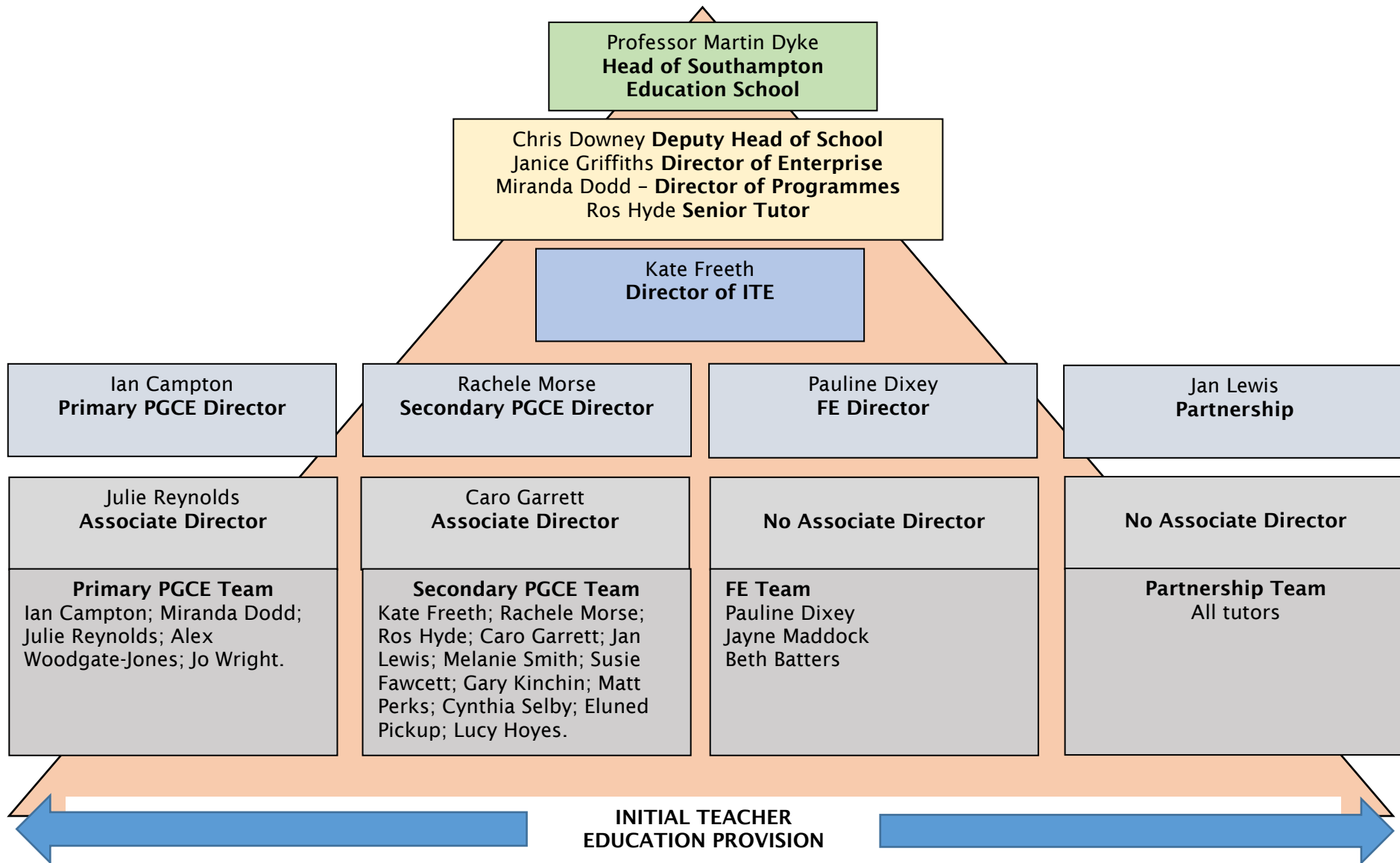
Everyone will have a 'wobble' or two when training to teach and even when teaching – it is a demanding profession. BUT the rewards are fantastic – especially when that child or young person, who has been struggling in class, gets that gleam in their eye and mutters 'I've got it! I understand!'

Kate Freeth
Director of ITE

Note:

Throughout this document you will see the terms ITE (Initial Teacher Education) – which is the preferred term for Teacher Training here at the University of Southampton – and ITT (Initial Teacher Training) which is the term used by the Government to refer to Teacher Training.

15 Programme Team Structure



16 General Information about ITE Programmes

16.1 Introduction to the University of Southampton Initial Teacher Education Programmes

The programme is designed to ensure that Trainee Teachers meet the standards to gain Qualified Teacher Status (QTS or QTLS) to at least a good level. The programme however aims to do more than this...

We aim to create Teachers who are able to thrive in an era of rapid social and technological change. Such teachers will be highly reflective but also forward-looking and, where necessary, flexible. Fundamentally, they will be deeply committed to improving the life chances of those they teach, and to finding ways of developing learning in ways that are effective and motivational for each individual. Their own passion for learning will inspire and excite those they teach. They will be knowledgeable and articulate, resourceful and innovative, and ready to identify and make the most of the opportunities that present themselves. They will be resilient within the changing context of education, and will know that their own learning journeys will never end.

Completion of your PGCE year will therefore not be an endpoint, but a threshold marking the beginning of the next (Newly Qualified Teacher- NQT) stage, making it a programme of two-years' training. Throughout your training and teaching career, you will be expected to examine your own knowledge, understanding and skills, set targets for improvement and engage in Continuing Professional Development (CPD); it is a process of continual learning.

What makes the Southampton PGCE special?

A basis in research

While you are developing at a high level the knowledge, understanding and skills necessary to become a successful teacher in today's classrooms, you will have opportunities to learn from active researchers, engage with recent research, develop your skills of enquiry, reflect critically on aspects of classroom practice and carry out your own small-scale classroom investigation.

Part of a global community

You are joining a global centre of research and education. Students from all parts of the world are welcomed to Southampton, to work and learn together as part of a global community.

Working at Masters Level

The PGCE as a Masters level qualification adds value, particularly as you are able to exercise a degree of choice in the focus of your assignments. Your investigative studies will provide you with expertise in a specific area which may well be of interest to potential employers, and we hope that it will encourage you to continue with your Masters qualification in the future.

Personalisation

Just as you will do for your own students, we ensure that you have flexibility to follow your own interests and work on areas of need. As well as making choices within your assignments, we offer a range of additional options.

A Focus on Health

Southampton Education School (SEdS) has a special focus on health (your own and that of your students) for all PGCE Trainee Teachers. This will combine a high profile themed Health and Well-being Conference in the Autumn with specific activities to carry out in school or college.

Guardian League Table

Southampton Education School is ranked 8th out of 97 institutions in the Country in the 2020 League Table .

By the End

By the end of the programme, Trainee Teachers should be able to demonstrate appropriate professional attributes, have a strong subject and pedagogical knowledge, and be able to plan and teach an effective and rigorous sequence of lessons. Teaching should be both accessible and challenging to a diverse range of learners and, most importantly, Trainee Teachers should be able to demonstrate their impact upon pupil progress and learning.

Across the programme Trainee Teachers will show that they;

- have high expectations of all students, treat them with appropriate respect, consistency and consideration
- demonstrate and promote positive values, attitudes and behaviour
- are aware of and enact their professional responsibilities
- can work with others to promote the learning and welfare of young people from very diverse backgrounds
- can adopt a reflective and critical stance towards their own practice, policy initiatives and listen to and act upon advice
- have a secure knowledge and understanding of their subject
- know the relevant curriculum frameworks within which they teach and be able to apply these effectively
- are able to use assessment to promote learning and develop their teaching
- know how to manage classes effectively to maximise and promote positive behaviour for learning
- know how to take account of the needs of all learners (e.g. more able, unseen children/students)
- are able to plan and teach lessons that engage and interest students and allow them to make appropriate progress
- take responsibility for their own professional development
- are able to draw upon research evidence and professional practice critically to inform their teaching and to underpin their teaching approach
- can work with other adults to support pupil progress and learning

Ultimately the development of the individual will be shaped by a range of perspectives. Through inputs at the University and through schools and colleges Trainee Teachers will work towards becoming strong professionals. All aspects of the programme have been carefully designed to give Trainee Teachers appropriate experiences, to challenge their ideas and for them to challenge what they encounter.

16.2 Requirements of the PGCE Programme

Disclosure and Barring Service

The University is responsible for ensuring necessary vetting and suitability checks are carried out on all Trainee Teachers, excluding School Direct Salaried and Self-Funded Trainee Teachers.

All providers of ITT are required to comply with rigorous ITT criteria including those relating to suitability checks. The 'ITT criteria supporting advice' document (Department for Education (DfE) - updated February 2018) contains clear criteria which providers must adhere to in relation to DBS and Childcare Disqualification Regulation checks. This is in accordance with Ofsted, DfE and DBS Code of Practice requirements.

The DfE's advice includes the following which is of direct relevance to partnership schools and Colleges:

DBS:

Providers should confirm in writing to schools that a non-salaried trainee's criminal record check, including a check of the children's barred list, has been completed and that the individual has been judged by the provider to be suitable to work with children. Providers are not required to provide any information to schools in addition to this confirmation. Schools may wish to record this confirmation in their single central record, but they are not required to do so.

Where a school or college allows an individual to start work in regulated activity before the DBS certificate is available, then they should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed.

In the case of salaried routes, the responsibility lies with the employer to ensure that checks have been carried out. The employing school should inform the provider that a satisfactory check has been obtained.

Childcare Disqualification:

ITT providers should have regard to the [Disqualification under the Childcare Act 2006 statutory guidance](#) and related obligations under the Childcare Act 2006 when carrying out their duties to safeguard and promote the welfare of children.

