# Table of Contents

PGCAP Programme Overview ................................................................. 4
Introduction .............................................................................................. 4
Overview .................................................................................................... 5
Fellowship recognition by the HEA .......................................................... 6
Programme management & administration .............................................. 6
PGCAP Core team contact details ........................................................... 7
PGCAP and the UK Professional Standards Framework (UKPSF) ............. 8
Programme aims ....................................................................................... 8
Programme learning outcomes ................................................................. 9
Teaching and learning methods and activities .......................................... 10
Model of learning and teaching: Constructive alignment ....................... 11
Dates and location ................................................................................... 12
Learning hours ......................................................................................... 12
Support for learning ................................................................................ 12
Self-directed learning .............................................................................. 13
Work-based learning ............................................................................... 13
Mentors ..................................................................................................... 14
Assessment ............................................................................................... 15
  16.1 Overview of assessments ................................................................. 15
  16.2 Academic Integrity ......................................................................... 16
  16.3 Submission Details and Format ....................................................... 16
  16.4 Marking ............................................................................................ 17
  16.5 Feedback on assignment plans and drafts ....................................... 17
  16.6 Extensions ....................................................................................... 18
  16.7 Resubmissions ................................................................................ 18
  16.8 Late submission and exceeded word limit ....................................... 18
  16.9 Special considerations .................................................................... 18
Annual prize ............................................................................................. 18
Core textbooks ......................................................................................... 19
Giving feedback on PGCAP ................................................................. 19
Methods for evaluating the quality of teaching and learning .................. 19
Academic regulations, appeals and complaints ....................................... 20
Recognition of Prior Learning (RPL) ................................................................. 20
Module 1: Introduction to Learning Design: The Practice of Teaching ............... 21
Module aims and learning outcomes .................................................................. 21
Core sessions ..................................................................................................... 22
Peer observation ................................................................................................ 23
Assessment .......................................................................................................... 24
  4.1 Overview....................................................................................................... 24
  4.2 Assessment deadlines ................................................................................... 24
  4.3 Assignment 1: Peer observation and reflection (2000 words) .................... 25
  4.4 Assignment 2: Technology-enhanced learning blog and feedback contributions (1000 words) .................................................................................. 29
  4.5 Assignment 3: Annotated bibliography for Teaching Diverse Students in Higher Education · (1000 words) ................................................................. 33
  4.6 Assignment 4: Mapping of activities against the UK Professional Standards Framework ........................................................................................................ 36
Appendix A: Learning Outcomes Mapping .......................................................... 37
Appendix B: PGCAP Recommended Reading .................................................... 38
Appendix C: Mapping against the UKPSF (Descriptor 2): PGCAP Learning Outcomes and Professional Values .............................................................. 39
Appendix D: Mapping of PGCAP Assignments against the UKPSF (D2) .......... 42
Appendix E: PGCAP Module 1 Assignment 1 Submission Checklist ................. 43
Appendix F: Peer Observation of Teaching (POT) Template ............................. 48
Appendix G: Session Plan & Reflection Template ............................................... 58
PGCAP Programme Overview

Introduction

The Postgraduate Certificate in Academic Practice (PGCAP) is a part-time, work-based programme accredited by the Higher Education Academy (HEA). It is designed to enable academic staff with teaching responsibilities to reach a nationally recognised standard of competence in higher education teaching and learning support.

The programme is run and delivered by staff from Centre from Higher Education Practice (CHEP) in collaboration with Associate Members from across the University.

You are eligible to join the Higher Education Academy Register as a Fellow (D2) after successful completion of the first two modules of PGCAP. Successful completion of three modules is required to achieve the University of Southampton Postgraduate Certificate in Academic Practice (PGCAP).

PGCAP is designed to be integrated with the probationary arrangements for new lecturers and with the development of subject-specific learning and teaching practices, whilst meeting nationally recognised generic competencies. (Please note that it is your responsibility to be aware of your individual probationary (or other) requirements in relation to the completion of PGCAP).

PGCAP is available to any member of UoS staff who teaches UoS students, subject to being supported by their Academic Unit or equivalent and having sufficient teaching and student support activities to be able to complete the programme assignments. Those with a limited educator role, such as PGRs primarily involved in session delivery or marking, should consider following the Introduction to Learning and Teaching for Researchers (ILTeR). This leads to the achievement of the same learning outcomes as PGCAP Module 1, but with the sessions adapted to be more relevant to their teaching context.

Please note that PGCAP (previously PCAP) was revalidated in January 2014. The programme was changed significantly following recommendations from an earlier programme validation panel and wide consultation across the university.
Overview

PGCAP comprises three M-level modules of 10 ECTS (20 CATS) each.

- **Module 1** – ‘Introduction to learning design: the practice of teaching’ – provides a foundation to support you in developing your teaching role

- **Module 2** – ‘Developing learning design: supporting learning’ – supports your development into your wider educator roles and extends the design approaches to groups of sessions or modules

Successful completion of modules 1 and 2 leads to the choice of a third module to complete the programme (PGCAP), offering an educational development or research design and management focus:

- **Module 3LT Enhancing Academic Practice: Learning and Teaching** – builds on modules 1 and 2 and supports you taking a greater role in learning and teaching (educational) development/innovation and design

- **Module 3RDM Enhancing Academic Practice: Research Design, Management & Supervision** – can be taken independently, in parallel or progressively with M1 and M2, and provides the foundation for the research aspects of your academic role.

Following their beginning of PGCAP module 1, participants will normally have 2 years for completion of the programme.
Fellowship recognition by the HEA

As well as leading to a PGCert (level 7), the PGCAP programme enables you to achieve fellowship recognition from the HEA and to meet the current institutional probation requirement for Fellow (D2) of the HEA (see Teaching Qualifications Policy).

*M3 RDM may be completed in parallel with M1 & M2

Figure 1: PGCAP programme structure
(Please see the programme specification for further information)

The programme specification for PGCAP is available to download from www.southampton.ac.uk/PCAP. See Figure 1 for the PGCAP programme structure.

Programme management & administration

PGCAP is run by and delivered through the Centre for Higher Education Practice (CHEP) in collaboration with Associate Members from across the University. (See section 3.12 for more information about the support available from tutors).

The PGCAP programme is validated through the Faculty of Social, Human and Mathematical Sciences. An advisory board (including staff from across the university) contributes to the design and delivery of the programme.
Although, technically, staff on the programme are students, we refer to PGCAP students as ‘participants’ which we feel is more in keeping with the ethos and collegial spirit of the programme. Mentors will usually be referred to as ‘PGCAP Mentors’, and staff who teach the programme will normally be referred to as ‘PGCAP Tutors’ or ‘Tutors’.

**PGCAP Core team contact details**

If you have any queries or need to communicate with any member of the Core Programme Team, or if you need advice, our contact details are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul Riddy</td>
<td>Accredited Programmes Co-ordinator</td>
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<td>02380 599638</td>
<td><a href="mailto:caroline.stevens@soton.ac.uk">caroline.stevens@soton.ac.uk</a></td>
</tr>
<tr>
<td>Karen Hockley</td>
<td>Accredited Programmes Administrator</td>
<td>02380 594411</td>
<td><a href="mailto:k.a.hockley@soton.ac.uk">k.a.hockley@soton.ac.uk</a></td>
</tr>
</tbody>
</table>
For up to date information on PGCAP you should check the relevant Blackboard sites regularly [www.blackboard.soton.ac.uk](http://www.blackboard.soton.ac.uk) In addition there is general information available on the website [www.southampton.ac.uk/PGCAP](http://www.southampton.ac.uk/PGCAP)

**PGCAP and the UK Professional Standards Framework (UKPSF)**

“The UKPSF provides a general description of the main dimensions of the roles of teaching and learning within the HE environment. It is written from the perspective of the practitioner and outlines a national framework for comprehensively recognising and benchmarking learning and teaching support roles within higher education.”


The Higher Education Academy (HEA) has accredited modules 1 and 2 of PGCAP against the UK Professional Standards Framework (UKPSF), completion leading to recognition as an HEA Associate Fellow and Fellow respectively (Descriptor 1 & 2, D1 & D2). These modules provide carefully structured learning appropriate for those new to teaching in UK HE. Through their practice, reflection and the advice of a discipline based mentor, participants assimilate new knowledge and refine their model and practice of teaching and supporting learning.

The content and assessments of modules 1 and 2 support the development of fundamental educator knowledge, skills and practice, with module 1 focussing more on classroom-based activities and support, appropriate to D1. In module 2 the application of ideas initially explored in module 1 is deepened, extended and assessed in different contexts, in parallel with the introduction of new topics, allowing demonstration of all the UKPSF Dimensions appropriately for D2. (Module 3LT is not accredited against UKPSF D3 (Senior Fellow), but is designed to allow participants to identify activities to support their future career development).

The modules are taught pathways which operate within the wider University of Southampton (UoS) Continuing Professional Development (CPD) framework for education, the Professional Recognition of Educator Practice Framework (PREP Framework), which is also accredited by the HEA. The PREP provides a structure and processes by which you can gain recognition for further development in your educational practice and includes Descriptors 3 & 4 of the UKPSF. More details on the PREP Framework and the relationship with other institutional offerings are available from the PREP Framework web pages: [http://www.southampton.ac.uk/PREP](http://www.southampton.ac.uk/PREP)

A copy of the UKPSF document is provided in your file. The UKPSF will be referred to during the sessions and it is intended that you will use the UKPSF as a reference point for your professional development in learning and teaching throughout your career. There is also further information on the HEA website at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf)

**Programme aims**
The aims of the PGCAP programme are:

- To develop competent and confident reflective practitioners capable of developing and evaluating their own teaching and learning support practices in the context of theory, research and evidence in order to facilitate high-quality student learning.
- To facilitate the development of discipline-specific teaching and learning approaches within the context of practice while also meeting nationally-recognised generic standards of competence.
- To support the development of research supervision and management skills.

