



The Northern College

Certificate in Education (Lifelong Learning) and Professional Graduate Certificate in Education (Lifelong Learning) 'Cert Ed/PGCE'

Awards of the University of Huddersfield

2 years part-time study

This is a part-time (normally two years) In-Service (whilst teaching) post-compulsory teacher training course leading to a professional qualification in further, higher, and adult education and training. For those employed in the learning and skills sector it provides Qualified Teacher Learning and Skills (QTLS) status, alongside Professional Formation and membership of the Institute for Learning (IfL). It does not confer Qualified Teacher Status (QTS) for those working or intending to work in schools.

Summary

If you are currently teaching young people (14+) or adults these courses help you to develop your teaching skills, reflect on current ideas about education and training, and to creatively explore the professional opportunities open to you. The mission of The Northern College is transforming communities and we are looking for applications from people whose work has a social purpose, particularly trainers in the voluntary, community and trade union sectors.

The Certificate in Education (PCET) and Professional Graduate Certificate in Education (PGCE) are professional qualifications for people teaching in further education colleges, adult education, higher education, and a wide range of other training and educational settings that are outside the schools sector. The University of Huddersfield has been training people working in these areas since 1947 and The Northern College also has a long history of delivering initial 'Training the Trainers' courses for teachers in the voluntary, community and trade union sectors.

The courses are delivered through a series of short residentials at The Northern College's Wentworth Castle base in South Yorkshire (non residential places also available). There are significant additional requirements in terms of tutorials with tutors and mentors, as well as for teaching practice.

By operating together through HUDCETT, The Consortium for PCET, the University and the Colleges are able to ensure that you receive high quality tuition. In 2005 OfSTED inspected the course and awarded a grade that was equal to the best achieved by any other institution for equivalent provision. In May 2007 The University was awarded national status as a Centre for Excellence in Teacher Training (CETT). In 2009, a second OfSTED Inspection graded the work of the Consortium as a whole as Grade 2 (good). *The in-*

service Cert Ed/PGCE at The Northern College was highlighted as an example of outstanding practice during this inspection.

The awards are SVUK (formerly FENTO) endorsed and HE Academy accredited for those employed in the appropriate sectors.

Summary of Course

There are two routes available:

- Graduates normally work towards a Professional Graduate Certificate in Education (PGCE) (Lifelong Learning).
- Those with other qualifications work towards a Certificate in Education (Cert. Ed.) (Lifelong Learning).

The structure of the programme is the same for both routes and participants on each normally work together for much of the course.

Structure of the Course

The Certificate in Education (Lifelong Learning) and Professional Graduate Certificate in Education (Lifelong Learning) are structured around modules which are based on different aspects of teachers' work such as designing learning materials, assessing students, and evaluating learning and teaching. There are four 30 credit modules as follows:

Year 1 Modules

Teaching, Learning and Assessment
Personal and Professional Development

Year 2 Modules

Teaching a Specialist Subject
Curriculum and Professional Issues

Academic credit is gained by undertaking assignments and providing evidence of achievement. This allows you to explore topics that are of interest to you, relevant to your working environment, and to your career development.

As part of the Year 2 module *Teaching a Specialist Subject*, you will be expected to attend a one day event at the University in Huddersfield (potentially held on a Saturday in November) and a two day Conference at the University in Huddersfield (currently held on a Friday/Saturday in April) (or whatever equivalent alternative arrangements that the University may implement). Attendance is part of the assessment for the module and is mandatory.

The two-year part-time In-Service route is for those in paid employment as a teacher/trainer who wish to enhance their qualifications. Voluntary teaching is allowable when undertaken on behalf of a charity registered with the Charities Commission and in certain other cases: please discuss with the Admissions Tutor at Northern College.

A full-time Pre-Service route is available for those not yet teaching. Contact the School of Education and Professional Development at the University of Huddersfield for a course information pack.

Teaching Experience

Much of the course is focused on practical teaching. You have the opportunity to gain experience of learning and teaching alongside other professionals, with support from tutors, as a vehicle for your development.

Practical experience allows you to gain competence in planning teaching and learning, and in working with learners both in formal classrooms and in student-centred learning situations, such as drop-in study centres.

During the course you undertake project work, such as developing new course materials. Academic work includes critically examining creativity in teaching, subject specialist related studies, quality and professional issues. Modules also allow you to explore particular areas of interest.

Entry Requirements

If you are a PGCE applicant you should hold a UK first degree or equivalent **and** relevant work experience (where appropriate to the subject field). You must also hold qualifications at Level 3-4 in the subject area you teach if this is different from that of your degree.