Where trainees are salaried, it is the responsibility of the school to ensure that they comply with the legislation. If a salaried trainee is or becomes disqualified from a childcare role, schools should inform the training provider of this. Where trainees are fee-funded, it is the responsibility of the training provider to ensure that the trainee is not disqualified from childcare or that the trainee has obtained a childcare disqualification waiver from Ofsted.

In light of the above, schools and colleges are reminded not to request access to DBS returns or any information contained in a disclosure carried out by the university or to request that student teachers provide the school with their DBS certificate or complete a CDR declaration.

For further information regarding DBS checks please refer to:

Ofsted:

<http://www.ofsted.gov.uk/schools/for-schools/safeguarding-children>

<http://www.ofsted.gov.uk/resources/inspecting-safeguarding-maintained-schools-and-academies-briefing-for-section-5-inspections>

(Please note, this link may become out-of-date during AY 19-20 as section 5 school inspections change)

National College for Teaching and Leadership's specific guidance for ITT:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

UCET DBS Guidance for ITT: <https://www.ucet.ac.uk/10336/dbs-guidance-updated-june-2019>

For further information regarding Childcare Disqualification Regulations (CDR) Declaration:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

All ITE Tutors working on the PGCE programme have been through an enhanced disclosure which is reviewed regularly. Tutors do NOT carry their DBS documents with them.

DBS for Trainees who have been resident outside of the UK

If we are aware that a trainee teacher has lived or worked outside of the UK there are some additional checks made on their history overseas. The trainee is asked to contact the relevant country or the UK embassy for a 'Certificate of Good Character'. Full guidance about this process can be found here <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

Some countries will not supply such information and then it is the responsibility of the school/college and the ITT provider to risk assess the trainee and take action to mitigate any potential concerns

Suitability to Teach

All Trainee Teachers who present a DBS that is not completely clear are subject to a University 'Suitability to Teach' Panel meeting. This panel consists of the Director of Initial Teacher Education, the Programme Director and Head Teachers/Principals from partnership schools and colleges. Each case is examined on an individual basis. The panel decides whether the candidate is to be accepted on to the course, and is therefore 'suitable to teach' or whether the application to train to teach at Southampton should be rejected. The decision of the panel is final. Being declared 'suitable to teach' does not guarantee that all employing schools and colleges in the future will take the same decision.

Declaration of Health Questionnaire

All Trainee Teachers are obliged to complete and return the University's Declaration of Health Questionnaire, leading to confirmation by the University Health Service of their fitness to teach. In some circumstances, the University Health Service may make additional inquiries and provide some guidance on adjustments required. Please read below about the sharing of information.

Equality and Diversity

The University of Southampton ITE programmes are:

...committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically. As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

All equality and diversity policies are published at:

<http://www.southampton.ac.uk/diversity>

Under the Equality Act 2010 anyone with a disability has the right to have 'reasonable adjustments' put in place so that they can have equal access to provision and support. Trainee Teachers with disabilities are strongly advised to disclose their disability in order to gain appropriate assessment for support.

We encourage disclosure of disabilities as this allows for reasonable adjustment for your needs to be discussed and managed in University and with the placement provider. Where there may be a health and safety risk identified in connection to your disability there is a requirement to assess your right not to disclose with the safety and management of children's/students' welfare. In these cases, we will request that you make a full and open disclosure in order that our partner schools and colleges are fully aware of any adjustments required for your needs and to protect the wellbeing of the children/students.

We cannot enter any mitigating circumstances pertaining to your achievement on the PGCE if you are not prepared to declare.

We strongly advise that you adhere to the guidance provided to support your attainment as given through the Enabling Services assessment of your case.

Dyslexic students may wish to contact Kate Freeth (kf1@soton.ac.uk) in SEdS regarding the disclosure of their dyslexia to the school or college.

Confidentiality and sharing of information:

In instances of disability, where the candidate has been deemed fit to teach with reasonable adjustments made, there is a strong need to share information. We support the need for schools and colleges hosting our Trainee Teachers to be aware of any reasonable adjustments to be made to provide for success. In most instances, Trainee Teachers are able to do this and schools and colleges have been supportive. It is easier to prepare for the health or disability problems of Trainee Teachers known of in advance.

Where the health or well-being of a student changes whilst on the programme the cases need to be reviewed between Mentors and University Tutors as they arise. There are occasions, with mental health issues, for example, where Trainee Teachers have become embarrassed to share their problems. We would strongly advise open dialogue in all cases but also offer to act as mediators in particular cases where unpredictable new health disclosures become known.

Trainee Teachers have access to a wide array of support services at the University. Where mentors are concerned about the health or wellbeing of a Trainee Teacher, please let the University Tutor know and/or remind Trainee Teachers of the services they can access.

University staff members who will be supporting you are called **Tutors** and school or college-based staff members who will support you are called **Mentors**.

Tutors

Each Trainee Teacher is allocated a “Personal Academic Tutor”. In ITE, these members of staff are known by a slightly different title in each phase:

- **Primary** Professional Tutor
- **Secondary** Curriculum Tutor
- **Further Education** Tutor

In all phases, whatever their title, your Tutor will help you across the course, academically, pastorally and with your practice. They will monitor your progress, assess and give you feedback on your assignments, visit and support you during practice, and prepare your reference. In University documents you will find them referred to as your ‘Personal Academic Tutor’.

Tutors’ profiles are on the SEdS website. The best means of communicating with them is usually by email but they may share other contact details such as Skype or mobile/text numbers. Please use that information professionally. Email is the most reliable contact method for most Tutors. They will usually respond within 48 hours (excluding weekends and any other days they do not work) unless there is an out of office message in which case you should contact the alternative given or wait until they return.

Mentors

Each Trainee Teacher is allocated a Mentor(s) in their school/college. In each phase, these members of staff are known by a slightly different title:

- **Primary** Class Mentor (& Professional Mentor for SD)
- **Secondary** Curriculum Mentor & Professional Mentor
- **Further Education** Subject Specialist Mentor/University Link Tutor

Your Mentors are busy people and have a challenging task. They need to look after you whilst carrying out their teaching responsibilities. They have to assist you to develop all areas of the Standards required for QTS/QTLS whilst, at the same time, responding to your concerns and needs as you wrestle with day-to-day problems. All of this has to happen within departmental systems, structures, schemes of work and pupil targets that may be flexible, but cannot be compromised where professional standards and pupil performance are concerned.

The mentor-Trainee Teacher relationship should be a fruitful and rewarding experience on placement. You can help yourself if you keep in mind that,

- Mentors are volunteers whose prime motivation is to show you how to learn the skills which everyone assumes are simply acquired but, in reality, are developed patiently over time. They are there to help you, so make the most of the opportunity.
- Mentors are very busy people. Ask any teacher and they will tell you that time is a precious commodity. To assist in making the very best use of your time with your mentor it is helpful if you can be focused and specific.
- The mentor-Trainee Teacher relationship is not only crucial to your progress but it is also two-way. Be proactive and look for ways to be helpful, not only in day-to-day matters but also in more major ways (creating displays, developing resources, helping with administration, extra-curricular duties etc.). If you feel you need help with an area then bring it up; don’t wait until it becomes a problem.
- You should show enthusiasm, initiative and a willingness to get ‘stuck in’ to the job of teaching. In the early days of placement when you are observing lessons, choose a main focus to concentrate on that where possible link to your current targets and take brief notes to help in later reflection and discussion.
- Listen to your mentors. Try to understand what they tell you and NEVER ignore them. They will give their best advice and work to help you understand it in the expectation that you will follow that advice as honestly as possible.
- You will receive wide-ranging advice during the programme and sometimes you may feel tension between seemingly conflicting points of view. If this arises, make a point of talking the issues through thoroughly with your mentors. Remember that each

individual's views come from their own unique experience, range of expertise and contacts with you. Your job is to remain as sensitive as possible to this and to synthesize what you receive.

- Communicate your thoughts and feelings about your teaching and the mentoring that you receive. Mentors are not possessed of super-human powers and, if you don't say that you're happy (or unhappy) about certain aspects, they can't be expected to know.
- Your Mentor and others who observe you in lessons will give you constructive feedback so that you have a clear view of your progress, strengths and weaknesses. If this is not the case, then discuss this directly with them.

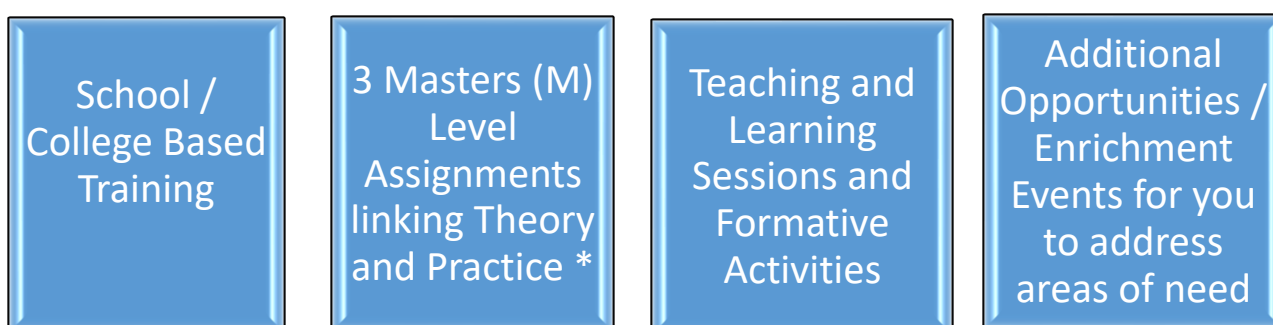
Any mentor meeting is central to the process. You are entitled to regular dedicated time with your mentors. To get the most out of this meeting remember:

- Thorough preparation, including provision of all plans, evaluations, resource preparation, topic research and readiness to comment on anything that you have agreed to do.
- Punctual attendance.
- A willingness to ask questions, seek advice [and be willing to take it] and invite constructive critical comment.
- Presentation of your paperwork in excellent order, so that the two of you can quickly review progress using the evidence it contains.