Programme learning outcomes

Knowledge and Understanding

On successfully completing the PGCAP programme you should be able to:
1. Apply knowledge of educational theory and evidence to reflect upon various teaching and learning situations within your subject area.
2. Reflect on your own personal and professional practice and development, assess your future development needs and make a plan for your continuing professional development.
3. Apply skills for research design, management and supervision.
4. Design a teaching programme or scheme of learning support activity to meet given requirements.
5. Use an appropriate range of teaching and learning methods and resources effectively in a variety of educational settings.
6. Use an appropriate range of assessment techniques strategically to support student learning and to record achievement.
7. Evaluate your own work with a range of self, peer and student monitoring and evaluation techniques.
8. Contribute to the development of effective learning environments and learner support systems.

Transferable and Generic Skills

As participants are staff who will have already demonstrated a wide range of skills, the list below is included for completeness.

Having successfully completed this programme, you should be able to:
9. Compose and communicate ideas effectively, both orally and in writing.
10. Organise and integrate your learning with existing commitments, and produce work to deadlines.
11. Apply self-directed learning which is essential for learning with limited contact time.
12. Apply education design and delivery skills in different contexts.
13. Apply your reflective skills beyond your discipline context.
14. Enhance your teaching activities through the integration of your research findings and process.
15. Display initiative and personal responsibility.

Professional Values
You should also have developed the following professional values underpinning the above learning outcomes:

1. A commitment to scholarship in teaching, both generally and within the discipline.
2. A respect for individual learners and for their development and empowerment.
3. A commitment to work with and learn from colleagues.
4. The practising of equal opportunities.
5. A commitment to continued reflection and evaluation, and consequent improvement of your own practice.

The learning outcomes and professional values map directly onto those of the UKPSF and can be seen in Appendix C.

Teaching and learning methods and activities

The programme uses a range of teaching and learning activities to support the achievement of the module learning outcomes. These include:

- Workshop style taught sessions which combine short interactive presentations with directed activities conducted in small groups.
- Peer observation/development – You must be observed by an experienced colleague and a peer at some point during module 1.
- Surgeries with a PGCAP tutor, which offer opportunities to discuss aspects of the course and the assignments with the tutor and peers in a smaller group setting.
- Meetings (email, phone or face-to-face) with mentors to discuss topics covered in sessions and gain feedback about ideas and tasks.
- Peer review through activities conducted in the workshops or through use of Blackboard discussion facilities.

Some workshops are core, others are optional. Compulsory core workshop sessions cover the more generic aspects of theory and practice in order to:

a) provide a conceptual and practical framework for the key themes of the programme;
b) provide opportunities to explore issues in depth, drawing particularly on your experiences;
c) facilitate critical reflection through the sharing and analysis of ideas, problems and solutions;
d) develop a group ethos of mutual peer support; and
e) provide guidance on the requirements and expectations of the programme.

There are opportunities to attend additional learning events offered by CHEP and other departments/centres across the university for themed or discipline-based topics to be covered. You have the opportunity to attend sessions or activities outside of the PGCAP programme and incorporate what you have learnt through these activities into your PGCAP assessed work if appropriate. Examples of such additional learning events include:

- CPD sessions in the standard CHEP portfolio;
- specialist events such as conferences organised by CHEP or others at the university;
- discipline-based sessions/events (internal and external);
- cross-university sessions/events;
- external education related events organised by the Higher Education Academy, professional bodies or others;
- peer observation of teaching (observing a colleague).

It is highly recommended that all PGCAP participants attend surgeries. These provide an opportunity for you to clarify any queries and get feedback on your assignments.

**Model of learning and teaching: Constructive alignment**

PGCAP presents an aligned model of learning and teaching (Biggs and Tang’s constructive alignment, 2011), schematically indicated in the diagram below. This will be discussed in detail during PGCAP and is the basis for discussion of the design of sessions, modules, programmes and their assessment.
Dates and location

For module 1, you can opt to attend a standard version delivered in half-day sessions on Wednesday afternoons either in semester 1 or in semester 2, or a three day intensive version in one week around Easter. Module 2 runs over six sessions. Module 3 consists of various sessions which you can choose depending on your particular skills and needs.

You will receive a list of your key dates in the first session.

The teaching venue will normally be on the Highfield campus. 
http://www.southampton.ac.uk/visitus/campuses/

Learning hours

The credit rating for the programme is 60 M-level credits (20 CATS/10 ECTS for each module). This represents 600 notional learning hours. An analysis of the distribution of learning hours is presented in the table below.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Module 1</th>
<th>Module 2</th>
<th>Choice of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Module 3LT</td>
</tr>
<tr>
<td>Core workshops +preparation</td>
<td>24</td>
<td>18</td>
<td>12</td>
</tr>
<tr>
<td>Tutorials</td>
<td>4</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Mentor Meetings</td>
<td>2</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Peer Development Activities</td>
<td>10</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>Assessed Tasks</td>
<td>30</td>
<td>30</td>
<td>73</td>
</tr>
<tr>
<td>Practice-related learning</td>
<td>60</td>
<td>65</td>
<td>30</td>
</tr>
<tr>
<td>(e.g. teaching contact time with students &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>preparation time, research related)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Independent learning (related reading and</td>
<td>70</td>
<td>70</td>
<td>45</td>
</tr>
<tr>
<td>study)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200 hours</td>
<td>200 hours</td>
<td>200 hours</td>
</tr>
</tbody>
</table>

Support for learning

As well as the support from your academic units (AUs), the Centre for Higher Education Practice (CHEP) and central University facilities provide support to you in the following ways.

PGCAP tutors are available to discuss issues relating to learning throughout the PGCAP sessions and for the duration of the programme. If deemed appropriate, PGCAP tutors will meet with participants individually to provide additional support.
The **PGCAP programme administrator** is available to answer any queries relating to the administration of PGCAP.

You will have a **PGCAP mentor** who will support you as a ‘critical friend’ and a ‘disciplinary colleague’. See section 15 below for more details.

There is further information about PGCAP on the [PGCAP website](http://www.southampton.ac.uk/PGCAP) and additional learning and support materials will be made available on the programme’s web-based course management system, **Blackboard**. To login to Blackboard please go to [www.southampton.ac.uk/blackboard](http://www.southampton.ac.uk/blackboard) and login using your University Staff ID and username. You should see the PGCAP modules that you are enrolled on in your course list. Blackboard is used within PGCAP for maintaining course information and learning resources, for general communications, to discuss issues and provide information and advice, for course handouts and additional resources, for assessment information and submission, and contact details.

Support for using the **University Library** can be found through library facilities, including library support via the librarian responsible for Education, explanatory materials and online tutorials ([www.southampton.ac.uk/library](http://www.southampton.ac.uk/library)).

General computing facilities and support from iSolutions can be accessed via ServiceLine and online tutorials ([www.southampton.ac.uk/isolutions](http://www.southampton.ac.uk/isolutions)).

**Participants with specific individual requirements** are supported in every way possible, and are asked to communicate any issues with the Programme Leader.

We are committed to developing an inclusive learning environment and encourage you to be active in negotiating your learning needs. If you feel that our current arrangements will not meet all your learning needs, we encourage you to contact us to discuss further.

**Self-directed learning**

You will need to undertake some self-directed learning in addition to the learning in workshops, tutorials etc. The majority of the self-directed learning required takes the form of reading around the topic including sourcing and reading educational literature.

**Work-based learning**

Having attended the core sessions for PGCAP, all teaching activities and duties will form part of the learning for this course because they will be opportunities in which you can apply the learning from the course into your activities, try out different things and reflect upon them.
Mentors

Following probation procedures, when applying for a place on PGCAP, your Head of AU will appoint a Senior Colleague who will assist you in finding a PGCAP mentor to support you during your studies. Your mentor is usually based in the same academic unit as you but will not normally be your line manager. The mentor should have more teaching experience than you (we suggest at least two years), will normally be a Fellow (D2) of the HEA, will ideally have completed PGCAP in recent years (since 2012-13) and will have attended a PGCAP mentor briefing session. The same mentor will normally support you through modules 1 & 2 of PGCAP. Some PGCAP participants have found it difficult to obtain the support/guidance of a mentor, or experienced peer observers, so we are working with some Associate Deans Education to try and establish faculty based networks of mentors and peer observers.

You are entitled to a change of mentor at any stage during PGCAP, through discussion with your line manager. If you change your mentor you must notify the PGCAP team.

In the context of PGCAP, mentoring serves two specific purposes. Firstly, your mentor should act as a “critical friend”, that is, someone who helps you through the process of thinking about what you are learning. Generally, the “critical friend” has more experience in teaching and is able to relate what you are learning to what actually happens in the classroom or other teaching/learning environment. The “critical friend” also helps by raising questions in relation to what you are learning during the face-to-face sessions. Secondly, the mentoring arrangement provides you with a “disciplinary colleague”; someone who can talk about how learning and teaching happens in your academic field.

Mentors are not required to formally assess your work, but it is hoped that they would provide informal, formative feedback on drafts of the assignments as part of the “critical friend” role.

There are no formal requirements regarding the number of mentor meetings that you should have. You and your mentor are free to negotiate how and when you work together. We do, however, recommend that you see your mentor at least once per module and suggest some or all of the following would be suitable activities:

- Discuss learning and teaching issues (e.g. how they fit into your specific subject area);
- Ask your mentor to observe your teaching and then discuss it afterwards;
- Ask to watch your mentor teach and then discuss it afterwards;
- Ask your mentor to look at and comment on draft plans for teaching sessions (e.g. session plans, PowerPoint slides or handouts);
- Ask your mentor to comment on any coursework/exam questions or other assessments you are writing;
- Discuss any additional learning events that you might like to attend;
- Discuss your plans for your PGCAP assignments (e.g. which examples of your practice to use);
- Discuss the outline of your PGCAP assignments and key points which you have identified
Discuss the scope of your activities against the requirements for the UKPSF Descriptors (D1 (Associate Fellow) and D2 (Fellow)).

Further details of what is expected of PGCAP mentors and suggested activities for mentor meetings can be found in the PGCAP mentor guidance document available from Blackboard and from the PGCAP mentor webpages www.southampton.ac.uk/PGCAP

Assessment

16.1 Overview of assessments

Summative assessment for each module is through the submission of a number of pieces of work which, taken together, provide evidence for the successful achievement of each learning outcome and the professional values relating to the module. Your assignments must also provide evidence for the Activities, Core Knowledge and Professional values appropriate to Descriptors D1 and D2 of the UKPSF.

