

## Frequently asked questions about the short course and the PGCert/ MSc in Professional and Higher Education

After completing the Short Course for Learning and Teaching at Queen Margaret University, it is possible to combine your attendance at the Short Course with an assignment in order to gain 15 credits at Master's level for the Module Education in Action 1 (NM232). Education in Action 1 is a core module for the PGCert/ MSc in Professional and Higher Education. The following addresses how you can gain credit for the Short Course.

### How do I gain credit for the short course?

To gain 15 credits at master's level, you need to:

1. Have attended 80% of the Short Course;
2. Matriculated for the MSc in Professional and Higher Education;
3. Completed the assignment for Education in Action 1.

### How do I matriculate?

Go to webpage:

[http://www.qmu.ac.uk/courses/PGCourse.cfm?c\\_id=245](http://www.qmu.ac.uk/courses/PGCourse.cfm?c_id=245)

This provides further information about the PGCert/MSc and how to apply.

### How much does it cost to matriculate for Education in Action 1?

Member of staff at QMU (part or full-time)	As a member of staff at QMU, you do not pay for the tuition fees but you must register. Before starting the Short Course, you should discuss with your line manager.
PhD student	As a QMU PhD student, you do not pay for the tuition fees but you must register. Before starting the Short Course, you should discuss with your supervisor.
Tutor at collaborative partner	Please email CAP for information – <a href="mailto:capadmin@qmu.ac.uk">capadmin@qmu.ac.uk</a>
Other	Fees in 2009-2010 are £375 per 15 credit module (Home student) £1000 per 15 credit module (International student)

### How long do I have to do the assessment for Education in Action 1?

This depends:

1. if you are intending to study for Education in Action 2 as soon as possible after the Short Course, you must complete the assessment by a specific date. This is to avoid you having to complete the assessment for both Education in Action 1 and 2 at the same time. Contact the module co-ordinators for Education in Action 1 and 2 to negotiate a specific date.
2. If you are intending to gain credit without completing Education in Action 2, it is advisable to submit the assessment as soon as possible after the Short Course contact the module co-ordinators for Education in Action 1 and 2 to negotiate a specific date

### **What does the assessment entail for Education in Action 1?**

The assessment for this module is an ePortfolio where you illustrate your knowledge and application of the theories of learning, teaching and assessment within your practice setting. You will receive further details once you have matriculated, but the assessment consists of two elements:

1. **A personal evaluative commentary** where you articulate the learning you have achieved throughout the Short Course towards meeting not more than TWO of the HE Academy/NMC outcomes (1500 words). Your commentary should include some of the following:-
  - a. analysis of the processes of learning, teaching, assessment, feedback and support of students;
  - b. reference to relevant theories, educational paradigms, principles of good practice which have informed your approaches;
  - c. rationale or justification for decisions you have taken;
  - d. evaluation of your practice using a critically reflective approach.

You may also choose to include a selection of relevant documents as evidence supporting your commentary. These should reflect the competencies identified by HEA.

2. **A portfolio of relevant evidence** to support your TWO selected Higher Education Academy competencies.

*You will be given detailed guidelines to help you to complete the assignment.*

### **Who will provide support for me to complete the assignment in Education in Action 1 including ePortfolio?**

Contact the Module Coordinators who will organise support for you.

### **Can I take Education in Action 2 even though I haven't submitted for Education in Action 1?**

You can matriculate for Education in Action 2 but you must submit your assignment for Education in Action 1 by an agreed date otherwise you will not be able to submit for Education in Action 2.

### **What days must I attend for Education in Action 2?**

Usually you will need to attend three dates.

### **What does Education in Action 2 cover that the short course doesn't?**

Education in Action 2 covers: quality assurance and enhancement, learning with technology, approaches to learning, assessment and a member of the team will observe your teaching. Some of these topics you may have briefly covered in the short course but Education in Action 2 provides you with a wider evidence base and practical opportunities to explore your developing knowledge about learning and teaching in higher education.

### **Do I need to take Education in Action 2 at a specific time?**

If you want to use the credits from Education in Action 1 towards the PG Certificate in Professional and Higher Education, then you have five years to complete the programme. You must take three other modules in this programme in the five years starting from the time that you matriculate for Education in Action 1.

**If I pass Education in Action 1, can I use the 15 credits towards another master's programme at QMU?**

It is highly likely that you will be able to but it is advisable to check this with the relevant programme leader.

**How does Education in Action 1 articulate with the Knowledge, Skills Framework?**

Although Education in Action 1 does not directly match the outcomes of the Knowledge, Skills Framework, the student can identify aspects of Education in Action 1 which meets certain aspects of the Framework. In terms of the Governments' Agenda for Advanced Practice, education is a core theme and by taking the Short Course and gaining credit for Education in Action 1, you are meeting that agenda.

**What accreditation could I claim for completing Education in Action 1?**

Once you have successfully completed Education in Action 1, you could apply to the Higher Education Academy for Associate Fellowship. Alternatively if you complete Education in Action 2 as well, then you can apply for Fellowship to the Higher Education Academy. Full details about the Higher Education Academy are available at:

<http://www.heacademy.ac.uk/ourwork/supportingindividuals/professionalrecognition>

**Where can I find further information about the MSc in Professional and Higher Education?**

Go to: <http://www.qmu.ac.uk/cap/LandTMScProfHEHome.htm>

**How does gaining credit for the Short Course help with Personal Development Planning?**

Once you have developed the ePortfolio for the assessment and gained credit, you can use this as a launch pad to demonstrate your Personal Development Planning and to use as a basis for activity planning with your line manager.