Programme Information Report - Admissions

Postgraduate Certificate in Education (PGCE) Secondary Design and Technology full time core 11-16 - Full Time

Programme Code: PGCES7

Duration: **1 Years**

Award: **PGCE**

					Delivery			Assessment		
Year of Study	**Module Code**	**Module Title**	**Mandatory Optional**	**Credits**	**Scheduled (hrs)**	**Independent (hrs)**	**Placement (hrs)**	**Exam %**	**Practical %**	**Coursework %**
1										
	PGS701	Theory into Practice	Mandatory	30	80	120	100	0 %	0 %	100 %
	PGS702	Classroom Focused Research	Mandatory	30	80	120	100	0 %	0 %	100 %
	SCH007	School Placement 1	Mandatory	0	0	0	300	0 %	100 %	0 %
	SCH008	School Placement 2	Mandatory	0	0	0	300	0 %	100 %	0 %
				60	*160 hrs*	*240 hrs*	*800 hrs*	*0 %*	*50.00 %*	*50.00 %*
					13 %	*20 %*	*67 %*			
		Programme Total			**160 hrs**	**240 hrs**	**800 hrs**	**0.00 %**	**50.00 %**	**50.00 %**
					13 %	**20 %**	**67 %**			

The placement module hours are as above, and are used to support your teaching and learning on this programme, as well as study skills and Development and Career Plans. More information about modules can be found at www.bishopg.ac.uk/study-at-bgu/pgcesecdt

The percentage of assessment in each category noted above (e.g. written, practical and coursework), is made up from one or more types of assessment as detailed below:

- Written assessment typically includes exams and multiple choice tests.
- Practical is an assessment of your non-written skills and competencies. This could include, for instance, presentations or other oral assessments,
- Coursework typically includes essays, written assignments, dissertations, research projects or producing a portfolio of your work.

Our Higher Education staff comprise of qualified teachers, visiting tutors with specialist skills and knowledge, those recognised as Fellows of the Higher Education Academy and active researchers.

All PGCE programmes at BGU comprise of 60 credits. This is made up of mandatory modules.

BOOKS:

As you would expect, books can be an expense incurred whilst studying at university. However, the cost can be very much managed by you. Books can be purchased new or second hand, or alternatively borrowed from our library on campus.

ACCOMMODATION:

Our Accommodation Office will contact you with details about accommodation choices and what to do next. Our accommodation prices currently range from £3,350 to £4,500, this depends on whether you have shared or en-suite facilities and the length of your contract. This figure includes bills, internet and testing of all electrical appliances, and is reviewed on an annual basis. We do not expect the annual fee to rise by any more than 5% per year. There is a £200 bond, which is required upon signing the contract. Private accommodation in the local area is typically between £85 and £150 per week.

DBS CHECKS

If you are asked to undertake a Disclosure and Barring Service (DBS) check as part of your conditions of your offer, this must be completed prior to the start of your course at a cost of £57.20. Students on programmes where a DBS check is not a condition of your offer, but who choose to undertake a placement as part of the course may need to complete a DBS check at the same cost.

Where placements take place, you will be required to pay a contribution to the travel costs. You will have to pay up to the first £6 per day on undergraduate programmes and £7.50 per day on PGCE programmes. Payment is usually required before each placement.

COSTS

There may be optional or mandatory trips or resources to purchase during your course. These will cost no more than £150. Payment will be required prior to each trip.

If you wish to know about specific funding and/or fees associated with this programme then please go here: http://www.bishopg.ac.uk/student/fees/tuitionfees/

MAKING PAYMENTS:

When necessary, simply visit http://www.bishopg.ac.uk/payments to make payments to BGU. If you require further information on payments, please contact our Fees Officer on (01522) 563811.

KEY POLICIES:

Included in your Student Agreement is the following link - www.bishopg.ac.uk/policies. This link takes you to all of the BGU documents and policies available for students. We would advise you to review the documentation and pay particular attention to the relevant regulations for your course and those areas which may affect continuation on your chosen course:

- Code of Practice for DBS Checks for Applicants and Students
- Freedom of Speech Policy
- Code of Practice for Safeguarding Children and at risk Adults
- Research Ethics Policy
- Tuition Fee Register, Charges and Student Debt Policy
- Student Complaints Procedure
- Admissions Complaints Procedure
- Student Disciplinary Procedure
- Code of Practice for Support for Study
- Code of Practice on Academic Appeals
- Code of Practice for Academic Misconduct
- Student Transport, Accommodation and Subsistence Policy

COMPLAINTS HANDLING:

BGU has excellent levels of student satisfaction and we pride ourselves on ensuring that students have the best possible experience of Higher Education whilst studying with us. We do acknowledge, however, that sometimes things can go wrong. If you encounter a problem during your time here as a student then we will endeavour to resolve your concerns as quickly as possible. Please see attached a copy of our Admissions Complaints Procedure for your reference.

The Admissions Complaints Procedure and the Student Complaints Procedure can be found at http://www.bishopg.ac.uk/policies

CHANGING YOUR MIND:

With reference to the enclosed Student Agreement, you have a legal right to withdraw your decision within 14 days of making it. However, we fully understand that it is incredibly important that you make the right decision as to which course and which university are right for you. Therefore, you will have the opportunity to change your mind up until the time that you actually enrol. After enrolment, you are liable for any fees already received from the Student Loan Company or other means up until your withdrawal or graduation.

All tuition fees will usually be subject to annual increases, subject to the maximum fee chargeable according to the tuition fee cap set by Office for Students (OFS). BGU reserves the right to review its fees for students continuing to study a programme during 2019-20 and beyond within the limits set by (OFS). The tuition fee will not remain the same for each year of study unless it is limited by the fee cap, e.g. if the fee cap were to increase by £500, tuition fees may increase by an amount equivalent to or less than £500. Information about fee levels will be clearly communicated to students at the earliest opportunity. With fees set below the fees cap we do not anticipate any increase in fees will be above 5% per annum but reserve the right to alter this should exceptional economic, legal or regulatory circumstances require us to do so.

This document represents our best knowledge and needs to be read in conjunction with our Student Agreement (enclosed with an offer). The University may occasionally need to make changes in line with sector best practice, or to reflect changes in the external environment (including legal, regulatory or financial/economic changes); changes are outlined in paragraph 5 of our Student Agreement.

If you have any questions or queries, please do not hesitate to contact us by email qualityoffice@bishopg.ac.uk