Module 1:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peer observation and reflection (2000 words)</td>
<td>50</td>
</tr>
<tr>
<td>Technology-enhanced learning blog and feedback contributions (700 words)</td>
<td>25</td>
</tr>
<tr>
<td>Teaching diverse students annotated bibliography (1000 words)</td>
<td>25</td>
</tr>
<tr>
<td>Map of activities against the UKPSF for D1</td>
<td>Pass/Refer</td>
</tr>
</tbody>
</table>

Module 2:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation on assessment in your discipline (15+5 mins)</td>
<td>50</td>
</tr>
<tr>
<td>Student support case study (1000 words)</td>
<td>25</td>
</tr>
<tr>
<td>Module review reflective essay (1000 words)</td>
<td>25</td>
</tr>
<tr>
<td>Map of activities against the UKPSF for D2</td>
<td>Pass/Refer</td>
</tr>
<tr>
<td>The CPD reflective log –requirement for UKPSF D2</td>
<td>Requirement</td>
</tr>
</tbody>
</table>

Module 3LT or 3RDM:

- Report/publication (5000-5500 words)
- Proposal/paper + Presentation (15+5 mins)

Assessments 1-3 for modules 1 and 2 are given a percentage mark. You must pass each learning outcome in each of these assessments (50% for postgraduate
certificate). For each assignment each LO will be graded and the overall grade will be an average of the marks for all LOs. The overall module result is pass/fail.

**Submission of written assignments**
All written assignments for PGCAP must be submitted electronically via Blackboard. The submission dates are listed in the *Key Dates* document that you receive during the sessions. The **deadline time for submission of all assignments is 2.00pm on the date of submission.**

**Written Feedback** against the criteria for each LO is provided for assignments 1-3, see the assignment description for the criteria. Assignment 4 is a requirement for you to pass the module and achieve the corresponding HEA fellowship. Written feedback is provided against the Pass/Fail result.

You must pass all module assessments in order to successfully complete a module.

**Formative assessment** is available through peer, tutor and/or mentor meetings and discussions. PGCAP surgeries provide you with an opportunity to discuss ideas for assignments with a PGCAP tutor and for them to give advice and feedback on plans. Mentors and peers may provide more detailed comments on full drafts of assignments. Blackboard discussion boards provide you with an opportunity to raise questions that can be answered by peers, mentors or tutors.

### 16.2 Academic Integrity

You are expected to reference all literature appropriately and obtain the appropriate permissions for use of any materials (eg photos, images, graphs) in your assignments.

**All work submitted must include the academic integrity declaration shown below and may be monitored for academic integrity using Turnitin UK.**

```
"I am aware of the requirements of good academic practice and the potential penalties for any breaches".
```

Details of good academic practice and the potential penalties for any breaches can be found in the University Calendar:

- [http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html](http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-regs.html)
- [http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html](http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-statement.html)
- [http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-procedures.html](http://www.calendar.soton.ac.uk/sectionIV/academic-integrity-procedures.html)

### 16.3 Submission Details and Format

All assignments to be assessed must be submitted using Blackboard & Turnitin UK ([https://blackboard.soton.ac.uk](https://blackboard.soton.ac.uk)). As Turnitin doesn't currently accept more than a single file please include all relevant information within one file, and make sure the file is less than 10MB total in size. If you are using a Macintosh computer then please make sure your files are readable in Microsoft Word or Adobe Acrobat format. Further details of how to submit your assignments are available on Blackboard. All work submitted to Blackboard will be considered as the final version and assessed as such.
Assignments will be made available to the External Examiner.

**Format**

All assignments must

- be no smaller than a size 11 sans serif font (e.g. Lucida Sans)
- be formatted with 1.5 line spacing
- comply with the word count +/-10%
- be submitted electronically using Blackboard to the correct assignments folder
- include an academic integrity declaration

If for any reason your supporting documentation cannot be submitted electronically, a list of the supporting documentation should be included at the end of the report and a hard copy of the supporting documents must be provided to CHEP by the deadline date.

**16.4 Marking**

The marking for this programme is **not anonymous**. PGCAP cohorts are small in size and individuals or small numbers of participants come from a limited number of Academic Units. The tutors gain personal knowledge of individuals’ work through discussions during the sessions. As the marking and/or moderation is carried out by the teaching team in conjunction with some other markers, it is not possible to ensure anonymity of all participants’ work, following usual marking practice. This approach is aligned with the Anonymous Marking Policy within the Quality Assurance Handbook, available from: [http://www.southampton.ac.uk/quality/assessment/framework/marking_and_feedback.page](http://www.southampton.ac.uk/quality/assessment/framework/marking_and_feedback.page)

**Referrals**

Each assignment is marked against a set of learning outcomes laid out in the assessment criteria tables with each assignment. Feedback is given against each of the learning outcomes being assessed. You are required to pass all the learning outcomes for a given assignment. Should you be referred in one or more learning outcomes, you will be offered the opportunity to resubmit your assignment in order to improve those learning outcomes. **The mark for each referred learning outcome(s) will then be capped at 50%**.

**16.5 Feedback on assignment plans and drafts**

If you want feedback on your assignments prior to submitting your work, there are a number of options. PGCAP tutors will give you feedback on a short summary/outline (typically up to 25% of the word count) of any assignment if submitted a minimum of 3 weeks before the assessment deadline. PGCAP tutors will endeavour to return your feedback within one week. We also recommend that you ask your mentor and/or peers/recent PGCAP participants to comment on targeted aspects of your drafts. If you need help finding a peer to read your work please let us know and we will see what we can do.
16.6 Extensions

Extensions for the submission of the assignments may be granted in exceptional circumstances, normally with the approval of the Special Considerations Board. You must apply for an extension using the PGCAP Special Considerations form available from the PGCAP programme administrator or on Blackboard. Extensions will not be granted unless the appropriate form has been completed.

16.7 Resubmissions

Should an assignment not reach the required standard (ie 50%), you will be able to resubmit your assignment to the next supplementary submission deadline. Given sufficient notice, participants may discuss a draft of their resubmission with a PGCAP tutor.

16.8 Late submission and exceeded word limit

Work submitted up to 5 days after the deadline, without the award of special considerations, will be subject to the following reductions:

<table>
<thead>
<tr>
<th>University working days late</th>
<th>Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(final agreed mark) * 0.9</td>
</tr>
<tr>
<td>2</td>
<td>(final agreed mark) * 0.8</td>
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<tr>
<td>3</td>
<td>(final agreed mark) * 0.7</td>
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<tr>
<td>4</td>
<td>(final agreed mark) * 0.6</td>
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<tr>
<td>5</td>
<td>(final agreed mark) * 0.5</td>
</tr>
<tr>
<td>More than 5</td>
<td>Zero</td>
</tr>
</tbody>
</table>

Work that exceeds the maximum word count will be penalised. Reference lists, appendices, tables and figures are not included in the word count. The penalty will normally be that the assignment grade will be capped at the PGCert pass mark (50%).

16.9 Special considerations

Work submitted late and accompanied by a special considerations form will be marked as usual. The circumstances will be considered by the Special Considerations board who will decide if the original mark or a penalised mark (as in the table above) will be applied.

Annual prize

A prize will be awarded annually to the participant who has consistently achieved a very high standard in their assignments. This will normally be demonstrated through passing all assessments at their first submission, through all assignments being awarded a distinction, and through the programme being completed within two years of commencing. The award will be made based on the professional judgement of the PGCAP team. Where there is more than one candidate eligible the
PGCAP team will make the decision on the basis of merit and their decision is full and final. Selection of the participant will be made following the final examination board for the academic year to which it refers, i.e., normally in the November for the previous academic year.

**Core textbooks**

**Core textbook**

**Other core textbooks**

[See Appendix B for details on how to access these books online]

A wide range of additional educational literature is available from the University Libraries, both in hard copy and online. Further and additional references will be provided during the sessions and will be available from Blackboard where possible.

**Giving feedback on PGCAP**

You are invited to feed back on any aspect of the programme directly to a member of the PGCAP team, through feedback opportunities during the modules, to the external examiner and via end of module and post-programme focus groups. (We no longer offer formal staff-student liaison meetings as it has proved very difficult to recruit PGCAP participant representation).

**Methods for evaluating the quality of teaching and learning**

You have the opportunity to have your say on the quality of the programme in the following ways:
- Evaluation questionnaires
- Direct to PGCAP tutors and mentors and/or the PGCAP external examiner
- Representation on PGCAP programme/module review meetings

The ways in which the quality of the programme is checked, both inside and outside the University, are:
- External Examiner, who produces an annual report on the programme
- Accreditation by the Higher Education Academy
- Annual module evaluation of the programme
- 5-yearly in-depth programme review
- Peer monitoring of teaching
- Annual reporting via the Quality Monitoring and Enhancement Framework (QMEF)
- External inspection by the Quality Assurance Agency for Higher Education.

**Academic regulations, appeals and complaints**

Programme regulations are available from the University Calendar ([http://www.calendar.soton.ac.uk/sectionXIII/education-PCAP.html](http://www.calendar.soton.ac.uk/sectionXIII/education-PCAP.html)), which includes links to the regulations and procedures for appeals and complaints.

**Recognition of Prior Learning (RPL)**

Following UoS policy, RPL can be awarded for up to one third of a programme: [http://www.southampton.ac.uk/quality/assessment/prior_learning.page](http://www.southampton.ac.uk/quality/assessment/prior_learning.page)?

RPL decisions are made on the basis of an individual’s experience and capacity to demonstrate the module learning outcomes. RPL candidates will normally have three or more years of teaching within a UK HE context and be able to demonstrate experiential learning or hold a qualification/recognition equivalent to the exemption they are requesting. For example, it is likely that holders of HEA Associate Fellowship will be able to RPL most or all of module 1, although extra evidence for authentication of practice may be required.

Those interested in RPL should return their *Reply and Course Selection Form* to the programme administrator, along with a brief outline of their prior learning. If a degree of RPL looks viable, they will be asked to complete a RPL form for consideration by appropriately trained members of the team.