If you are applying for the Certificate in Education course you should have HNC, CGLI Advanced, NVQ Level 3/4, or professional qualifications **and** significant work experience in the area you teach (where appropriate to the subject field).

If you hold a basic teaching qualification (e.g. PTLLS at Level 4) you may be able to make claims for accreditation of prior learning.

This Northern College course is aimed at teachers and trainers who define their work as contributing to the transformation of communities. We particularly welcome applicants from ethnic minorities and people with disabilities.

We require you to be in paid employment, as a teacher or trainer, for a minimum of 150 hours (at least 75 hours in any one year) at a recognised training or educational establishment. Voluntary teaching/training may be acceptable if undertaken on behalf of a charity registered with the Charities Commission (or in certain other circumstances, please discuss with the Admissions Tutor at Northern College).

You are required to identify a work-based mentor who can guide you in your subject specialism.

Criminal Records Declaration and Check

Learning and teaching organisations normally include young and vulnerable people and it is therefore important that screening is undertaken to help ensure a safe environment. As this is an in-service course, your employer is responsible for ensuring that you are a fit and proper person to undertake the work that they employ you for. The University does not therefore normally undertake checks on those applying to this provision (though it reserves the right to do so).

If you are self-employed as a teacher/trainer, it is your responsibility to arrange for an enhanced clearance from the Criminal Records Bureau and to provide evidence that you have done so. Guidance can be found at www.crb.gov.uk or by telephoning the Disclosure information line on 0870 90 90 811. There is currently (July 2010) a fee of £36 that must be paid by the applicant. CRB checks are free for some volunteers – please see website for details of how 'volunteer' is defined. At the end of the Cert. Ed/PGCE application form there is a declaration that you must sign to say that your CRB check is in place. **In the interests of safeguarding, this is an essential entry requirement and is non-negotiable.**

Health check

As this is an in-service course, your employer is responsible for ensuring that you are fit to undertake the job you are employed for. The University therefore does not normally undertake health checks (but reserves the right to do so).

References

With your application form is a reference request form, which you should pass on to your referee for them to complete and return to the relevant centre of study.

NB applications should be made online via the University of Huddersfield website <http://halo.hud.ac.uk/applicationform/> or follow the link from the Northern College website www.northern.ac.uk You will be able to indicate who your referee is on the online application form.

Evidence of qualifications

You must provide evidence of your qualifications. Photocopies are not acceptable. The Northern College will make arrangements to see your original certificates before you can be formally enrolled.

Residential Element

We strongly recommend that you take advantage of the opportunity to stay overnight in our gorgeous, Grade 1 listed building. Accommodation is available at the reduced rate of £11.75 per night for bed only, with evening meal and breakfast available at subsidised prices.

Financial Incentives and The Institute for Learning (IfL)

Fees for 2011/12 are £900 (for Year 1; Year 2 fees may be subject to an increase). The situation regarding funding for fees is complex and changing – please check The University of Huddersfield's website www.hud.ac.uk (School of Education and Professional Development) for up to date information. You might also like to put yourself in the picture by seeing what the Institute for Learning has to say www.ifl.ac.uk

How to apply

Please look on Northern College's website www.northern.ac.uk, where you will find up to date information and a link to the online application form. If you have any problems with this, please contact Louise Mycroft at l.mycroft@northern.ac.uk

The link to online applications is also available on the University of Huddersfield's website http://www.hud.ac.uk/edu/funding/pt_pcet_funding.php

For advice, further information or just a human touch, contact Rachel Roe, Course Administrator at The Northern College. Rachel is available on 01226 776000 or at r.roe@northern.ac.uk (please note Rachel does not work Wednesdays).

[Please note that all course titles, module titles and other information supplied may be subject to change.]



Frequently Asked Questions about the courses at The Northern College

How much will I have to pay?

Currently fees are £870 per year but this is likely to change for 2011. The situation has changed constantly over the past few months and it is worth contacting The Northern College for the most up to date information – at the minute, we will be telling you that we don't know anything. Marie James, Student Services Tutor, will help you figure out your own personal financial circumstances once the fees situation is clarified. She can be contacted on 01226 776000 or mjames@northern.ac.uk. We hope that employers will also contribute to course fees.

People who wish to stay residential will have an additional (very reasonable) cost to factor in – see below.

When are the dates for next year published?

We usually get these ready in March. Please let us know if you'd like us to send you the dates, when they are confirmed.

Do I have to stay residential?

No but we recommend that you do! The College is a beautiful learning environment and by staying residentially you can take full advantage of the learning resources here, including our gorgeous Library. There is a cost per night (room only) of £11.75. Meals are very reasonably priced and offer a broad range of choices.