Please also see further details of roles and responsibilities in the Phase section.

16.4 Programme Structure

The PGCE programme is designed to enable you to make the most of the relationship between University-Based and Placement-Based learning to prepare you as well as possible for your future teaching career. The main elements are:



Your programme's official structure is made up of 4 modules (6 for the PGCE FE programme), which are based upon the school/college based training and M-Level assignment elements of the programme. However, there will be a significant number of teaching and learning sessions related to professional skills and, for Primary and Secondary Trainees, subject knowledge and formative directed activities in addition to the assessed modules. Whilst these are not officially assessed, they are an integral part of your journey to being a qualified Teacher and are vital in building your overall knowledge and skills. More details of these additional elements will be found in the Assessment section below and in the Phase Specific section of this handbook.

School/college Based Training

Whilst your performance in school/college will be continually assessed throughout the programme, there are three or four points in the year where a summative review is carried out on your current performance and your progress towards reaching the required standards by the end of the programme. The dates that these review points take place vary by programme and full details can be found in the Phase Specific section of this handbook.

At each of these review points, reports will be received from your Mentors and your performance will be reviewed by University Tutors to determine whether you have met the standard to pass each assessment within the teaching practice module. If you have not yet met the required

standards, the Student Office will inform you and discussions will take place between you and your Tutor.

Master's Level Assignments linking Theory and Practice

The modules related to Assignments:

- Assignment 1
- Assignment 2
- Assignment 3

The PGCE programme at the University of Southampton is accredited at Masters (M) level, due to the three modules above. This means that its academic level is equivalent to level 7 of the National Qualifications Framework (your Honours degree equates to level 6). Although it does not in itself provide you with a Master's degree, successful completion confers 30 ECTS points (60 CATS points) at M level which can be used towards a full Master's degree at Southampton or another institution, shortening your course of study.

We believe that the M level element which is integrated within our PGCE programme and explicitly articulated through our M level assignment structure will significantly benefit your professional development, regardless of whether you take your academic studies further. In June 2007, a UCET¹ report on research evidence into the impact of relevant Masters level study on teaching noted the following advantages, which are unlikely to have changed in subsequent years:

- Encourages teachers to follow a critical, reflective, inspirational and innovative approach and to take risks in the context of their schools/colleges.
- Provides teachers with skills to evaluate the impact on classroom performance of different teaching strategies and models of professional learning
- Develops teachers' problem solving and research skills
- Fosters sustained engagement of teachers with their continuing professional development
- Helps teachers identify connections between education policy, research findings and classroom practice
- Helps develop a professional community that shares, discusses and adapts new ideas and approaches
- Helps teachers support pupils in different contexts and in partnership with a range of different professional groups

In accordance, at Southampton, we believe that our M level PGCE will not only prepare you as a beginning teacher, but will prepare you to continue to develop throughout your career, and to respond effectively to the many changes you will experience in education over the years. The level of critical thinking required permeates throughout your programme, enabling you to develop strong links and relationships between theory, research and practice in both schools, colleges and University, and will contribute strongly towards your development as an excellent Teacher.

The submission dates for these assignments vary by programme and full details can be found in the Phase Specific section of this handbook.

*** Additional FE Learning and Skills Modules**

In addition to the above, there are two additional level 5 modules (under-graduate level) on the PGCE FE Learning and Skills:

- Foundation to Effective Teaching and Learning in Further Education Learning & Skills
- Application of Learning Theories through Professional Practice and Reflection

Full details of these modules can be found in the Phase Specific section of this handbook.

¹ Universities Council for the Education of Teachers (UCET)

16.5 Assessment during the Programme

The Academic Award at the end of all ITE Programmes at the University of Southampton is the Postgraduate Certificate in Education – known as the PGCE. As this name suggests, this is a qualification that is awarded at Masters Level (level 7).

This qualification is awarded to Trainee Teachers who achieve the following:

- Receive a mark of at least 35% for both Compulsory modules, and a mark for the Core Module of at least 50%.
- Only one of the marks awarded for the Compulsory modules is below 50%.
- Have an average (mean) mark for all three assignments of at least 50%.

The final award of PGCE is PASS or FAIL – there is no class system (Distinction, Merit, etc.)

Our expectation is that all Southampton PGCE students are capable of achieving a postgraduate PGCE award, and you are accepted for the programme on this basis; we do not offer a choice of academic pathway. The assignments are an integral element of the programme.

16.6 Assessment of Formative work

During the programme you will be expected to carry out tasks, both in University and school/college. These vary from subject to subject and from placement to placement, but they have been carefully designed to deepen your insight and understanding of key aspects of your work as a Teacher. As such they need to be taken seriously. The process of formative assessment and target-setting during the programme requires you to complete to a satisfactory standard all work during the programme according to deadlines set by Tutors and Mentors. It is in your interests to ensure that you meet these deadlines in order that the process of formative assessment proceeds smoothly.

16.7 Assessment of Assignment Modules

Consequences of gaining a mean mark of less than 50%:

You are allowed to resubmit any of the three assignments (five in the PGCE FE programme)

If your average (mean) mark across all your Masters Level assignments is below the 50% pass mark at the first attempt, you will be able to resubmit them (known as a Referral).

Once Exam Board has taken place (usually in mid-June), you will be contacted by the Student Office if you have not achieved the required marks to exit with a Postgraduate Certificate in Education. You will be told exactly what is required to enable you to exit with a PGCE. You will then be expected to resubmit the required assignment(s) by the resubmission date. **We strongly encourage you to seek advice from your Tutor before resubmitting work.**

For Primary and Secondary, if, following resubmission of required assignments, you have still not achieved the required marks to exit with a PGCE, you will exit the course with QTS only.

FE Undergraduate Modules

The two additional undergraduate level modules are assessed as pass/fail, rather than a numerical value.

Feedback on Coursework and Marks Release

Our aim is to ensure that marks are released 20 working days after the submission date of the assignment. Working days do not include weekends, Bank Holidays or University Closure days.

If your work is submitted through Turnitin on BlackBoard, you will receive your feedback via the same method. For those assignments submitted in hard copy, feedback will be emailed to you by the marker.

Please note that all marks are provisional until after Exam Board has taken place in June. Resubmissions (Referrals) can only take place once Exam Board has ratified all marks awarded.

16.8 Assessment of Professional Practice Modules

To be recommended for QTS/QTLS, Trainees must:

1. Pass the Teaching Practice module.
2. Successfully provide evidence of meeting the Teachers' Standards or relevant FE Professional Standards.

Assessment will include:

- Professional attributes
- Professional knowledge and understanding
- Professional skills
- In addition Trainee Teachers will be assessed on their ability to:
 - self-appraise (critical reflection, evaluation, strengths, weaknesses)
 - set targets for improvement
 - maintain their Placement-Based training files

Evidence will be drawn from:

- observations of lessons, professional judgments against the professional standards, based on written feedback and discussions with the Trainee Teacher;
- consideration of the Trainee Teacher's overall progression and professional development;
- the Trainee Teacher's own self-appraisal;
- the Trainee Teacher's practice-based training files (whether paper and/or electronic).

Trainee Teachers assessed as 'requires improvement' or 'inadequate' by the end of the ITE programme on which they are enrolled

Clearly it is the aspiration of all ITE partnerships that all trainees will be assessed as at least 'Good' with the majority being assessed as 'Outstanding' by the end of the Programme. This is the expectation at Southampton.

In some circumstances, however, it is possible to exit the Programme with an overall assessment of 'Requires Improvement'. This would only occur when a trainee's practice *exceeds the minimum level of practice expected of teachers (as defined in the Teachers' Standards for Primary and Secondary or relevant Professional Standards for FE) by the end of their training*. In practice, this means exiting with an assessment of 'Requires Improvement' but with aspects of 'Good' in their practice. The expectation will be that the trainee gains a minimum of two Standards at a 'Good' standard.

Trainees who finish the Programme at a 'Requires Improvement' or lower (without an assessment of 'Good' in the required number of Standards) will not be able to exit any ITE programme at the University of Southampton. These Trainee Teachers are considered to be "Requires Improvement" and therefore further work is required before they are able to exit the course with a 'pass' for QTS/QTLS. Under such circumstances, affected Trainee Teachers will be required to undertake some additional activities. Usually, but not necessarily, this will involve extended Teaching Practice. This may need to take place in the next academic year. Such activities will cease when the Trainee Teacher demonstrates that the Teacher's Standards or relevant FE Professional Standards have been met at the required standard.

There are some additional requirements for Primary Trainee Teachers, due to the need to demonstrate proficiency in two different key stages.

Please see the Phase Specific Section for more information on assessment of practice.

16.9 Board of Examiners

Whilst all work under-taken will be marked and returned to you, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given, all marks are provisional until they have been reviewed and ratified by the Board of Examiners.

At the end of your programme, your overall performance will be assessed. The basis of this assessment is specified in your programme regulations:

(<http://www.calendar.soton.ac.uk/sectionXIII/sectXIII-index.html>).

If you satisfy the academic standards necessary, the Board of Examiners will recommend you for award. You will receive official confirmation of your finalised results via Self-Service through SUSSED or via email from the Student Office.

16.10 Support and Development

Southampton Education School at the University of Southampton is fully committed to working with partnership schools, colleges and other relevant bodies to support Newly Qualified Teachers, following their training year and helping them to develop into effective and successful Teachers.

A number of events specifically focused on supporting NQTs will be held throughout the year.

The Partnership office and/or Tutors will make contact during your NQT year and we very much hope to hear from you and continue to engage with you on your career journey.

16.11 Progress Alert Procedure

A progress alert may be issued at any time and by any tutor or mentor (in discussion with the trainee's tutor). There is a simple form to be completed; it is discussed with all involved and outlines the main concerns, the targets to address and the timescale. The reasons for issuing a progress alert are many and varied, and the informal nature of this process allows and enables the intervention to be highly personalised for the needs of individual trainees. It is anticipated that the majority of progress alerts will lead to improved progress, and the trainee will continue on the course with no further intervention needed. The form is on Blackboard.