For further details on RPL please contact the programme administrator.
Module 1: Introduction to Learning Design: The Practice of Teaching

This module aims to develop strong learning design skills built around Biggs’ model of aligned learning and teaching (constructive alignment). Sessions provide exposure to the underlying theory and provide opportunities to develop skills such as writing learning outcomes, session planning and evaluation, and introducing current and emerging learning technologies.

As a group, the M1 learning outcomes map against all dimensions of the UKPSF, but the greater focus on session level design and activities, evaluation and learning technologies limit the scope of the module to Descriptor 1 of the UKPSF.

Module aims and learning outcomes

Aims
The overall aim of this module is to explore and evaluate issues related to the design and delivery of learning within a higher education context.

Learning outcomes
These are grouped in the format used within the University’s programme specification documentation.

Having successfully completed the module, you should be able to:

Knowledge and Understanding
1. Apply knowledge of how students learn through reflecting upon various teaching and learning situations within your subject area.

Subject Specific Intellectual and Research Skills
2. Reflect on your personal and professional practice and development, assess your future development needs and make a plan for your continuing professional development.

Subject Specific Practical Skills
3. Write and use learning outcomes that are appropriate for a given learning and teaching session.
4. Critically analyse and reflect upon the appropriateness and effectiveness of learning and teaching activities and resources to facilitate quality learning.
5. Critically analyse and reflect upon the appropriateness of learning outcomes for a session and the alignment of learning and teaching activities with these learning outcomes.
6. Develop, informed by the analysis of evaluation data, plans for enhancing the student experience.

The learning outcomes related to transferable and generic skills can be seen in section 7 of the programme overview.

See Appendix A for information on how module learning outcomes align with the teaching sessions and assessments in module 1.
Core sessions

All dates for module 1 can be found in the key dates document in your file. Any changes to the dates of teaching sessions will be communicated via Blackboard and/or email.

Module 1 consists of six core sessions, which you must attend.

- Session 1: Learning and teaching in Higher Education
- Session 2: Design 1: Learning outcomes and constructive alignment
- Session 3: Design 2: Session design and learning and teaching activities
- Session 4: Reflective practice and technology-enhanced learning
- Session 5: Introduction to assessment practice, marking and evaluation
- Session 6: Diversity and internationalisation

If you miss a session for a good cause you may be permitted to self-study a maximum of two of the core sessions with the permission of the Programme Leader. On all other occasions you will be expected to attend the missed session at the next available opportunity.

A brief outline of the syllabus for each core session is provided below. A mapping document is provided in Appendix A that illustrates how these core teaching sessions align with the module learning outcomes and assessments. Further details will be provided at the start of each session.

Explicit links with the UKPSF will be made during each session and the UKPSF Dimensions will be used as points of reflection.

Session 1: Learning and teaching in Higher Education:
What is good learning and teaching in Higher Education? UK context including QAA, HEA and UKPSF. Students’ approaches to learning. Approaches to teaching. Theories of how students learn. Ways in which to influence the approach students take to learning. Planning. Aims and learning outcomes. Learning outcomes at different levels.
(UKPSF Dimensions: A1, 2, 4/K2, 3, 6/V1, 2,4)

Session 2: Design 1 - Learning outcomes and constructive alignment:
(UKPSF Dimensions: A1, 3, 4 /K2, 3, 4/V2, 3)

Session 3: Design 2 - Session design and learning and teaching activities:
Session planning. Practical approaches to planning sessions. Lectures. Selecting and organising content. What teaching and learning activities and resources can be used to achieve the learning outcomes?
(UKPSF Dimensions: A1, 2, 4/K1, 2, 3, 5/V1, 2, 3,
Session 4: Reflective practice and technology-enhanced learning:
(UKPSF Dimensions: A3, 4/K3, 4, 6/V1, 2, 3)

Session 5: Introduction to assessment practice, marking and evaluation:
Principles and purposes of assessment, and implications for student learning. Marking – being effective and efficient. Methods of getting feedback on your teaching. Reasons for evaluating your teaching. Discussion and analysis of evaluation data. How to use evaluation data to enhance the student experience. What aspects of the course can we change? How do we go about making changes? Mapping against the UKPSF.
(UKPSF Dimensions: A1, 2, 4/K2, 3, 4, 5, 6/V1, 2, 3)

Session 6: Diversity and internationalisation:
(UKPSF Dimensions: A1, 2, 4/K2, 3, 4, 5/V1, 2, 4)

Peer observation
All PGCAP module 1 participants will need to be observed by an experienced educator and a peer during a teaching and learning session/activity. The experienced educator could be their PGCAP mentor, a former PGCAP participant, an experienced colleague in your AU, or a PGCAP tutor. We are working with some Associate Deans Education and other appropriate staff across the University to establish a network of mentors/peer observers working within faculties. A peer will be one of your fellow PGCAP participants.

**PLEASE NOTE**
If you do not have an opportunity to be observed during the semester in which you are attending the Module 1 sessions, you should discuss your situation with a PGCAP tutor.

The session that is observed will form the basis of the module 1 peer observation and reflection assignment and therefore the session observed should ideally be one that you would like to analyse and write your assignment about.
Assessment

4.1 Overview

A mapping document is provided in Appendix A that illustrates how these assessments align with the module learning outcomes.

**Summative assessments** for module 1

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Peer observation and reflection (2000 words)</td>
<td>50</td>
</tr>
<tr>
<td>2. Technology-enhanced learning blog and feedback contributions (700 words)</td>
<td>25</td>
</tr>
<tr>
<td>3. Teaching diverse students annotated bibliography (1000 words)</td>
<td>25</td>
</tr>
<tr>
<td>4. Map of activities against the UKPSF</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>

Assessments 1-3 are given a percentage mark. You must pass each learning outcome in each of these assessments (minimum 50% for postgraduate certificate). Assessment 4 is a requirement for you to pass the module, and is assessed on a Pass/Fail basis. You must pass all assessments in order to successfully complete the module.

**Formative assessment** is available through peer, tutor and/or mentor meetings and discussions. PGCAP surgeries provide you with an opportunity for PGCAP tutors to discuss ideas for assignments and give advice and feedback on plans. Mentors and peers may provide more detailed comments on full drafts of assignments. Blackboard discussion boards provide you with an opportunity to raise questions that can be answered by peers, mentors or tutors.

**Citations**

In all summative assessments you are expected to use relevant literature to support and explore your arguments. Work that does not include appropriate references and referencing methods will therefore be referred. You are welcome to use the referencing style that you are most familiar with. The recommended method of referencing is the Harvard referencing style (see [http://www.soton.ac.uk/library/infoskills/references/](http://www.soton.ac.uk/library/infoskills/references/) for useful advice and guidance on using this referencing system). When including images or photos you must ensure you have obtained the appropriate permissions. For more information please see the University Calendar [http://www.calendar.soton.ac.uk/sectionIV/ipr.html](http://www.calendar.soton.ac.uk/sectionIV/ipr.html) and library website on Academic Integrity [http://library.soton.ac.uk/sash/ai](http://library.soton.ac.uk/sash/ai)

4.2 Assessment deadlines

Please refer to the PGCAP key dates document that you received in the first session for the assessment deadlines.
4.3 Assignment 1: Peer observation and reflection (2000 words)

4.3.1 Assignment 1 Requirements

For this assignment you are required to:

1. **Be observed** during a teaching session by an experienced educator (e.g. your PGCAP mentor, an experienced colleague, a PGCAP tutor). The teaching session should be a session that you have planned/designed. (It is strongly recommended that the session is **not** a revision session).

2. **Be observed** by a fellow PGCAP participant during a different teaching session (to (1)) and receive a peer observation report from him/her. **The PGCAP participant should not observe the same session as the experienced educator** (except in exceptional circumstances).

3. **Observe** one of your fellow PGCAP participants and write a peer observation report for him/her.

4. **Observe** an experienced educator (e.g. your PGCAP mentor, an experienced colleague). **This observation is for your benefit and does not need to be signed off by the observed tutor.** You will need to include a reflective record (e.g. a peer observation report or a reflective log) about your observations as an appendix to your assignment.

**You are required to complete this assignment using the assignment template** – see Appendix D. The recommended template for peer observations is also attached in Appendix E.

This assignment requires a critical analysis and reflection on:

- how a session you delivered (and which was observed by an experienced educator, see (1) above) is integrated in the module;
- the design of the session including the aims, learning outcomes, teaching and learning activities, and evaluation;
- the alignment of learning outcomes with activities;
- the associated peer observation report (1), and
- the delivery of the session
- your development needs
- analysis of student feedback. This can include examples from student response systems (e.g. Zappers), group activities, post-it-notes or any evaluation you may have carried out etc.

Where appropriate, you should reference feedback from your experienced observer (1) and other peer observations ((2), (3) and (4) above).

Your statements should be supported by relevant literature and a reference list should be included.

**Please Note:**
Your observations would normally be carried out within the University of Southampton. In exceptional circumstances you may complete one observation in another UK HE institution but your observer should be recognised as an HEA fellow or above. If so, please discuss this with the Programme/your Module leader.

The word limit for this assignment is 2000 words. Each of the sections has a recommended approximate word count. You do not have to adhere to these recommendations but the overall total word limit is 2000 words (+/-10%).
You should attach your supporting documentation as appendices. This must include the peer observation reports and any reflective logs you have written. You must also include the session plan and your powerpoint presentation (if you had one) from the observed session. There is an optional session plan template if you would like to use it at the end of this handbook. The appendices are not included in the word count.

Assessment criteria for this assignment are given below.

4.3.2 Further guidance for assignment 1

Questions that might help guide you with this assignment are clustered into topics below. Please note that you do not necessarily have to answer all these questions; they are provided as prompts for your thinking.

- Design of the session – Were the planned activities, content and resources aligned with the learning outcomes? Did the planned activities, content, resources and learning environment enable the learning outcomes to be met and did they promote quality learning? If not, was it a design fault or a delivery fault or a bit of both or something else completely?

- Delivery of the session – Did it go as you had hoped? How much learning happened and how do you know? How were your presentation skills, your listening skills, your facilitating skills etc. and how did the students respond, were they engaging in the subject (and with you) at a surface or deep level?