We understand that this is not possible for everyone, and there are also non-residential places available.

What is there to do in an evening?

At any time of year, we wouldn't be surprised if you wanted to spend all your time outdoors in our glorious gardens. However, there are things to do inside too!

The Home Farm complex hosts a café bar and a games room, and our Student Activities Co-ordinator likes to know who is coming in, so that she

can organise entertainment for you – quizzes, karaoke, treasure hunts, folk nights.

The Library is generally open until 8pm and the ICT Study Rooms until 10pm. There are TV rooms in all the accommodation areas.

How much work will I have to do at home?

Aside from the residenceals, you will also be expected to attend tutorials and mentoring sessions. You will need to ensure that you are able to do 150 hours teaching, 75 hours in any one year – *this is an entry requirement of the course* and it is your responsibility to get this sorted.

There is a significant commitment in terms of the work you will do to produce your assignments. You will have lots of support, but we want you to understand how much you are taking on. That is one of the reasons why we hold Open Mornings during the main recruitment period of January - June to help answer some of these questions for you – please contact Rachel Roe r.roe@northern.ac.uk for details of the next event.

I have a disability and I am worried about how I'll cope.

We understand this and that's why we have an Additional Learning Support Team to help you if you have a physical, mental or learning disability. We would expect you to tell us about your disability when you apply for the course. You will then be contacted by John Rowley, our Additional Learning Support Co-ordinator or by his counterpart at The University of Huddersfield, and together you'll come up with the best plan of support for you. Remember, we can only help you if you let us know how things are for you.

Can I bring my children to Northern College?

Yes, this is possible if you book your child(ren) into the Children's Centre well in advance (depending on availability and the age of the child). Tell us when you apply about your children and we can investigate booking them a place – we'll ring you if there is anything we are unsure about or if we are full. Charges apply. Contact Lynn at the Children's Centre if you want to come up and visit beforehand (01226 776000) or l.powell@northern.ac.uk.

What will the course qualify me for?

It will qualify you to be a teacher of adults, and will lead to Qualified Teacher Status for the Lifelong Learning Sector (QTLS), following Professional Formation. Please visit the Institute for Learning website (www.ifl.ac.uk) to find out more about becoming a teacher.

The IfL is currently working with the Teacher Development Agency (TDA) to agree a pathway for teachers with QTLS to get Qualified Teacher Status (QTS) to work fully qualified in schools. Again, keep an eye on the IfL's website if this is of interest to you.

I've heard that you can't go to Northern College if you've got a degree.

Certain courses at Northern College are especially designed for people with few or no formal qualifications but these are not, nor are any other courses in the Workforce Development Programme. Indeed, you have to have a degree to take the PGCE route. If you do not have a degree, you will be required to have at least a Level 3 qualification in your subject specialism, to be accepted for the Cert Ed. *You will need to provide proof of your entry qualification before being accepted onto the course.*

Where is Northern College?

We are located just outside Barnsley in South Yorkshire, near the village of Dodworth, a few miles from both Junctions 36 and 37 of the M1.

Look [here](#) for directions (if you are viewing this electronically), look us up on our website www.northern.ac.uk or ring the College on 01226 776000 and we'll send you a map.

If you're using your Sat Nav, make sure you don't turn into the Wentworth Castle car park (you'll have to pay to get yourself out!), but carry on up the hill to the Northern College entrance.

What do I need to do next?

If you have any more questions, please email Louise Mycroft, Centre Manager for the Cert Ed/PGCE on l.mycroft@northern.ac.uk Questions regarding Student Finance could go directly to Marie James: mjames@northern.ac.uk

If you're happy and you want to go for it, complete the online application (do let us know if you have any problems with this – all new systems have their glitches and we need to know if anything is not working right!) It's worth checking to see that we've received your application – contact Rachel on r.roe@northern.ac.uk or 01226 776000 (please note Rachel does not work Wednesdays).

We will contact you when we receive your application and tell you when we are next making application decisions. We will then let you know if you have been offered a place. If we can't offer you a place, we will tell you why.

What is the selection process?

On receipt of your application, we will invite you to an Open Morning if there is one coming up, or we'll invite you to have a chat with us, if we've not already worked together and discussed the course. This will give you chance to explore the way in which we teach and for us to get a glimpse of you. Our Open Mornings follow the format of a 'Thinking Environment Interview', which is designed to really find out what you want to think and say. (For more on Thinking Environments, see www.timetothink.com).

We look forward to meeting you!

The Northern College Cert Ed/PGCE Team