However, in some cases, trainees may not make the required progress necessary. In these circumstances, a formal Cause for Concern procedure should be undertaken, as detailed below

16.12 Cause for Concern (CfC) Procedure

A Progress Alert does NOT need to have been issued prior to a CfC being issued. It is possible to instigate a Cause for Concern either after a Progress Alert, or in place of a Progress Alert.

The Cause for Concern process can be initiated by either the University Tutor or by a Mentor. **School/College Mentors must make contact with the appropriate University Tutor** to clearly identify the concern in order that a joint approach to managing the issue can be applied.

1. A **Preliminary Discussion** will be held between the Trainee Teacher and appropriate staff. The aim of this meeting is to support the Trainee Teacher and enable progression through the programme. A **Cause for Concern** form will be completed at the meeting which will clearly detail targets that need to be met and a maximum 3 week or 15 day time frame will be set for the

achievement of progress. A date will be set for the review meeting. The Cause for Concern form will be signed as an accurate record by both the Trainee Teacher and members of staff. As appropriate, copies will be given to the Trainee, the Mentors (if appropriate), the University Tutor, Programme Director and a copy retained on the Trainee's file.

2. A **Review Meeting** will be held after the 3 week or 15 teaching day timeframe has elapsed, following the preliminary discussion. If the Trainee is seen to be meeting the targets set, s/he will be notified at the meeting (and via subsequent email) that the Cause for Concern will cease. If the Trainee is deemed to have made little or no progression in relation to the targets set, then a **Reviewed Cause for Concern** will be set. The Reviewed Cause for Concern form will be completed at the meeting and will clearly detail the further Targets set, the timeframe for achievement and will also detail the date, no longer than 3 weeks or 15 teaching days later, which will be set for a Final Review Meeting.

The Reviewed Cause for Concern form will also list the consequences of failure should the targets not be met. These consequences will be one of the following (subject to the Programme Director's professional judgement):

- a. Mediation (see below for details)
- b. Enforced suspension from the programme, for a period of time negotiated between the Trainee and the Programme Director.
- c. Referral for further investigation under the University Fitness to Practise Policy (see below and https://sharepoint.soton.ac.uk/sites/ese/quality_handbook/Handbook/Fitness%20to%20Practise%20Policy%20and%20Procedures.aspx)

The Reviewed Cause for Concern form will be signed as an accurate record by both the Trainee and member of staff. As appropriate copies will be given to the trainee, the school tutor(s) (if appropriate), the University tutors and a copy retained on the trainee's file.

3. A **Final Review Meeting** will be held 3 weeks or 15 teaching days after the Review Meeting. If the Trainee is seen to have made progress towards meeting the targets set, s/he will be notified at the meeting (and via subsequent email) that the Cause for Concern will cease. If the Trainee has made little or no progression in relation to the targets set, then one of the consequences outlined in 2(a), (b), or (c) will come in to force, as decided by the Programme Director in his or her professional judgement.

Action following the final review meeting:

2a) should mediation be considered appropriate, the trainee and appropriate Mentors and/or Tutors will be referred to the University Mediation Service, as detailed below.

Mediation Service: The University Mediation service is available for any Trainee, Mentor or Tutor to use at any time during the programme. This service is available to all – including Mentors in schools – and can be utilised before/during or after any Cause for Concern has been issued. This service is also available independently of the Cause for Concern procedures. Information regarding the service can be accessed at:

http://www.southampton.ac.uk/diversity/how_we_support_diversity/mediation_service.page

The following procedure will apply and Trainee Teachers may be accompanied to meetings by an adviser from the Students' Union Advice Centre (see www.susu.org). The Advice Centre aims to provide all students at the University with free, independent, confidential advice and representation. Alternatively, Trainee Teachers may be accompanied by a member of the University prepared to act in this capacity.

2b) should a period of suspension be considered appropriate, this will normally be negotiated between the Trainee and the Programme Director.

During this time, the Trainee is expected to reflect on their progress and to demonstrate, via a written Reflective Account:

- i. How they intend to rectify the issues raised in the Cause for Concerns
- ii. That they have the capacity to achieve their intention.

The Reflective Account should be completed by the Trainee during the period of suspension and should be based on the Targets set in the Cause for Concern and Reviewed Cause for Concern forms and should reflect on advice provided by Mentors and Tutors. The Trainee should detail how Targets will be achieved upon his/her return to the programme and may be accompanied by any additional evidence to demonstrate that s/he has the ability to achieve on the programme.

Trainee Teachers may wish to spend some time in a school during their period of suspension for observation purposes but it is the trainee's responsibility to make such arrangements.

Towards the end of the period of suspension, a **Programme Director's Meeting** will be convened and the Trainee invited to attend. One week prior to this meeting and as outlined above, the Trainee should submit their Reflective Account to the Programme Director.

The Programme Director will review and discuss the Reflective Account with the Trainee and will recommend that:

Either:

The Trainee may re-enrol to the programme. The Trainee will be provided with a further two-week period of attendance at school and a new Cause for Concern form will be completed by the Programme Director, outlining clear targets which are based upon the previous concerns raised together with the Trainee's intentions to achieve, as expressed in his/her Reflective Account. The Cause for Concern form will be signed as an accurate record by both the Trainee and member of staff, a copy given to the trainee, a copy given to the new placement school's mentor(s), the University tutor and a copy retained on the trainee's file. A Review Meeting between the Programme Director and the Trainee will be held three weeks later. If Targets are considered to have been met, the Cause for Concern will cease and the trainee notified at the meeting (and via subsequent email). Should the Programme Director consider that the Targets have not been met, action under (2c) below will be invoked.

Or:

The student has failed to adequately demonstrate how s/he will rectify the identified issues nor has demonstrated the capacity to achieve and that s/he is considered unsuitable to continue on the programme. In such an occurrence, investigation via the University's Fitness to Study or Fitness to Practise procedure will be invoked.

2c) Referral for further investigation under the University Fitness to Practise Policy (see Section 1)

16.13 Professional Capability Procedure – ITE

This procedure applies only to trainee teachers where there is serious underperformance in Part 2 of the Teachers Standards or the equivalent aspect of the Professional Standards for FE. At least five working days' notice will be given of the formal professional capability meeting. The notification will contain sufficient information about the concerns about professionalism and their possible consequences to enable the trainee teacher to prepare to answer the case at a formal capability meeting. It will also contain copies of any written evidence; the details of the time and place of the meeting; and will advise the trainee teacher of their right to be accompanied by a companion who may be a colleague, a student union official, or a trade union representative. It is not usual for a family member to be permitted to be present at a Professional Capability Meeting. Trainee teachers are entitled to request an alternative date which is within five days of the original date.

Formal Professional Capability meeting

This meeting is intended to establish the facts. It will be conducted by the Director of Initial Teacher Education. The meeting allows the trainee teacher, accompanied by a companion if they wish (see note above), to respond to concerns about their professionalism and to make any relevant representations. This may provide new information or a different context to the information/evidence already collected.

The person conducting the meeting may conclude that there are insufficient grounds for pursuing the capability issue and that it would be more appropriate to continue to address any remaining concerns through other University processes. In such cases, the capability procedure

will come to an end. The person conducting the meeting may also adjourn the meeting - *for example if they decide that further investigation is needed, or that more time is needed in which to consider any additional information.*

In other cases, the meeting will continue. During the meeting, or any subsequent meeting following an adjournment, the Director of ITE will:

- identify the professional shortcomings.
- give clear guidance on the improved standard of professionalism needed to ensure that the trainee teacher can be removed from formal capability procedures (*this may include the setting of new objectives focused on the specific weaknesses that need to be addressed, any success criteria that might be appropriate and the evidence that will be used to assess whether or not the necessary improvement has been made*);
- explain any support that will be available to help the trainee teacher improve their performance;
- set out the timetable for improvement and explain how Professional performance will be monitored and reviewed. The timetable will depend on the circumstances of the individual case.
- warn the trainee teacher formally that failure to improve within the set period could lead to a Formal Fitness to Practice procedure being instigated.
- Notes will be taken of formal meetings and a copy sent to the Trainee. Where a formal warning is issued, the teacher will be informed in writing of the the Progress Alert or Cause for Concern or Fitness to Practice Procedure.

Formal meeting – Possible Outcomes

1. No further Action. If the person conducting the meeting is satisfied that the trainee teacher has made sufficient improvement, the capability procedure will cease. In other cases:
2. Progress Alert Issued – Progress Alert Policy will be followed. This may indicate that if there is a further instance of unprofessional behavior, and/or a further breach of Part 2 of the Teachers Standards that a Fitness to Practice Procedure may be entered in to.
3. Cause for Concern Issued – Cause for Concern Policy will be followed. This may indicate that if there is a further instance of unprofessional behavior, and/or a further breach of Part 2 of the Teachers Standards that a Fitness to Practice Procedure may be entered in to.
4. Fitness to Practice Procedure instigated immediately.

16.14 Absence from the Course

It is expected that Trainee Teachers will attend all aspects of the Programme, including all School/College-based training and all University-based Training. If you are unwell, or unable to attend a University session or a teaching day for any reason at all, then you **must** inform the appropriate Tutor, the ITE Office and your school/college (if appropriate).

It is not possible to be absent from the course on a long-term basis, as this will have a negative effect on your training. Therefore, if a Trainee is absent from the course for a period of longer than 4 weeks, then it is expected that the Trainee will suspend from the course until such time as they are able to resume the course on a full-time basis.