- Future Iterations – What changes would you make to the session in future and why? What evidence do you have for what you are saying or suggesting to do in future? What literature is there that supports your suggested changes?

- Peer Observation feedback – how did you think it had gone before you received the feedback, what did your observer think and has that influenced your opinion on how you think it went? What other feedback do you have and has that influenced what you think?

- Professional Development – What session design and/or delivery skills might need further development? What are your strengths and weaknesses? Can you identify any appropriate professional development opportunities in order to do this?

- Have you done enough critical analysis and reflection? E.g. have you examined, questioned and/or investigated this experience and how you dealt with it?

- Assessment criteria – Does your assignment demonstrate the learning outcomes associated with this assignment (listed in the assessment criteria)?

- References – have you referred to the literature in several places? Have you discussed what the reference says and related it to your experience? Do you agree with the literature?
### 4.3.3 Assessment criteria: Assignment 1 Peer observation and reflection

<table>
<thead>
<tr>
<th>LO*</th>
<th>Refer</th>
<th>PG Cert (50-59%)</th>
<th>Merit (60-69%)</th>
<th>Distinction (70% +)</th>
</tr>
</thead>
</table>
| 1   | Little or no knowledge of key aspects of educational theory and evidence with little conceptual understanding of ideas and techniques  
Little or no evidence of wider reading  
Very limited or no engagement with the literature  
Limited ability to apply knowledge of educational theory and evidence to learning & teaching situations. | Moderate knowledge of key aspects of educational theory and evidence with acceptable conceptual understanding of ideas and techniques  
Moderate evidence of wider reading  
Moderate engagement with the literature  
Moderate ability to apply knowledge of educational theory and evidence to learning & teaching situations. | Good systematic knowledge of key aspects of educational theory and evidence with good conceptual understanding of ideas and techniques  
Evidence of significant wider reading  
Significant engagement with the literature  
Good at applying knowledge of educational theory and evidence to learning & teaching situations. | Comprehensive systematic knowledge of key aspects of educational theory and evidence with excellent conceptual understanding of ideas and techniques  
Evidence of extensive wider reading  
Excellent engagement with the literature  
Excellent at applying knowledge of educational theory and evidence to learning & teaching situations. |
| 2   | Limited ability to evaluate and reflect upon professional practice.  
Little or no evidence of personal insights  
Personal development needs not identified  
Limited evidence from self, students and peers  
Little or no evidence from literature and/or incorrectly referenced.  
Little or no integration of theory, evidence and practice. | Moderate ability to evaluate and reflect upon professional practice.  
Moderate evidence of personal insights  
Moderate identification of Personal development needs  
Moderate evidence from self, students and peers  
Moderate evidence from literature correctly referenced  
Moderate integration of theory, evidence and practice. | Good at evaluating and reflecting upon professional practice.  
Considerable personal insights  
Personal development needs examined and identified.  
Considerable evidence from self, students and peers  
Considerable evidence from literature correctly referenced  
Good integration of theory, evidence and practice. | Excellent at evaluating and reflecting upon professional practice.  
Extensive personal insights  
Personal development needs thoroughly examined and identified.  
Extensive evidence from self, students and peers  
Extensive evidence from literature correctly referenced  
Excellent integration of theory, evidence and practice. |
| 3   | Limited competence in writing and using learning outcomes that are appropriate for a given learning and teaching session.  
Limited or no evidence of wider reading  
Very limited or no engagement with the literature  
Limited ability to apply knowledge of educational theory and evidence to learning & teaching situations. | Moderate competency in writing and using learning outcomes that are appropriate for a given learning and teaching session.  
Moderate evidence of wider reading  
Moderate engagement with the literature  
Moderate ability to apply knowledge of educational theory and evidence to learning & teaching situations. | Good degree of competence in writing and using learning outcomes that are appropriate for a given learning and teaching session.  
Good systematic knowledge of key aspects of educational theory and evidence with good conceptual understanding of ideas and techniques  
Evidence of significant wider reading  
Significant engagement with the literature  
Good at applying knowledge of educational theory and evidence to learning & teaching situations. | Excellent degree of competence in writing and using learning outcomes that are appropriate for a given learning and teaching session.  
Comprehensive systematic knowledge of key aspects of educational theory and evidence with excellent conceptual understanding of ideas and techniques  
Evidence of extensive wider reading  
Excellent engagement with the literature  
Excellent at applying knowledge of educational theory and evidence to learning & teaching situations. |
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<tr>
<th>LO*</th>
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<th>PG Cert (50-59%)</th>
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<th>Distinction (70% +)</th>
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<tr>
<td>4</td>
<td>Limited ability to critically analyse and reflect upon the appropriateness and effectiveness of learning and teaching activities and resources within to facilitate quality learning.</td>
<td>Moderate ability to critically analyse and reflect upon the appropriateness and effectiveness of learning and teaching activities and resources to facilitate quality learning.</td>
<td>Good at critically analysing and reflecting upon the appropriateness and effectiveness of learning and teaching activities and resources to facilitate quality learning.</td>
<td>Excellent at critically analysing and reflecting upon the appropriateness and effectiveness of learning and teaching activities and resources to facilitate quality learning.</td>
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<tr>
<td>5</td>
<td>Limited ability to critically analyse and reflect upon the alignment of learning and teaching activities with learning outcomes of a session.</td>
<td>Moderate ability to critically analyse and reflect upon the alignment of learning and teaching activities with learning outcomes of a session.</td>
<td>Good at critically analysing and reflecting upon the alignment of learning and teaching activities with learning outcomes of a session.</td>
<td>Excellent at critically analysing and reflecting upon the alignment of learning and teaching activities with learning outcomes of a session.</td>
</tr>
<tr>
<td>6</td>
<td>Limited ability to critically analyse evaluation data. Limited ability to use evaluation data to inform the development of plans to enhance the student learning experience.</td>
<td>Moderate ability to critically analyse evaluation data. Moderate ability to use evaluation data to inform the development of plans to enhance the student learning experience.</td>
<td>Good at using evaluation data to inform the development of plans to enhance the student learning experience.</td>
<td>Excellent at using evaluation data to inform the development of plans to enhance the student learning experience.</td>
</tr>
</tbody>
</table>

* **Learning outcomes**

LO1 Apply knowledge of educational theory and/or evidence in various learning and teaching situations within their subject area.
LO2 Reflect on their personal and professional practice and development, assess their future development needs and make a plan for their continuing professional development.
LO3 Write and use learning outcomes that are appropriate for a given learning and teaching session.
LO4 Critically analyse and reflect upon the appropriateness and effectiveness of learning and teaching activities and resources to facilitate quality learning.
LO5 Critically analyse and reflect upon the appropriateness of the learning outcomes for a session and the alignment of learning and teaching activities with those learning outcomes.
LO6. Develop, informed by the analysis of evaluation data, plans for enhancing the student experience.
4.4 Assignment 2: Technology-enhanced learning blog and feedback contributions (700 words)

This assignment is about exploring the use of technology for supporting learning.

4.4.1 Assignment 2 Requirements

You are required to:

a) write an initial (circa 350 words) blog post, including 1-3 questions which you would like others to reflect on (questions are not included in the word count). This post must be completed within 2 weeks. (To ensure the basic material for discussion by participants is in place, it is important that you meet this deadline.)

b) comment on another participant’s post within a further 3 weeks. This comment should be on one of your peer’s initial posts (circa 350 words).

c) Initial posts (a) should either:
   • Describe a specific example of technology-enhanced learning within your discipline (e.g. use of a blog within a module), discuss the reasons for using the technology, how it supported students’ achievement of the learning aims and outcomes, the appropriateness and effectiveness of the technology, any underlying pedagogical/methodological thinking, and how it relates to the more usual pedagogy of the discipline.

Or:
   • Review the technology-enhanced learning in your discipline (e.g. use of blogging within your discipline), highlighting any specific trends which are developing and the associated underlying pedagogy, linking it to students’ achievement of the aims and learning outcomes and the quality of their learning experience. Examples of the technological applications should be used to illustrate the points made.

Or:
   • Propose an application of technology-enhanced learning within your discipline; this could be something novel within your discipline (e.g. introducing a blog within a module) or an adaptation of something which has already been tried. The post should explain the pedagogical thinking which underlies the application proposed, linking it to students’ achievement of the aims and learning outcomes and the quality of their learning experience.

Your subsequent comment (b) above) should extend or enhance the discussion of the post or comment(s) to which they relate, and support the points made by reference to appropriate literature. Posts should respond to another participant’s questions/blog post. Disagreement or re-thinking questions may be valid contributions, as long as netiquette is observed. Offensive or disrespectful comments will be removed.

Your statements should be supported by relevant literature, where appropriate.

Please indicate the word count for each of your posts and do not exceed the maximum word count of 700 words (+/- 10%).
Please include an academic integrity statement.

The blogging period runs for 5 weeks (for exact dates see your Key dates document).

You are required to make your blog posts within your cohort’s blogging area on Blackboard. See below for further information about using blogs in Blackboard.

All posts and comments will be evaluated against the criteria given below.

4.4.2 Using Blogs in Blackboard

You are required to use the blog within Blackboard. Within the relevant Blackboard module, click on ‘Cohort Blogs’ on the left-hand menu. Select the relevant cohort (e.g. Cohort 1). To create your blog entry, click on ‘Create Blog Entry’. When you have finished writing your blog entry (title and entry message), click on ‘Post Entry’ and your blog will be live. (You will be able to edit your blog entry after posting it, but we ask you not to make any major changes.)

To comment on one of your peers’ blog posts, click on the ‘Comment’ box below the blog post. Please note that you will be unable to edit your comments once you have submitted them.

If you have any queries, there is information on the iSolutions webpage http://www.southampton.ac.uk/isolutions/computing/elearn/blogs/ or contact one of the PGCAP tutors.

4.4.3 Further guidance for Assignment 2

Questions that might help guide you with this assignment are clustered into topics below. Please note that you do not necessarily have to answer all these questions; they are provided as prompts for your thinking.

- **Rationale** – What is the reason for using this technology? Is there a sound pedagogic reason? How does it support/enhance student learning? If using it as an alternative to face to face teaching, what are the advantages? Are there any disadvantages?

