

Postgraduate Education Programme Applying for a Masters or Postgraduate Certificate - FAQs

When can I start?

Depending on the award you wish to take, you may be able to start at the beginning of any module, not just in September. For the start dates of courses contact cpdeducation@worc.ac.uk and ask for the current Postgraduate Education Programme (PEP) timetable.

Which Masters awards are available through the PEP?

- MA/PG Dip./PG Cert. Education – course leader: Dr Stephen Parker – s.parker@worc.ac.uk
- MSc/PG Dip./PG Cert. Educational Leadership and Management – course leader: Leela Cubillo – l.cubillo@worc.ac.uk
- MA/PG Dip./PG Cert. Early Childhood – course leader: Mandy Andrews – m.andrews@worc.ac.uk. Please see our website for other PG Certs. In this field.
- MA/PG Cert. Mentoring and Coaching for Leadership in Education – course leader: Shaun Hughes – shaun.hughes@worc.ac.uk
- MA/PG Dip./PG cert. Special and Inclusive Education – course leader: Teresa Lehane – t.lehane@worc.ac.uk
- PG Cert. Church School Leadership – course leader: Leela Cubillo – l.cubillo@worc.ac.uk
- PG Cert. Teaching Primary Languages - Alison Clarke: a.clarke@worc.ac.uk
- PG Cert. Religious Education - course leader: Dr Stephen Parker – s.parker@worc.ac.uk
- PG Cert. Improving Practice in Education - course leader: Dr Stephen Parker – s.parker@worc.ac.uk

There are also a number of Postgraduate Certificates. Please see our website - <http://www.worcester.ac.uk/departments/661.html>

Which modules are available?

Please email cpdeducation@worc.ac.uk for our current timetable and modules digest.

I would like to discuss running a school-based group. How do I do this?

Please contact Alison Clarke, CPD Coordinator, Education – a.clarke@worc.ac.uk – 01905 855056.

How many modules will I have to complete for my chosen award?

A full Masters degree comprises the equivalent of nine 20 credit modules – 180 credits in all.

A Postgraduate Diploma is worth 120 credits (6 modules).

A Postgraduate Certificate is worth 60 credits (3 modules).

It may be possible to study a single 20 credit 'taster' module. Please ask for advice.

Are all modules worth the same credits?

Most modules are 20 credits, but a few awards include a 40 credit module.

Negotiated Learning may be taken as 20, 40 or 60 credits, with equivalent word length. The Dissertation can be either 3 or 4 module equivalent, again with equivalent word length.

Are some modules optional?

Whether modules are optional depends on the award you have chosen. If you are aiming for a Masters degree, then the Research Methods module and a Dissertation are compulsory elements of that award. If you are aiming for a Postgraduate Certificate, there will probably be three specified modules which comprise the award, though there may also be a small element of choice. The MA/PG Dip. /PG Cert. in Education are generic awards which allow you to mix modules from our different masters awards.

Some students (particularly international students) opt for a three or four module dissertation, but still have to complete the equivalent of 9 modules (180 credits) in total.

Can I claim credits for previous study or experience?

If you have masters credits from previous study (for example from your PGCE) or from previous appropriate experience, which you believe to be equivalent to Masters level, you can apply to transfer these into your postgraduate award. Please ask for details and an application form for Accreditation of Prior Learning (APL) from cpdeducation@worc.ac.uk or from admissions@worc.ac.uk. There is a £50 fee for APL applications. Please note that your existing academic credits must be 'recent and relevant'. Each application is treated individually.

How long can I take to complete my award?

Masters degree – If you start your Masters with no previous masters credits and you intend to study part-time you will have a total of 6 years to complete. If you claim APL, or hold existing Masters credits awarded by this university, the time will be proportionately shorter depending on how many credits you transfer.

Postgraduate Diploma – (120 credits – 6 modules) – working part-time and with no previous credits, you have up to 4 years to complete.

Postgraduate Certificate (60 credits / 3 modules) – working part-time you would normally you would be expected to complete a PG Cert. in approximately one year.

Studying full-time:

With no previous credits you will have up to 3 years to complete a Masters, up to 2 years to complete a PG Dip. and up to 1 year to complete a PG Cert.

You should bear in mind that each module normally lasts for one term and that you will be expected to complete your module assignment by a specific date. Details will be given to you by your tutor and in your module or award handbook.

What if I encounter difficulties with studying or completing assignments?

There are systems in place to support and guide you, as well as to provide a rigorous and high quality programme of study. Please contact your tutor in the first instance for advice. You can also contact Alison Clarke, the CPD Coordinator for Education (a.clarke@worc.ac.uk) for advice or Jean Croft, student records, (j.croft@worc.ac.uk) particularly for advice on matters relating to programme regulations.

The University is committed to Equal Opportunities and full information is on the website under the 'student life' link or at: <http://www.worc.ac.uk/student/equalopportunities/>.

Links from this page offer details of provision for students with a range of specific needs. Useful contacts for students who may have additional needs or wish to seek advice, clarification or support are at:

<http://www.worc.ac.uk/student/disability/908.html>. Equally, please feel free to talk with your tutor.

How do I enroll in a course?

All PEP students complete an **application form** (email cpdeducation@worc.ac.uk) which should normally be returned to the University's **admissions office** (Team A). We ask some applicants to return forms to the Institute of Education's **CPD Office**. This will be made clear to you in correspondence.

Unless you have graduated recently from this university, you will need to **attach proof of identity** (eg. a photocopy of either the photo-card part of your driving licence or of your birth certificate). You will also need to attach photocopies of **transcripts or certificates** confirming your highest relevant academic awards to date (eg. first degree). Teachers with QTS should provide their teacher reference number in section 2 of the form. Our Admissions department sets up a student record for you on receipt of your form. They will then write to you, providing you with a username and password for the student login webpage:

[https://login.worc.ac.uk/ICSLogin/?\"https://login.worc.ac.uk/](https://login.worc.ac.uk/ICSLogin/?\) and inviting you to **register online**.

Registering online

During online registration you confirm your personal details, choose the modules for the award you will be taking this academic year and make arrangements for fee payment. Once you have completed these tasks you should be able to print off a **certificate of registration**.

During online registration you can upload a passport-style photo. This will be used to create your **student ID card**, which you will need in order to withdraw books and other resources from the University library.

All students are required to complete online registration each year. If you have any difficulties in doing so, please contact the admissions department on 01905 855002.

How much will my course cost?

The PEP is a modular programme. Module fees per 20 credits will be £430 from September 2011. A full Masters comprises 180 credits, a PG Diploma 120 credits and a PG Cert. 60 credits. When you transfer existing recent and relevant credits into an award through the process known as AP(E)L (Accreditation of Prior (Experiential) Learning) you will be charged a fee for this service. Please contact our **admissions department** for further details)

Is there any financial support available for PEP students?

Please also see the relevant page of the University of Worcester website:

<http://www.worcester.ac.uk/student/finance/157.html>

Is the 10% reduction in fees for alumni available to me?

Please see <http://www.worcester.ac.uk/student/finance/11264.html>. The 10% discount is only available to full-time masters students in receipt of no other subsidy.

What payment options are available?

You can normally choose to pay by credit card or by standing order in order to spread your payments. When you receive an invoice contact our finance department to discuss payment options. Please see

<http://www.worcester.ac.uk/student/finance/157.html>