16.15 What to do if things are not going well...

Please see the Programme Team Structure, above (page 3, Part 2). Initially, you ought to speak to your Tutor. If this does not resolve the issue, then you should approach the relevant Programme Director. If the issue remains unresolved, then please approach the Director of Initial Teacher Education. Should the issue not be resolved at this stage, then you are encouraged to approach the Senior Tutor, the Deputy Head of School or the Head of School. If your worry remains unresolved, please see the complaints procedure in part 1 of the Handbook, and follow the steps detailed in that policy.

Note – should your Tutor hold a position of responsibility within the Programme Team, please simply skip that stage, and approach the next senior member of academic staff within the Programme Team Structure.

17 Part Three: Programme Specific Information regarding the PGCE FE Programme

18. Welcome from the Programme Director!

Welcome to the University of Southampton.

The PGCE FE Programme is designed and taught jointly by the Southampton Education School (SES) in partnership with Colleges within the region. The Southampton Education School at the University of Southampton aspires to be a global centre of research and education. By this we mean two things: first that a global perspective is integral to all that we do, and second that our work is of global excellence. We welcome students from all parts of the world to work and learn together as part of a global community.

This Handbook provides details of programme processes and procedures and details both the trainees' entitlements to training and the roles and responsibilities of all involved in the training both in college and at the university. **These pages represent the first point of contact for all matters relating to the PGCE FE including contact details of university tutors.** Along with your Assignment Handbook, these should provide all the information you will need to guide you through the programme and help you make the best use of your time.

Materials supplementing delivery of the programme can be found through Blackboard www.blackboard.soton.ac.uk

We hope that you will enjoy your time with us.

Dr Pauline Dixey
PGCE FE Programme Director
Summer 2019

19 Organisational Chart –

Provided separately.

20 Programme and Module Codes

20.1 Programme Code

Post Graduate Certificate in Education (Further Education Learning and Skills) Programme Code – 5831

20.2 Modules Codes

The following summarises modules of the pre-service 1 year (and also the Route 2) programme

Code	Module Title	ECTS	Type
EDUC6354	Assignment 1 Curriculum Planning Evaluation and regulation (Module 2)	10	Core
EDUC6355	Assignment 2 Action Research (Module 3)	10	Compulsory
EDUC6356	Assignment 3 Extending Professional Practice and wider Further Education and Skills sector policy – (Module 4)	10	Compulsory
EDUC2052	Preparing to Teach (FE) (module 1)	0	Core
EDUC2053	The Professional Practitioner (module 5)	0	Core
EDUC XXXX	Assignment 4 – Portfolio teaching practice	0	Core

21 The Syllabus

The programme is structured around six areas. These are

- Identifying and supporting the needs of learners
- Planning and design of learning
- Teaching and learning
- Assessment of learning
- Reflective practice and evaluation
- Understanding the educational context

The teaching skills developed on the programme are intended to encourage reflective practice. You will normally be observed by Programme Tutors for a minimum of eight sessions spread over the year. A number of these sessions will be conducted by your Subject Specialist Mentor. During the programme you need to log your progress as a teacher for 100 hours of teaching – you may of course do considerably more than this depending upon your starting point and the opportunities provided by the Partner Colleges. This will form the basis of a portfolio of evidence of your development as a teacher and is an assessed component of the course.

A range of strategies will be used to support your development and include lecture, seminars and presentations, group work, individual study and reflection, workshops and tutorial. The main emphasis however is upon work based learning acquired through your placement.

The PGCE is designed to meet the Professional Standards expected of teachers in this sector. The programme structure and curriculum design are flexible enough to enable current issues to be incorporated in the most appropriate way.

22 Teaching Learning and Assessment Strategies

The programme usually takes place over one year, with a total directed study time of 1500 hours over the year. A few trainees may be enrolled onto Route 2 of the course which has a more flexible duration.

You will be expected to undertake additional study associated with the assessed tasks. The table below shows how the hours are allocated:

	Totals
Tuition	150
Directed Study	1250
Reported Teaching Experience	100
Totals	1500

The framework of the programme focuses on output standards. This provides for considerable flexibility in the ways the programme may be delivered and provides for flexibility.

Delivery methods for the programme will include guided study here at the university, seminars, workshops, resource based learning, and individual tutorials. In addition you will receive a wide range of work based learning opportunities whilst you are at the **Partner Placement Colleges** – although these opportunities may differ across the partnership all trainees will receive a broadly similar learning experience whilst in placement. Induction will take place at the university and at the placement college.

Additional Costs: You will incur additional costs as part of your college-based training, for example the costs of travelling to and from your placement college each day and other college-based organised events

Lectures

It is vital that you arrive promptly in order to gain maximum benefit from the time. Each lecturer will present material using either handouts or require you to make your own notes. Transcribing lectured material into a form that you find most useful is an important part of the learning process. You should ensure that you understand the material and, if you have difficulty in understanding or applying the knowledge, use recommended textbooks or the assistance of teaching staff during tutorials to gain understanding. It is your responsibility to develop your ability in a given subject. How well you have acquired that ability and the associated knowledge is gauged by the coursework assessment process. Teaching sessions are provided for your benefit and you should take full advantage by ensuring you attend all of them. If, for any reason, you are unable to attend, ensure that you get hold of a copy of the notes or handouts.

Use of electronic recording devices or mobile phones in lectures or classes

Out of courtesy to staff and other students, please ensure that mobile phones are switched **off** in lectures and seminars. You are advised that lectures are the copyright property of the lecturer and permission to audio-record a lecture must be personally sought from the lecturer before proceeding.

If you wish to use an electronic device to take notes in a lecture, you should do so in a way that does not cause disruption to those sitting near you.

If you have a health condition for which additional support is needed, you may, following assessment by the University's educational support services, make appropriate arrangements with staff for recording lectures.

Tutorials/supervisions

Group tutorials/supervisions are timetabled for some modules. These sessions are intended for you to develop your problem solving skills as well as for you to discuss further with an experienced member of staff any particular lecture material you are finding difficult to understand. It is essential that you come well prepared for these sessions. These sessions are one of the most effective ways of reinforcing the lecture material.

Independent or Self learning

In addition to timetabled teaching sessions, independent or self-learning is expected. This may be taken up by independent study on your own using libraries, data retrieval systems, internet,

etc., or in a group working on coursework, reading the lecture material or reading around the subject. This should also develop your investigative and problem solving skills in furthering understanding of the subject and providing a broadening of your educational experiences and knowledge base.

Self-learning is your personal responsibility and your commitment to the programme. It requires discipline, motivation and focussing on achieving individually set targets. It enables you to reach your full potential academically, develops your personal skills and helps establish a successful professional career.

23 Assessment

23.1 Programme Assignments

Trainees are required to complete a set of assignments and details of each assignment are indicated on the assignment sheets set out in a separate booklet.

PGCE Assignments	Credit Level (ECTS) / Rating	Assessment Strategy Graded
Preparing to teach (FE)	Notionally equivalent to 15 @ UG	Tutor
Curriculum Planning, evaluation and regulation	10 @ "M"	Tutor
Quality improvement through Action Research	10 @ "M"	Tutor
Extending professional practice and demonstrating understanding of the wider FE sector	10 @ "M"	Tutor
Application of learning theories through professional practice and reflection	Notionally equivalent to 15 @ UG	Tutor

The M-Level assignments listed above described as Modules 2, 3 and 4 are all graded according to the University classification system for postgraduate programmes.

There are two additional modules described as modules 1 and 5 which are graded according to the University classification system for undergraduate programmes- Pass/ Fail only.

The range of assessment strategies incorporates tutor marked assignments, self and peer assessed assignments. The assessment strategy for each assignment is included in the assignment pack with the specific assignment marking sheets where the assignment requirements are stated.

As explained in part two above, *to achieve a PGCE with 30 ECTS points (60 CATS points)*, you must achieve the following:

- Receive a mark of at least 35% for both Compulsory modules, and a mark for the Core Module of at least 50%.
- Only one of the marks awarded for the Compulsory modules is below 50%.
- Have an average (mean) mark for all three assignments of at least 50%.

If you fail to achieve the University pass mark at the first attempt, you will normally be expected to resubmit your work (known as a Referral) at the end of your programme. You are allowed to resubmit up to two of the M level assignments, depending on your full set of results.

Once the Board of Examiners has taken place (usually in mid-June), you will be contacted by the Student Office if you have not achieved the required marks to exit with a Postgraduate Certificate in Education. You will be told exactly what is required to enable you to exit with a PGCE. You will then be expected to resubmit the required assignment(s) by the resubmission date. **We strongly encourage you to seek advice from your Tutor before resubmitting work.**

The full University Regulations regarding award can be found in the University calendar:
<http://www.calendar.soton.ac.uk/sectionIV/progression-regs-standalonemasters.html>
<http://www.calendar.soton.ac.uk/sectionIV/credit-bearing-progs.html>

If you are in doubt about what is required to achieve a PGCE you are advised to contact the Programme Director or the Student Office for clarification.

Appeals will follow the University of Southampton [Appeals Procedure](#) and reflect other PGCE courses offered within the university.

Candidates are entitled to receive specific formative and summative feedback on all aspects of their progress whilst on the programme.

23.2 Submission of Assignments

Trainees will receive a schedule of the dates on which assignments are due. Prior to this date, trainees may show a tutor aspects of work in progress for formative feedback and guidance. This may include an outline of how you hope to address the assignment, a draft introduction and / or conclusion, etc. Tutors should not be expected to mark complete draft assignments prior to final submission.

On, or before, the assignment due date, (with the appropriate marking sheet, statement of authenticity and any appendices, all contained within one document only) an electronic version using TURNITIN on Blackboard should be submitted. The team will inform students of the exact procedures to be followed. The electronic version will be filed on a server and available software is used to verify the authenticity of a student's work.

Trainees should ensure that their work is fluent, clear and grammatically correct. It should be checked for spelling and typographical errors. Referencing must be accurate and use only the Harvard System.

Hard copies of assignments are no longer required. However if drafts are presented for formative feedback these should be presented appropriately.