- **Do the students need any training to be able to use it? Will there be any extra demands on staff time?**

- **Is there any assessment associated with its use?**

- **Have you done enough critical analysis and reflection? Have you examined, questioned and/or investigated the pedagogical reasons for using the technology?**

- **Assessment criteria** – Does your assignment demonstrate the learning outcomes associated with this assignment (listed in the assessment criteria)?

- **References** – Have you referred to the literature in several places? Have you discussed what the reference says and how it relates? Do you agree with the literature?
References / Useful Links


Association for Learning Technology https://www.alt.ac.uk/ and the associated peer reviewed journal ‘Research in Learning Technology’ (last accessed 13/09/2016)

JISC http://www.jisc.ac.uk/ digital technologies for education and research

Examples of Educational Blogs

Below are some educational blogs which you may find useful.


Catherine Cronin’s blog: her “research interests are online and open education, digital literacies and social media in education” http://catherinecronin.wordpress.com/ (last accessed 13/09/2016)

Steve Wheeler's blog: his “research interests include learning technology, cybercultures, creativity and social media.” http://steve-wheeler.blogspot.co.uk/ (last accessed 13/09/2016)

Guardian Higher Education Network piece on “Higher education blogs with useful resources on technology, including digital media, narratives and public engagement” http://www.theguardian.com/higher-education-network/2012/oct/10/higher-education-blogs-network-technology (last accessed 13/09/2016)
### 4.4.4 Assessment criteria: Technology-enhanced learning blog and feedback contributions (700 words)

<table>
<thead>
<tr>
<th>LO*</th>
<th>Refer</th>
<th>PG Cert Pass (50-59%)</th>
<th>Merit (60-69%)</th>
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<tbody>
<tr>
<td>1</td>
<td>Limited or no knowledge of key aspects of educational theory and evidence with little conceptual understanding of ideas and techniques</td>
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<tr>
<td></td>
<td>Limited or no evidence of wider reading</td>
<td>Moderate evidence of wider reading</td>
<td>Significant evidence of wider reading</td>
<td>Extensive evidence of wider reading</td>
</tr>
<tr>
<td></td>
<td>Limited or no engagement with the literature</td>
<td>Moderate engagement with the literature</td>
<td>Significant engagement with the literature</td>
<td>Excellent engagement with the literature</td>
</tr>
<tr>
<td></td>
<td>Limited ability to apply knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
<td>Moderate ability to apply knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
<td>Good at applying knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
<td>Excellent at applying knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
</tr>
</tbody>
</table>

| 4   | The blog posts are missing or consist of a few disconnected sentences. There is no discussion of the appropriateness and effectiveness of the learning technologies to facilitate quality learning. | The blog posts are reasonably focused and explanations or critical analysis are mostly based on examples or other evidence. There are some connections made between ideas, moderate critical analysis and evidence of reflections which demonstrate insight. There is moderate discussion of the appropriateness and effectiveness of the learning technologies to facilitate quality learning. | The blog posts are focussed and integrate examples with explanations and ideas, demonstrating strong and reflective critical analysis which considers multiple perspectives where appropriate. There is significant discussion of the appropriateness and effectiveness of the learning technologies to facilitate quality learning. | The blog posts are focused and coherently integrate examples with explanations and ideas, demonstrating excellent and multifaceted critical analysis. There is in-depth discussion of the appropriateness and effectiveness of the learning technologies to facilitate quality learning. |

* **Learning Outcomes**

LO1 Apply knowledge of educational theory and/or evidence in various learning and teaching situations within their subject area.

LO4 Critically analyse and reflect upon the appropriateness and effectiveness of learning and teaching activities and resources to facilitate quality learning.
4.5 Assignment 3: Annotated bibliography for Teaching Diverse Students in Higher Education - (1000 words)

This assignment asks you to identify a set of resources which you will find useful in supporting your educator work in Higher Education with students from diverse backgrounds, for example with educational, cultural, national or learning differences.

4.5.1 Assignment 3 Requirements

Annotated bibliography (750 words ±10%, 4 references): For this assignment you are asked to identify literature relevant to teaching diverse students in Higher Education. For each of the 4 references write a short annotation with the relevant key points. The references should support your future activities and can be for books, journal articles, websites, conference contributions, open educational resources etc, but a minimum of 2 must be from peer reviewed literature. (Please note that this assignment is not an essay and is about diversity within a classroom/teaching activity rather than working on a support issue with an individual student. The latter is a topic within module 2.)

Reflection on experience of working with student diversity in your teaching (~250 words): You are also required to write a short reflective piece on your personal experience of teaching diverse students, reflecting on the adjustments you have made or could make to your teaching and referring to your annotated bibliography.

You are advised to focus on a specific case of diversity, for example teaching a cohort of international students. An alternative would be a case-based example on more general aspects of working with diversity within your discipline such as internationalisation or widening participation.

Your statements should be supported by relevant literature, where appropriate.

Please include an academic integrity statement.

Please indicate the word count for your assignment and do not exceed the maximum word count of 1000 words (+/- 10%).

4.5.2 Further Guidance for Assignment 3

Questions that might help guide you with this assignment are clustered into topics below. Please note that you do not necessarily have to answer all these questions; they are provided as prompts for your thinking.

- Have you done enough critical reflection? Have you clearly identified why the reference supports the dimension of diversity or inclusive practice you are considering?
- Will you make any adaptations to your practice based on what you have read? What have you learnt that will facilitate students' learning?
• What evidence can you draw on from your bibliography to support your discussion?

• Assignment assessment criteria – Does your assignment demonstrate the Learning Outcomes associated with this assignment (listed below)?

Your assignment will be evaluated against the assessment criteria given below.
4.5.3 Assessment criteria: Teaching diverse students annotated bibliography

<table>
<thead>
<tr>
<th>LO*</th>
<th>Refer</th>
<th>PG Cert Pass (50-59%)</th>
<th>Merit (60-69%)</th>
<th>Distinction (70% +)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Limited no knowledge of key aspects of educational theory and evidence with little conceptual understanding of ideas and techniques</td>
<td>Moderate systematic knowledge of key aspects of educational theory and evidence with acceptable conceptual understanding of ideas and techniques</td>
<td>Good systematic knowledge of key aspects of educational theory and evidence with good conceptual understanding of ideas and techniques</td>
<td>Comprehensive systematic knowledge of key aspects of educational theory and evidence with excellent conceptual understanding of ideas and techniques</td>
</tr>
<tr>
<td></td>
<td>Limited or no evidence of wider reading</td>
<td>Moderate evidence of wider reading</td>
<td>Significant evidence of wider reading</td>
<td>Extensive evidence of wider reading</td>
</tr>
<tr>
<td></td>
<td>Very limited or no engagement with the literature</td>
<td>Moderate engagement with the literature</td>
<td>Significant engagement with the literature</td>
<td>Excellent engagement with the literature</td>
</tr>
<tr>
<td></td>
<td>Limited ability to apply knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
<td>Moderate ability to apply knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
<td>Good at applying knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
<td>Excellent at applying knowledge of educational theory and evidence to learning &amp; teaching situations.</td>
</tr>
<tr>
<td>2</td>
<td>Limited ability to evaluate and reflect upon professional practice.</td>
<td>Moderate ability to evaluate and reflect upon professional practice.</td>
<td>Good at evaluating and reflecting upon professional practice.</td>
<td>Excellent at evaluating and reflecting upon professional practice.</td>
</tr>
<tr>
<td></td>
<td>Little or no evidence of personal insights</td>
<td>Moderate evidence of personal insights</td>
<td>Considerable personal insights</td>
<td>Extensive personal insights</td>
</tr>
<tr>
<td></td>
<td>Little or no evidence from literature and/or incorrectly referenced.</td>
<td>Moderate evidence from literature correctly referenced</td>
<td>Considerable evidence from literature correctly referenced</td>
<td>Extensive evidence from literature correctly referenced</td>
</tr>
<tr>
<td></td>
<td>Little or no integration of theory, evidence and practice</td>
<td>Moderate integration of theory, evidence and practice</td>
<td>Good integration of theory, evidence and practice</td>
<td>Excellent integration of theory, evidence and practice,</td>
</tr>
</tbody>
</table>

* **Learning outcomes**
  LO1 Apply knowledge of educational theory and/or evidence in various learning and teaching situations within their subject area.
  LO2 Reflect on their personal and professional practice and development, assess their future development needs and make a plan for their continuing professional development
4.6 Assignment 4: Mapping of activities against the UK Professional Standards Framework

You are required to complete a mapping exercise of your professional practice as an educator against the UK Professional Standards Framework (UKPSF), using a mapping template (see below). A digital copy is available from Blackboard for PGCAP Module 1.

At the end of module 1 you will demonstrate your professional practice at the Descriptor 1 level of the HEA UKPSF framework (associate fellow) by showing:

- 2 or more areas from the 5 areas of activity (A)
- Awareness in your practice of core knowledge K1 and K2 (K)
- Appropriate professional values. (V)

This is a requirement for completion of module 1.

These Dimensions are listed on page 3 of the UK Professional Standards Framework (UKPSF), which you were given in your PGCAP folder, or available online at: https://www.heacademy.ac.uk/system/files/downloads/UKPSF_2011_English.pdf.

Each entry used for mapping should be compact, no more than a few sentences, with examples from your own professional practice and linked to educational theory/concepts.

Two-four entries will normally be adequate for Module 1. Mapping examples are available during the sessions and on BlackBoard.

