



Post Graduate Certificate Learning and Teaching in Higher Education (PGCLTHE) Work Based Learning Contract

The PGCLTHE is an experiential work based learning programme that takes place alongside, and complements, employment supporting HE student learning. This means that the learning experience is an arrangement made up of yourself, your employer and this programme. Each of these partners has different responsibilities:

Course participant:

It is your responsibility to plan and manage your learning on the course. You should ensure, in negotiation with your employers that you are undertaking enough work, for the duration of the module or course, in support of HE student learning to engage effectively with the programmeⁱ. If you have concerns over this, please discuss it with your employer and contact the Course Leader.

You are also responsible for reflecting on your learning and being motivated to take advantages of the opportunities offered for development through formal study days, self-directed study and engagement with the formative and summative assessment process, including the provision of peer feedback to colleagues on the course as requested.

The Employer:

The key supporters of your work place learning should be your mentor and line manager. Line manager support for your undertaking the course should be established from the outset, including any remission from working hours to engagement with the courseⁱⁱ. You should ensure your line-manager is aware of the requirements of the course and the range and quantity of higher education work you need to be undertaking to generate examples of practice towards the assignmentsⁱⁱⁱ. Ongoing employer support for your engagement with this course - to include time to attend study days and tutorials, to undertake self-directed study and complete formative and summative assessment - should be clearly and openly agreed in advance.

Mentors are appointed to all staff at UW by their Head of School or line manager and should be your first point of call for specific discipline-based information or discipline-based issues. Where possible your mentor should be working in the same setting as you and be a recent graduate of the PG Cert. The mentoring relationship is confidential between the mentor and mentee. Your mentor is not involved in the assessment of your work on the PG Cert. The relationship is therefore a purely supportive one of helping you adapt to the specific practicalities, pedagogic concerns and culture of your UW discipline and/or institute.

If you are not a member of staff at UW and do not have a workplace appointed mentor please discuss options with the Course Leader to provide you with this support through other means.

The course team

It is our role to facilitate your learning on the course. We do this by providing; study days, online learning resources, tutor support and feedback on relevant work. If requested, we can also liaise with your employer on your progress, engagement and learning during the course.

Course participant declaration

I have shared this document and discussed the work based learning aspect of this course with my line manager.

Print name:	
Signed:	
Date:	

Line manager declaration

I have discussed the work based learning aspect of this course with my colleague undertaking the course. At UW, the probationary policy has been discussed and appropriate account has been taken of the demands of this course in establishing overall workload. An appropriate mentor has been appointed.

I understand that I can ask the PG Cert Course Leader for an update on colleagues' progress on the course throughout the year.

Print name (Line Manger):	
Signed:	
Date:	
School:	

Head of School request for staff member to complete the course

Print name (Head of School):	
Signed:	
Date:	

ⁱ To be eligible to join the PGCLTHE or one of its constituent modules, staff (and research students) should normally be engaged in a **minimum of 4 hours per week** of teaching and/or learning support in the semester in which they undertake the first module of the PGCLTHE. In addition, should normally have a **contract for at least 50 hours in the academic year** if they are completing the whole PG Certificate.

ⁱⁱ The PGCLTHE should be part of a 'balanced workload' established with your line manager.

ⁱⁱⁱ LTHE4141 and LTHE4142 are 15 credits each LTHE4143 is 30 credits. Much of your day-to-day work can form evidence for your summative assessments.