Hard copies of certain aspects of module one and module five are required for the portfolio and this should be handed in to the Student Office in either Building 4 or 34 where a receipt will be issued.

Each assignment must be accompanied by a "Reflective Comment Sheet" sheet which must be completed and emailed separately to the marking tutor when the assignment is submitted via Turnitin. Assignments will be set by different tutors and unless otherwise stated the assignment will be marked by the tutor who set it.

Please note work will not be accepted by the electronic system if handed in after the due date.

Trainees who feel they have a genuine reason for not being able to submit an assignment by the date it is due should follow the guidelines detailed below.

23.3 Academic Assignment Extensions and Special Considerations

"If you know there will be a valid reason why you cannot submit the work at the given date you must contact the Student Office as soon as possible. You should complete a Special Considerations form, which should provide adequate details of the reasons why you are seeking an extension. Your completed form should be submitted to the Student Office who will arrange for your request to be reviewed. The Student Office will contact you via your University email account to let you know the approval has been made. It is your responsibility to request an extension in a timely manner."

To apply for an extension please note the following:

1. Extension applications should be made on the 'Special Consideration and Extension form'.
2. Where relevant, applications must be accompanied by documentary evidence e.g. self-certification of illness or certification by a qualified doctor specifying nature of illness to include duration and impact on ability to study, letter from qualified counsellor, copy of police incident report. Where original documentation cannot be attached a 'certified true copy' signed by the authorised signature may be accepted.
3. After completing the form, you should email/take the form directly to the Faculty Student Office who will pass your request to the Director of Initial Teacher Training for consideration.
4. In cases where further extensions to the original application are requested, students should submit a new application making reference to the original.

Extension requests should be made to the ITT Student Support office, at Pgcefe@soton.ac.uk. The Director of Initial Teacher Training will then be asked to consider the request and will decide if an extension is permissible. The Director of Initial Teacher Training will also decide on the length of the extension, and all decisions made will be final. Trainees will be informed of the full decision by the ITT office within 2 working days of making the request.

It is extremely important that all trainees adhere strictly to the assignment hand in schedule and also to undertake all observed teaching practices in a timely manner as recommended. This is essential to demonstrate that you have developed over time and also to ensure that you have sufficient time to reflect and act upon any feedback received.

It is very unlikely that more than 2 extension requests will be granted to any one trainee in any academic year. Progress against these guidelines will be very closely monitored with any cause for concern instigating appropriate actions. In line with University regulations, trainees will have one opportunity to re-submit an assignment if it was deemed "unsatisfactory". A re-submission deemed unsatisfactory would be deemed to have failed.

If the assignment deadline is very close or has passed then you should apply for Special Considerations. If you wish for these to be considered by the Faculty you must complete a Special Considerations form. **It is important that you submit this to your Student Office in a timely manner (normally not more than five working days after any assessment or deadline that may have been affected by the circumstances).** All claims must be substantiated by written documentary evidence, for example a medical certificate or GP/consultant letter, self-certification or a statement from your Personal Academic Tutor. The purpose of asking for supporting documentation is for you to be able to corroborate the facts of your submission.

All claims will be reviewed by the Special Considerations Board which meets regularly throughout the year. You will be notified of the outcome of your claim once the Board of Examiners has considered the recommendation of the Special Considerations Board. Full details of the University's policy on Special Considerations can be found [here](#).

Students/trainees will have access to the normal appeals procedures of the University.

23.4 Assessment Criteria

Two assignments will be assessed and marked according to the university classification system for undergraduate programmes and three PGCE assignments will be assessed against the M level criteria on a percentage scale. (See Appendix 2)

The University of Southampton's Assessment Framework can be found at <https://www.southampton.ac.uk/quality/assessment/framework/index.page>

Additional guidance - Trainees not achieving the required standard by the end of the ITE programme on which they are enrolled

Trainees are not able to exit any ITE programme at the University of Southampton with an **overall** assessment of Teaching which is less than good. A trainee must attain this in order to successfully exit the programme. Any Trainee receiving an *inadequate* overall grade at the end of their ITE programme will be deemed to have failed that programme and will not qualify to be awarded.

Trainees who have not attained an overall outcome for teaching which is at least good are considered to be requiring further improvement. This does not mean that they have failed the programme; however, further work is required before they are able to exit the course with a 'pass'. Trainees will of course receive every support possible to help them improve their teaching practice to a suitable standard. Under such circumstances affected trainees will be required to undertake some additional activity or activities. Usually, but not necessarily, this will involve an extended Teaching Practice in a College. Such activities will cease when the trainee demonstrates that they are teaching consistently good lessons. Please see Part 2 for further information.

23.5 Moderation and Examination

All assessed assignments are subject to moderation as follows:-

- All students' work is internally moderated.
- A sample of work associated with trainees from **Partner Colleges** will form the basis of cross-placement moderation exercises.
- A selection of marked work is sampled by the External Examiners to ensure that it meets the University requirements for the award.

You must make your work available to the **Programme Tutor** for moderation and external examination as requested.

Candidates' assessed work is presented at the final Examination Board at the end of the academic year. The External Examiners normally attend for two days to review student work and to prepare their report. The final Board of Examiners meeting will take place at the end of the event.

External Examiners may wish to interview borderline candidates and arrangements will be made for such trainees to present themselves for oral examination.

External Examiners will not normally be required to examine candidates on teaching practice but may be called upon if the Programme Improvement Board believes it to be necessary in particular cases.

Following the annual Board of Examiners, certification is awarded following successful completion and assessment of the PGCE programme. An exit certificate may be awarded to trainees who have successfully completed just a part of the programme. Successful candidates should be aware that a formal graduation ceremony will take place in 2020 to recognise the achievements of all our PGCE trainees

Appeals concerning Examination procedures must be in accordance with the 'Regulations Governing Appeals by Students' <http://www.calendar.soton.ac.uk/sectionIV/student-appeals.html>. Appeals should be submitted to the Faculty of Social, Human and Mathematical Sciences' Curriculum and Quality Assurance Team at the University of Southampton.

23.6 Moderation of Teaching Observation

The basic principles of moderation in this context are:-

1. Each Teaching Practice Observer should normally be peer reviewed once per annum and appropriate records made (this may be in the form of joint / agreed comments).
2. A sample of teaching observation forms may be moderated at Programme Improvement Boards - Normally this would be 5% or 3 forms whichever is the larger.
3. A sample number of observation forms will be moderated annually at the University.

It is expected that electronic cross-moderation using on-line observation will continue during 2019-20.

23.7 Coursework Feedback

Full details of the University's assessment framework are available in the University's Quality Handbook which can be accessed from SUSSED. There are also further details in Parts 1 and 2 of this handbook.

Feedback comes in many forms and you must learn to recognise the merits of all of these. Formal feedback is well documented and the following paragraphs identify ones that you are officially entitled to. Informal feedback is just as important and comes in the form of individual chats with your tutor or group meetings with academics after a lecture or practical session.

All coursework will be marked and returned to you, accompanied by feedback which will relate to the standard of your work and the reasons for the mark/grade given. You should note that all marks are considered provisional until they have been reviewed and confirmed by the Board of Examiners. This feedback will typically be returned within four weeks following your submission.

The feedback you receive will be:

- **timely** - allowing you to learn from your work
- related to the **learning outcomes** for that piece of work
- **constructive** and **honest** – allowing you to take the comments on board, learn from your mistakes and understand why you did well.

For the feedback to be effective, it is important that you work with the feedback given and identify how you can improve your work in the future. Should you need further information about your work, get in touch with whoever marked the coursework.

Feedback may be made available online or can be collected from the Student Office. You will be contacted when feedback is ready. For some kinds of assignment, other arrangements will be made and the Programme Director will explain those to you.

23.8 Release of Results and Final Assessment

Students will be given, as a matter of course, the marks they obtain in each individual module of study. These marks will be made available by your Student Office according to the procedures of the Faculty. In certain cases, such marks at the time of release may be provisional only and subject to change by a subsequent Board of Examiners.

You should note that the official transcript of your marks would normally show the latest mark obtained in each subject with a note, where appropriate, that it was obtained at repeat or referral attempt.

Final assessment: At the end of your programme, your overall performance will be assessed. The basis of this assessment is specified in your programme regulations (<https://www.southampton.ac.uk/calendar/sectionvi/fss.page>). If you satisfy the academic standards necessary, the examination board will recommend you for award.

24 Assuring Quality of Programme

24.1 The Programme Improvement Board

The programme management is under the auspices of a Programme Improvement Board of Studies which reports to the Southampton Education Schools Academic Standards and Qualification Committee (ASQC).

The Board is responsible for:

1. The development and maintenance of the PGCE (FE L&S) curriculum
2. Conducting periodic evaluations of the programme
3. Proposing staff development activities to assure common standards across similar HEI provision
4. Reviewing applications for Partner College and Partner Plus status and recommending action
5. Establishing sub-committees as needed for the efficient management of business

Membership will include: The University of Southampton Programme Director, Programme Tutors responsible for the PGCE FE L&S at Partner locations, one other Programme Link Tutor

from each Partner (if appropriate), one representative of the programme participants, and other members as appropriate to the effective conduct of business.

The Board will propose the appointment of External Examiners for consideration by the University. The Board will require the External Examiner to review the assessed work of the examinees, to review assessment procedures and standards, and to attend examiners' meetings and prepare a report for the School of Education Board.

The Board will meet at least three times each year (including the final Board). The Board of Examiners will meet annually in June, at the end of the academic year.

The Board may wish to set up sub-committees to undertake specific business. These sub-committees will be given terms of reference and report to the Board. Sub-committees will not have the authority to establish or change policy. They may recommend action to the Board. Each committee will have the following general responsibilities:

- meet as required by the Board
- carry out the remit set out by the Board
- prepare minutes of meetings for presentation at the Programme Improvement Board meeting immediately following each sub-committee meeting

24.2 SSLC (Student Staff Liaison Committee)

As also mentioned in part 1 of this handbook, the SSLC is made up of trainees who volunteer for the role, and who are then elected by their peers.