<table>
<thead>
<tr>
<th>Demonstrating Knowledge of the UKPSF</th>
<th>UKPSF dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples from your Practice</td>
<td>A 1-5 K 1-6 V 1-4</td>
</tr>
</tbody>
</table>
## Appendix A: Learning Outcomes Mapping

Mapping PGCAP Module 1 Learning outcomes to sessions and assessments

<table>
<thead>
<tr>
<th>Module 1 LOs</th>
<th>Sessions</th>
<th>Assessment</th>
</tr>
</thead>
</table>
| 1. Apply knowledge of how students learn through reflecting upon various teaching and learning situations within their subject area. | Session 1: Learning & teaching in higher education  
Session 2: Learning outcomes and constructive alignment  
Session 3: Session design and learning and teaching activities  
Session 4: Reflective practice and TEL  
Session 5: Introduction to assessment practice, marking & evaluation  
Session 6: Diversity and internationalisation | Assignment 1: Peer observation and reflection  
Assignment 2: Use of learning technologies blog  
Assignment 3: Teaching diverse students annotated bibliography |
| 2. Reflect on their personal and professional practice and development, assess their future development needs and make a plan for their continuing professional development. | Session 1: Learning & teaching in higher education  
Session 2: Learning outcomes and constructive alignment  
Session 3: Session design and learning and teaching activities  
Session 4: Reflective practice and TEL  
Session 5: Introduction to assessment practice, marking & evaluation  
Session 6: Diversity and internationalisation | Assignment 1: Peer observation and reflection  
Assignment 3: Teaching diverse students annotated bibliography |
| 3. Write and use learning outcomes that are appropriate for a given learning and teaching session. | Session 1: Learning & teaching in higher education  
Session 2: Learning outcomes and constructive alignment  
Session 3: Session design and learning and teaching activities | Assignment 1: Peer observation and reflection |
| 4. Critically analyse and reflect upon the appropriateness and effectiveness of learning and teaching activities and resources to facilitate quality learning. | Session 3: Session design and learning and teaching activities  
Session 4: Reflective practice and TEL | Assignment 1: Peer observation and reflection  
Assignment 2: Use of learning technologies blog |
| 5. Critically analyse and reflect upon the appropriateness of learning outcomes for a session and the alignment of learning and teaching activities with these learning outcomes. | Session 1: Learning & teaching in higher education  
Session 2: Learning outcomes and constructive alignment  
Session 3: Session design and learning and teaching activities | Assignment 1: Peer observation and reflection |
| 6. Develop, informed by the analysis of evaluation data, strategies for enhancing the student experience. | Session 5: Introduction to assessment practice, marking & evaluation | Assignment 1: Peer observation and reflection |
Appendix B: PGCAP Recommended Reading

Core Texts

Core texts support much of the programme and will often be referred to during timetabled module sessions.


Online access is available to some of these books through the libraries WEBCAT http://www-lib.soton.ac.uk/ (you will need to be connected to the VPN if you want to access this from outside the university).

Details of additional useful references are provided on Blackboard and during the relevant sessions.

Online Resources

- Blackboard – PGCAP modules  www.blackboard.soton.ac.uk

- The Higher Education Academy Recognition and Accreditation pages https://www.heacademy.ac.uk/recognition-accreditation

- The Higher Education Academy has many useful learning and teaching resources including the Knowledge Hub and frameworks and toolkits: http://www.heacademy.ac.uk

- Jorum is a free online repository of learning and teaching materials in Further and Higher Education: http://www.jorum.ac.uk/

- Merlot is the Multimedia Educational Resource for Learning and Online Teaching and is a collection of peer reviewed higher education learning materials http://www.merlot.org/merlot/index.htm
Appendix C: Mapping against the UKPSF (Descriptor 2): PGCAP Learning Outcomes and Professional Values

<table>
<thead>
<tr>
<th>Areas of Activity</th>
<th>Programme Learning Outcomes</th>
<th>Module 1 Learning Outcomes</th>
<th>Module 2 Learning Outcomes</th>
<th>Professional Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1   2   3   4   5   6   7   8</td>
<td>1   2   3   4   5   6   7   8</td>
<td>1   2   3   4   5   6   7   8</td>
<td>1   2   3   4   5   6   7   8</td>
</tr>
<tr>
<td>A1 Design &amp; plan learning activities and/or programmes of study</td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>A2 Teach and/or support learning</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>A3 Assess and give feedback to learners</td>
<td></td>
<td>x</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>A4 Develop effective environment and approaches to student support and guidance</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>A5 Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Knowledge</th>
<th>Programme Learning Outcomes</th>
<th>Module 1 Learning Outcomes</th>
<th>Module 2 Learning Outcomes</th>
<th>Professional Values</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8</td>
<td>1 2 3 4 5 6</td>
<td>1 2 3 4 5</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>K1  The subject material</td>
<td>Assumed, as all staff involved in teaching have been appointed on the basis of their expertise</td>
<td>X x x x x</td>
<td>X x x x x</td>
<td>x x x x</td>
</tr>
<tr>
<td>K2  Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme</td>
<td>X x x x x x x x x</td>
<td>X x x x x</td>
<td>X x x x x</td>
<td></td>
</tr>
<tr>
<td>K3  How students learn, both generally and in the subject/disciplinary area(s)</td>
<td>X x x x x x x x x</td>
<td>X x x x x</td>
<td>X x x x</td>
<td>X</td>
</tr>
<tr>
<td>K4  The use and value of appropriate learning technologies</td>
<td>X x x x x x x x x</td>
<td>X x x x x</td>
<td>X x x x x</td>
<td></td>
</tr>
<tr>
<td>K5  Methods for evaluating the effectiveness of teaching</td>
<td>X x x x x x x x</td>
<td>X x x x x</td>
<td>X x x x x</td>
<td></td>
</tr>
<tr>
<td>K6  The implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching</td>
<td>X x x x x x x x</td>
<td>X x x x x</td>
<td>X x x x x x</td>
<td></td>
</tr>
<tr>
<td>Professional Values</td>
<td>Programme Learning Outcomes</td>
<td>Module 1 Learning Outcomes</td>
<td>Module 2 Learning Outcomes</td>
<td>Professional Values</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>------------------------------</td>
<td>---------------------------</td>
<td>---------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>1. Respect individual learners and diverse learning communities</td>
<td>x x</td>
<td>x</td>
<td>x</td>
<td>x x x</td>
</tr>
<tr>
<td>2. Promote participation in higher education and equality of opportunity for learners</td>
<td>x x</td>
<td>x</td>
<td>x</td>
<td>x x x</td>
</tr>
<tr>
<td>3. Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional practice</td>
<td>x x x x x x x x</td>
<td>x x x x x x x x</td>
<td>x x x x x x x x</td>
<td>x x x</td>
</tr>
<tr>
<td>4. Acknowledge the wider context in which higher education operates recognising the implications for professional practice</td>
<td>x</td>
<td>x x x x x</td>
<td>x</td>
<td>x x x</td>
</tr>
</tbody>
</table>
## Appendix D: Mapping of PGCAP Assignments against the UKPSF (D2)

<table>
<thead>
<tr>
<th>Dimensions of UKPSF</th>
<th>Module 1 Assignments</th>
<th>Module 2 Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>A1 Design &amp; plan learning activities and/or programmes of study</td>
<td>x</td>
<td>?</td>
</tr>
<tr>
<td>A2 Teach and/or support learning</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>A3 Assess and give feedback to learners</td>
<td>?</td>
<td>?</td>
</tr>
<tr>
<td>A4 Develop effective environment and approaches to student support and guidance</td>
<td>x</td>
<td>?</td>
</tr>
<tr>
<td>A5 Engage in continuing professional development in subjects/disciplines and their pedagogy, incorporating research, scholarship and the evaluation of professional practices</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>K1 The subject material</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>K2 Appropriate methods for teaching, learning and assessing in the subject area and at the level of the academic programme</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>K3 How students learn, both generally and in the subject/disciplinary areas(s)</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>K5 Methods for evaluating the effectiveness of teaching</td>
<td>x</td>
<td>?</td>
</tr>
<tr>
<td>K6 The implications of quality assurance and quality enhancement for academic and professional practice with a particular focus on teaching</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>V1 Respect individual learners and diverse learning communities</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>V2 Promote participation in higher education and equality of opportunity for learners</td>
<td>x</td>
<td>?</td>
</tr>
<tr>
<td>V3 Use evidence-informed approaches and the outcomes from research, scholarship and continuing professional practice</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>V4 Acknowledge the wider context in which higher education operates recognising the implications for professional practice</td>
<td>?</td>
<td>x</td>
</tr>
</tbody>
</table>

? denotes mapping depends on the contents of the assignment

**Assignments in numerical order:** (see handbooks for details)
- **Module 1** Peer Observation / TEL Blog / Diversity Annotated Bibliography / UKPSF D1 mapping
- **Module 2** Presentation of Assessment / Student Support / Module review / UKPSF D2 mapping
Appendix E: PGCAP Module 1 Assignment 1 Submission Checklist

Please see Section 4.3 for the assignment description

For this assignment you are required to submit:

- **Your observation by an experienced educator**
- **Your observation by a peer**
  - Your observation of an experienced educator
- **Your observation of a peer**
  - The completed Assignment 1 Template
  - Your two session plans for your observed sessions (part of the peer observation template)
## Assignment 1 Template

<table>
<thead>
<tr>
<th>Pre-session analysis / Design of the session</th>
</tr>
</thead>
<tbody>
<tr>
<td>(approx. 500 words)</td>
</tr>
</tbody>
</table>

This template predominantly refers to the session observed by your experienced observer. **Please complete this section before meeting with your observer and delivering the session.** See Peer Observation of Teaching (POT) Template - Remember to show your observer your session plan, part of the POT template.

**Session Title:**

Date:______________________________________________________________

**a. Aim(s)**
(what are the aims of your session?)

<table>
<thead>
<tr>
<th>(write here)</th>
</tr>
</thead>
</table>

**b. Learning outcomes**
(what are the learning outcomes for your session?)

<table>
<thead>
<tr>
<th>(write here)</th>
</tr>
</thead>
</table>

**c. Relationship to other sessions in the module and overall programme aims/learning outcomes**
(When in the context of the module and programme is this session delivered?)

<table>
<thead>
<tr>
<th>(write here)</th>
</tr>
</thead>
</table>

**d. Alignment of learning and teaching methods and resources with learning outcomes**
(Including your reasons for selecting the teaching methods and resources)

<table>
<thead>
<tr>
<th>(write here)</th>
</tr>
</thead>
</table>
e. Evaluation
(How will you know if the session has been successful?)

(word here)

---

**Post-session analysis**

(approx. 1250 words)

Complete this section after delivering your session and debriefing with your observer.
What have you learnt from reflecting on the design intentions, their implementation, the reaction of the students, the students' degree of achievement of the learning outcomes and the feedback from your observer?