The role of the SSLC is to gather the views and comments of all trainees who attend a particular programme and to feedback those views and comments at SSLC meetings. SSLC members are responsible for setting the agenda of each meeting together with the Programme Director. Minutes will be taken.

The SSLC meetings are attended by the Programme Director and other appropriate staff from the University. The University staff will listen to what is being raised by Trainees, may comment upon issues as a response and may make changes to the course as a result. All changes/comments made will be clearly explained to SSLC members.

SSLC members are then asked to feedback comments/changes made etc. to the other trainees on their represented programme.

SSLC meetings occur at least **three or four times every year** and are held at the University, usually just after normal teaching has finished for the day, or during lunch-time.

24.3 Trainee Evaluations

During the year there will be a variety of opportunities to feedback on the quality of the programme and whether your entitlement is being met. These evaluations are important to us and are used to inform our future planning.

24.4 Passing the course

The Regulations governing the award of the Postgraduate Certificate in Education are shown in the University Calendar <https://www.southampton.ac.uk/calendar/sectionvi/fss.page>

24.5 The End of the Programme

The Board of Examiners meets at the end of the course. A copy of the Pass List, giving provisional results subject to the approval of Senate, is agreed. Results are then communicated to Trainees. Please note that results cannot normally be communicated electronically.

Please note that no University award can be made to any student who is in debt to the University. This applies even if the amount is small. Trainees who have not discharged all debts cannot be included in the Pass List.

Information contained in this document regarding Cause for Concern, Termination, Grading and Extensions to assignments may be subject to changes. Any such changes will be made known to trainees and Mentors via email communication and updated documents on Blackboard.

25 Appendices

- Appendix 1: Southampton Education School Special considerations and Extension
- Appendix 2: Assessment Criteria and Grade Descriptors (M Level) only
- Appendix 3: Ethics
- Appendix 4: Professionalism
- Appendix 5: Cause for Concern Form (updated July 2016)
- Appendix 6: Progress Alert Form (updated July 2016)

25.1 Appendix 1 – Southampton Education School Special considerations and Extension Form

www.southampton.ac.uk/quality/assessment/special_considerations.page

25.2 Appendix 2- Assessment Criteria and Grade Descriptors (M Level) only

Masters level assignment assessment: Typical Performance Indicators

The tables below indicate the standards of work expected at Masters level. You should view these as indicative of ‘typical performance’ and illustrative of the quality of work at each level. The emphasis placed on the individual items will depend on the assessment concerned. Some items inevitably impact on others. For example, if you do not engage with any literature sources it makes it impossible to demonstrate an appreciation of the issues and make related critical points. Your tutors will use this table to support summative and formative feedback. There will inevitably be some professional judgement involved in deciding on a particular mark.

Word Count:

There is no longer a +/- 10% leeway on wordage. Each of the assignments stipulates a maximum word limit, which is strictly adhered to for the purposes of marking. *If trainees exceed the maximum word limit they will suffer a penalty as stipulated in the University marking policy.* So, for example, if the assignment word allowance is 4000 words then a tutor will stop marking at 4,000 words. There is no penalty for under wordage – the concept being that a very short assignment is likely to be of an unacceptable standard anyway. The official Faculty Policy on work submitted that is over length is as follows

*“In response to student demand for greater clarity, a consistent approach towards over length work has been adopted across the Faculty. Where relevant and appropriate, assignment length will be stipulated as either a word limit (i.e. 2000 words) or as an acceptable word range (ie 1800 to 2200 words). Your work will be over length if you go even one word over the stipulated length or upper limit. There are no complicated penalties to apply. Instead, over length work will be addressed through marking **only that portion of work that falls within the word limit.** Your mark will be based on this portion of your work with the result that the mark will usually be lowered.*

Your individual module co-ordinators will provide further details via their Blackboard sites. This approach to over length work does not apply if a piece of work has no word limit, however, you should attend to any length guidance given by your module co-ordinators.”

Assessment Items:

Analysis of Literature and Research:

39% and less:

You have provided very limited evidence of reading any relevant sources and/or materials.

40-49%:

Your work indicates some evidence of reading and understanding relevant sources.

50-59% - PASS:

It is evident that you have a sound understanding of relevant literature sources and you have consulted a range of source material.

60-69% - Merit:

You have demonstrated a high level of understanding of major relevant sources. You have summarised and used these in a relevant manner.

70% and over - Distinction

You have produced evidence of a critical application of a wide range of relevant sources. You have shown that you fully appreciate and understand these materials.

Synthesis and Utilisation of Evidence**39% and less:**

You have provided insufficient evidence that you understand the basic issues. Your work is primarily descriptive; explanation is facile and includes too much unsubstantiated opinion.

40-49%:

Your work is mainly descriptive. Many points are not adequately substantiated. You have demonstrated a limited understanding of the basic issues.

50-59% - PASS:

It is evident that you have a sound understanding of the main issues. You provide an acceptable commentary by synthesising evidence and materials from different sources.

60-69% - Merit:

It is apparent that you have a high level of appreciation of main issues. You demonstrate an ability to make appropriate critical points. You provide a comprehensive commentary by synthesising evidence and materials from several sources.

70% and over - Distinction

You have provided some original perspectives on the issues. You set sources and alternative views in context. You have systematically evaluated the relative merits of materials and research evidence in relation to your own work.

Consideration of Research Methodology**39% and less:**

Your work does not provide sufficient evidence of any consideration of research methodology or methods.

40-49%:

You have described some aspects of methods used/adopted but you have not made it clear if these are adequate or appropriate.

50-59% - PASS:

You have identified appropriate research questions. You have described methods of data collection, either in your own research or that found in your source literature. You have demonstrated that they are appropriate to the issues under investigation. You have noted the scope and limitations of the approach/approaches adopted.

60-69% - Merit:

It is evident that you have methodological awareness. You have devised relevant research questions and described appropriate methods. You have explained the scope and limitations of the approach/approaches adopted.

70% and over - Distinction

You have devised perceptive research questions and demonstrated methodological understanding describing and explaining appropriate methods. You situate your methodological approach in context and relate this to your work.

Integration of Theory and Practice**39% and less:**

There is no convincing evidence that you understand the relationship(s) between practice and theoretical models and/or approaches.

40-49%:

You have described some aspects of the relationship between theory and practice. You have described theoretical models and/or approaches.

50-59% - PASS:

You have made some critical points relating to theory and practice. You have demonstrated competent use and understanding of theoretical models and/or approaches. You have noted aspects of the relationship between practice and theory. Your conclusions are well developed; based on relevant argument and evidence. Generally you reach sound conclusions based on appropriate argument and evidence.

60-69% - Merit:

You have provided a good critical commentary linking theory and practice. You have made good use of relevant theoretical models and/or approaches, identifying concepts and assessing issues. You have described the relationship between practice and theory. Your conclusions are well developed; based on relevant argument and evidence.

70% and over - Distinction

Your work identifies and locates important concepts. You detail the nature of the theory/model and/or approaches concerned. You have explained the complexity of such relationships noting critical points from the literature. You provide a comprehensive, critical assessment of the issues explaining how this relates to your own work. Your conclusions are well developed; based on relevant argument and evidence.

Structure

39% and less:

You have not demonstrated a clear structure in most aspects of your work. You have not provided convincing evidence of an ability to handle argument in a coherent manner.

40-49%:

Your work tends to be sectioned with limited coherence. The case you present is unclear and poorly defined. Your argument is not sufficiently coherent or has inconsistencies.

50-59% - PASS:

You provide a clear thesis statement which generally guides your work. You generally make use of accurate constructions. Your work is structured with clarity and cohesion. You provide evidence which indicates an ability to handle argument coherently. You relate your conclusions to the case presented.

60-69% - Merit:

You provide a clear, relevant thesis statement which clearly identifies the direction/focus of your work. Your argument is accurately constructed. You provide a well-structured clear line of reasoning. Your work is sustained and coherently argued. You clearly relate your discussion and conclusions to the focus of your work.

70% and over - Distinction

You provide a clear, relevant and well developed thesis statement that identifies the direction/focus of your work and clearly informs your selections and choices. The case you present makes consistent use of accurate constructions. You explain and provide a very well structured clear and cohesive case. You sustain the structure of your work in a coherently argued manner.

Presentation

39% and less:

The errors of syntax and/or vocabulary in your work interfere significantly with meaning. You have not followed academic conventions in the presentation of references and citations. Your work may not reflect the required length.

40-49%:

You have made some attempt to adhere to grammatical and/or academic conventions. You have made numerous errors and these form a barrier to comprehension. Your work may not reflect the required length.

50-59% - PASS:

Your work is competently presented. Generally it follows grammatical and/or academic conventions. Although there are some errors, these do not impede comprehension. Your work reflects the required length. With a few exceptions references and citations are consistently and accurately presented.

60-69% - Merit:

Your work is presented to a high standard. With a few exceptions your work follows grammatical and/or academic conventions. It is of an appropriate length. References and citations are consistently and accurately presented.

70% and over - Distinction

You have presented your work to a very high standard. It consistently follows grammatical and/or academic conventions.

It is of an appropriate length. References and citations are consistently and accurately presented

25.3 Appendix 3- Ethics

Ethics Introduction

When writing any academic assignment, it is vital that ethical issues are considered at all times. Assignments must NEVER name pupils/students, staff members or the workplace. Instead, trainees should refer thus:

- Students: can be referred to as Student A; Student B etc. Alternatively, a pseudonym can be given. If this is the method chosen, then it must be made very clear, at the start of the work, that the names used do not represent the true identity of the student.
- Staff members: can be referred to as Head of English; SENCO; Class teacher etc. Alternatively, a pseudonym can be given. If this is the method chosen, then it must be made very clear, at the start of the work, that the names used do not represent the true identity of the staff member.
- Colleges/Schools/workplaces: can be referred to as College A; workplace B etc. Alternatively, a pseudonym can be given. If this is the method chosen, then it must be made very clear, at the start of the work, that the names used do not represent the true identity of the college etc.

Assignments should not be critical of institutions where the study has taken place. They should be analytical and evaluative in nature.

ITE Ethics approval must be sought, and given, for all assignments/projects. If a tutor deems an assignment to be 'over and above' 'normal' teaching activities, then full ERGO ethics approval must be sought from the University (see <https://www.ergo.soton.ac.uk/>). Under these circumstances, the tutor who does not approve the ITE ethics approval system must also inform the appropriate Programme Director, as well as the Trainee concerned.

Ethics and Research Purpose

The purpose of this document is to establish a proper approach to Ethics and Research Governance for students studying within SEdS.

Context

The majority of students are either studying to become qualified teachers or are already qualified teachers. These students will frequently have extended periods of placement in Colleges as part of their training or will already be employed in a teaching, training or supporting role.

As part of their programmes students will be expected to undertake reflective and critical evaluations of various aspects of normal practice in the workplace i.e. schools or other educational environments. They are expected to write up these activities in the form of assignments or projects and relate this experience to the available research literature.

Ethical and Research Governance matters

It is important for SEdS students to take a proper approach to ethical matters and where appropriate obtain approval through the normal processes i.e. ERGO. In many cases, the requirement to process all such 'typical classroom' activities and good professional practice is **not** necessary. At the same time it is important to ensure appropriate checks are in place.

Students will be required to:

- Follow the workplace policy and procedure at all times e.g. Health and safety risk assessment;
- Seek written confirmation from the Principal/Head Teacher, Mentor or equivalent that the 'typical teaching' activities are appropriate;
- Seek written confirmation that the 'typical teaching' activities are appropriate from a member of SEdS (typically their tutor);
- Use ERGO if there is any doubt or where the activity is completely removed from normal practice.

Handbooks will reference:

- What students must do in respect of ethical considerations when they write up these activities (e.g. ensuring anonymity of the pupils or students and the workplace);
- What students must do in relation to any activity which does not represent 'typical teaching' i.e. when ERGO should be used.

On the PGCE FE you will be given specific paperwork as part of the research proposal for the action research module, which will guide you through the ethical requirements.

25.4 Appendix 4- Professionalism

Professionalism

A high standard of professionalism is expected of trainees at all times, whether in University or in placements. This includes punctuality and attendance; conduct; standard of work and effort during sessions and session-related directed activities; behaviour and attitudes during sessions; and the submission of work on time for inspection, monitoring and assessment.

Throughout the course, your personal and professional conduct form a continuous theme. During teaching practice, your professional conduct and relationships with staff, other trainees and learners are extremely important and will be monitored carefully, especially by your mentor and tutors. Confidentiality is of the essence. You are reminded that discussion of professional matters, and in particular comments about learners and colleagues, can have serious consequences, and you are advised to avoid broadcasting your views or experiences via channels such as Twitter or Facebook.

Please also note that as part of our professional contract with you, we would not normally have contact with family members of trainees/students on the programme, regardless of the emotional or financial support they may offer.

Any breach of professionalism, that is perceived to form 'unprofessional behaviour' can have serious and far-reaching consequences. Trainees can be terminated from the programme due to unprofessional behaviour. In such cases, we will follow the University [Fitness to Practise policy](#)

Attendance

Attendance and participation are taken very seriously, and unauthorised absence from any element of the programme is regarded seriously. These aspects are monitored and recorded centrally. If we have concerns about any trainee's attendance, we initiate a cause for concern process. You are expected to attend all taught sessions and should not make other appointments during session times. If you are unable to attend please advise your **Programme Tutor** and arrange to collect any missed papers

Hours of Study

The PGCE course is very intensive. As an integral part of the programme, most taught sessions include directed reading and directed activities outside the session, which prepare for, reinforce or extend teaching sessions. We have built some study time into the course, but this can vary, and you will also need to work in the evenings and at weekends.

You should base any personal or domestic arrangements on the expectation that classes will last between 9 and 1 and/or 2 and 5pm on the days indicated on the course outline Scheme of Work (SOW). Even if you find that you are not always required to attend for the full period you should ensure that you are available. If you should miss a session for any unavoidable reason, such as illness, it is your responsibility to compensate for your absence by, for example, obtaining copies of any notes and hand-outs, and to carry out all reading and directed activities. We strongly recommend that you make a reciprocal arrangement with another trainee to collect materials for you and share notes if you are unavoidably absent.

Communication

You are expected to check your University email account regularly, as last minute announcements etc., are made by email (for example when the University is suddenly closed due to snow, or a tutor is off sick). We do not accept pleas about 'not knowing' about changes as an excuse for non-attendance, or non-production of work, if such changes have been emailed to students at least the day before.

Blackboard is used to make associated materials, including timetable updates, available electronically. You are expected to check Blackboard routinely each week as well as looking for materials in specific subject areas. Although much related material is usually posted on

Blackboard, tutors do not usually provide detailed 'lecture notes' of session content, and it is your responsibility to take notes during and after sessions.

What to do in cases of absence

Illness

In the case of unavoidable absence from University as a result of illness/other unavoidable event:

- Inform the University ITE Office by email Pgcefe@soton.ac.uk if a tutor visit is planned then speak directly to that tutor to avoid unnecessary travel.
- If at University, inform the ITE office.
- If absent for 5 days or less, you must email the ITE Office and your tutor. If your absence is over 5 days a Doctor's certificate is required as outlined in Part 1 of this handbook.

All trainees are encouraged to discuss any issue that may affect their attendance on the course with an appropriate tutor.

Other absences

Should you feel that you need to be absent from the programme for any reason other than illness, please contact your appropriate tutor directly and immediately.

- In all cases of absence you must always notify your **Subject Specialist Mentor**. If your absence is on a day where you are required to teach, the usual protocol is to provide electronically the resources you plan to use, so that a cover tutor is able to deliver the lesson on your behalf. Please refer to individual college policy in this regard.

Absence from any aspect of the taught programme or from your practical teaching may impact significantly on your ability to pass the programme. Hence all absences are reviewed weekly and as required may instigate a 'Cause for Concern'.

Please refer to Blackboard for further information and proformas.

25.5 CAUSE FOR CONCERN (2019/20)

Trainee Teacher Name:

Instigated by
(State name and role):

Date of issue:

Date for review:

Name of College:		Name of appropriate Mentor(s) in college:		Name of University Tutor(s):	
Preliminary Discussion					
Date of meeting:		Names of all those present at the meeting:			
PS 1 2 3 4 5 6 7 8 and up to 20 Professional Issues		Please indicate below the full nature of the concern, giving detailed information: (State which of the Professional Standards the concern relates to)			
Specific Targets (these must be addressed within 15 days of raising a CfC):			Monitoring of agreed action (to be completed at the Review meeting)		
			Have the targets been met? Please give explanation and reasons:		List where evidence against the set targets may be found:
			Date of review meeting:		
Signed: (Person raising the CfC)			Name of person(s) reviewing the CfC:		
Date:			Date:		

I understand the nature of the concern and that if I do not respond to any targets set I may fail to meet the standards for QTS / Professional Standards FE Signed: Trainee Teacher		Have targets been met? Yes / No	
Date:		Signed: (Person reviewing the CfC)	
		Date:	
If targets have not been met, please issue a reviewed CfC form with revised targets.			
Copies To: Trainee Teacher Tutors - University College /School Mentors Professional mentor			
Programme Director PTT Office Director of ITE			
Reviewed Cause for Concern			
Date of meeting:		Names of all those present at the meeting:	
Revised Targets (these must be addressed within 15 days of raising a CfC):		Monitoring of agreed action (to be completed at the Final Review meeting)	
		Have the targets been met? Please give explanation and reasons:	List where evidence against the set targets may be found:
		Date of Final review meeting:	
Signed: (Person raising the CfC)		Name of person(s) reviewing the CfC:	
Date:		Date:	
I understand the nature of the concern and that if I do not respond to any targets set I may fail to meet the standards for QTS/Professional Standards for FE Signed: Trainee Teacher		Have targets been met? Yes / No	
Date:		Signed: (Person reviewing the CfC)	
		Date:	
If targets have not been met please state the course of action:			
a. Mediation			

- b. Enforced suspension from the programme, for a period of time negotiated between the Trainee Teacher and the Programme Director.
- c. Referral for further investigation under the University Fitness to Practice Policy

Notes:

Copies To:	Trainee Teacher	Tutors - University	College -School Mentors	Professional mentor
	Programme Director	PTT Office	Director of ITE	

CfC NOTES:

Please ensure that notes are taken at the meeting when a CfC is issued. Please attach notes of this meeting to this form.

Additional Monitoring for CT: Timeline of meetings/ actions/ events must be kept from initial meeting onwards.

25.6 Appendix 6 – Progress Alert 2019-20

Progress Alert

Trainee teacher:

School or College:

Mentor(s):

University Tutor(s):

Date of issue:

Instigated by:

What are the issues which are holding up the progress of the trainee teacher?

What specific targets/actions should the trainee teacher meet/take to address the problem?

When should these be addressed by (date of review)?

I understand the nature of the problem and that if I do not respond to the targets set a Cause for Concern may be issued.

Signed (trainee teacher):

Date:

Signed (person raising alert):

Date:

Copies To: Trainee teacher, School / college mentor(s), University tutor (s), Programme Director, PTT Office

Review of Progress Alert

Date:

People involved:

Have the targets been met/actions completed?

Yes No

Please give explanation and reasons:

Any other comments?

If targets have not been met, or actions not completed a CfC should be issued.

Signed (trainee teacher):

Date:

Signed (person raising alert):

Date:

Copies To: Trainee teacher, School / college mentor(s), University tutor (s), Programme Director, PTT Office, Director of ITE