1. Planning and start of session
(Suitability of aims, learning outcomes of session. Continuity with previous sessions and with students' prior knowledge. Overview of session.)

(word here)

2. Design and structure
(Design/Structure of session, Opening/links with prior knowledge, order (logical?) and sequence. Teaching and learning strategies/methodologies used. How was student diversity allowed for? Did you adhere to your session plan?)

(word here)

3. Presentation and delivery
(Clarity of your presentation. Delivery and pace. Emphasis of key points. Use of summaries. Management of teaching session as it took place. Voice (speed, volume etc). Time management. Development of content and integration with overall module and programme.)

(word here)
4. Student participation and communication
(General atmosphere in teaching session. Student involvement in learning activities. Was there effective communication between you and the students, and between students? How did you relate to the students? How did you work with individual needs/differences? Were you able to use reinforcement and feedback effectively?)

(write here)

5. Methods and approaches
(Did the choice of teaching and learning activities work? Was your use of handouts, board, flipchart and other teaching media effective? Did you use technology? Did you use case studies, student experience etc.? Did you raise awareness of and build links to research?)

(write here)

6. LOs Alignment and Achievement
(In practice, were the T&L activities aligned with the LOs? To what extent did their activities/participation lead the students to achieve the LOs? How do you know they students achieved the LOs or how were they able to demonstrate the LOs? Were the learning resources (including technology and accommodation/environment) appropriate for achieving the learning outcomes?)

(write here)

7. Future iterations and development needs
(If you were to run this session again, what would you do differently, based on your analysis and reflection? What development needs do you have to ensure you can put any proposed changes in place? Based on your reflection, what is your plan for future development activities?)

(write here)

Word Count:
General Reflection (approx. 250 words)

Did you bring anything from the other observations which you have utilised within this session? How does the literature, generic and from your discipline, inform your experience? Confirm or modify the action points/CPD identified in your peer observation. Other thoughts and/or reflection?

(write here)

Word Count:

References

Please include a list of references.

(write here)

Appendices

Please attach all teaching record forms and reflective logs to your assignment as well as any other relevant supporting documentation (eg a session plan, Powerpoint presentation etc.)

NB: If for any reason your supporting documentation cannot be submitted electronically, a list of the supporting documentation should be included here and a hard copy of the supporting documents should be provided to the PGCAP Programme Administrator by the deadline date.
Appendix F: Peer Observation of Teaching (POT) Template  
This template is to be used for all observations  
(based on example from the UoS Quality Handbook)

**Part 1:**  
Please complete this page before the observation takes place

<table>
<thead>
<tr>
<th>Name of tutor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of observation</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
<tr>
<td>Academic Unit</td>
<td></td>
</tr>
<tr>
<td>Module</td>
<td></td>
</tr>
<tr>
<td>Year of study (eg first year UG, Masters, FHEQ level etc)</td>
<td></td>
</tr>
<tr>
<td>Type of session (eg lecture, small group, supervision etc)</td>
<td>lecture</td>
</tr>
<tr>
<td>Title of session (where relevant)</td>
<td></td>
</tr>
<tr>
<td>Place of observation</td>
<td></td>
</tr>
<tr>
<td>Length of session</td>
<td></td>
</tr>
<tr>
<td>No. of students registered on module</td>
<td></td>
</tr>
<tr>
<td>No. of students attended</td>
<td></td>
</tr>
</tbody>
</table>

**Session Aim(s):**

*(write here)*
Session Learning Outcomes:
By the end of the session the students will be able to:

(please write here, LO1, LO2 etc)

Specific points you would like feedback on:

(please write here)

Please include your Session Plan with the observation report, including brief notes made post session within the evaluation section.
Part 2:
Session Plan
For your observation by an experienced observer, please complete and attach this or an equivalent

Course/Module:
Session:
Date: Time:

Lecturer(s):

<table>
<thead>
<tr>
<th>Topic/Aim(s) of Session:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Learning Outcomes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of the session the students should be able to:</td>
</tr>
<tr>
<td>LO1-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>Outline Plan/Teacher Activity</th>
<th>Student Activities</th>
<th>LOs</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
**Self-Evaluation (to be completed post session)**

Make brief notes/bullet points below

<table>
<thead>
<tr>
<th><strong>Strong points of session</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Weak points of session</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>To what extent were learning outcomes achieved?</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Possible modifications to delivery?</strong></th>
</tr>
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Part 3: 
Observer's Comments
(Please make sure you have received Part 1 and Part 2 of this template from the tutor.)
The sections below provide a framework for the observation process. They should not be regarded as prescriptive, extra information can be added. Since the focus of teaching observation is on the delivery of teaching, matters specific to subject content are not covered. However, this does not preclude the observer from providing feedback on subject matter separately. Please delete the (guidance in brackets) below each sub-heading once you have typed your own comments.

Teaching Characteristics: Comments

1. Planning and start of session
(Suitability of aims, learning outcomes of session. Continuity with previous sessions and with students' prior knowledge. Overview of session.)

( write here)

2. Design and structure
(Structure of session, Opening/ links with prior knowledge, order (logical?) and sequence. Teaching and learning strategies/methodologies used. How was student diversity allowed for?)

( write here)

3. Presentation and delivery
(Clarity of presentation. Delivery and pace. Emphasis of key points. Use of summaries. Development of content and integration with overall module. Voice (speed, volume etc). Overall management of session and students).

( write here)

4. Student Participation and Communication
(General atmosphere in teaching session. Student involvement in learning activities. Was there effective communication between tutor and students, and between students? General attitude to students. Awareness of individual needs. Appropriate reinforcement and feedback.)

( write here)

5. Methods and approaches
(Choice of teaching and learning activities. Use of handouts, board, OHP, flipchart and other teaching media. Use of technology. Use of examples, case studies, student experience etc., Awareness of and links to research.)

( write here)

6. LOs Alignment and Achievement
(Were the T&L activities aligned with the LOs? To what extent did the activities lead the students to demonstrate the LOs? Were the learning resources (including technology and accommodation/environment) appropriate for achieving the learning outcomes?

( write here)
7. Observer's summary of the session.
Observer's summary of strengths of the tutor demonstrated in the session.
(These should relate to the tutor's delivery of this session.)

(write here)

Action Points of Teaching Observation

This page should be agreed by observer and observed. The full Teaching Observation Record should be retained by the observed tutor.

Observer's recommendations of areas for attention
(These may relate to the tutor’s delivery of the session and/or to the session elements)

(write here)

Observee's reflection on the session and observer’s comments
(This draws together your learning from this and other experiences. It’s useful to include any staff development/support wishes.)

(write here)
Signatures

Observer:

Observee:

Date:
Peer Observation of Teaching – Guidance for Staff

What strategies can I use?

Make notes directly on to the observation form (available on BlackBoard), or

Take notes using a time frame either at: key points or every 10 minutes. Then, check student behaviour (appeared interested, note-taking, discussing issue, restless etc) at these points and couple with content of session at the time. From notes complete the form which can provide a focus for the feedback session later; Sit at the back so you can see all students.

What should I observe?

There are no universal criteria for evaluating teaching – every review is context-specific. Consider aspects of the content and the learning environment created.

Delivering the Content

- Did the lecturer recap on previous session?
- Did the lecturer introduce clear learning outcomes for the session?
- Were essential points emphasised?
- Where applicable, were the examples used inclusive, reflecting the diversity of human culture and experience?
- Was the delivery too fast, too slow or just right in your view?
- Was the material too much, too little, just right in your view?
- Was the material about right for the level of the students?
- Were questions used to stimulate thought?
- Were teaching aids clear (visually and conceptually?)
- Did lecturer summarise key points?

Students and their Engagement in the Session

Did students appear engaged in the session (attentive, restless?)

What activities did students mainly perform (note-taking, group work, large group interactions, quizzes etc);

- If there was a small group, were small group techniques used to engage students?
- In small group activities, did interactions occur between student and lecturer only, or did they include student-student interactions?
- Did the lecturer have good facilitation skills, good questioning skills, encourage group discussion?
- Did the lecturer create a positive and inclusive atmosphere inviting classroom participation?
- Was the lecturer respectful of students?
- Did the lecturer show awareness of methods to increase student engagement (especially for small group work - i.e. 20 or under)?
Resources

- How were the handouts?
- Is there a website for the module?
- Any other resources for the module?
- How was the teaching room?
- Did the equipment work? Did the lecturer feel unsure of the equipment in the LT and if so why? Anything else about the room?
- Were resources available in alternative formats if required?

How should I debrief and give feedback?

- Be descriptive rather than judgmental;
- Be supportive and constructive;
- Encourage discussion as this promotes a reflective dialogue e.g. consider learning outcomes, did the session meet those outcomes, were there other ways to give/expand on this session/would the observee like to develop some aspect of his/her teaching?
- Reflect on what you observed in the session (this is why a time log is quite good);
- Be specific rather than general – what did you like, what did you feel could be further developed?
- Don't say this type of statement 'You didn't do xxx', better to say: 'It seemed to me that' or 'I felt that' xxxx;
- Respect confidentiality.

What do I get out of this?

- You get ideas on how to teach (or not) in particular way;
- The observation process itself is dissemination of teaching practice within the School;

If you observe, for example, within a subject area or a year, then pool ideas with respective convenors on delivery for a unit or a particular level within a programme

Based on guidance from the UoS QA handbook: 
http://www.southampton.ac.uk/quality/quality_enhancement/educationalcpd.page?#peer_observation
Appendix G: Session Plan & Reflection Template

Course/Module:

Session:

Date: 

Time: 

Name of Tutor /Lecturer(s):

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<th>Topic/Aim(s) of Session:</th>
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<th>Learning Outcomes:</th>
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<tr>
<td>By the end of the session the students should be able to:</td>
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<tr>
<th>Time</th>
<th>Outline Plan/Teacher Activity</th>
<th>Student Activities</th>
<th>LOs (LO1 etc)</th>
<th>Resources</th>
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<th>Comments:</th>
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## Evaluation

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<th><strong>Weak points of session</strong></th>
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<th><strong>To what extent were learning outcomes achieved?</strong></th>
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<th><strong>Possible modifications to delivery?</strong></th>
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