

## PROGRAMME SPECIFICATION



# Newcastle University

<b>1</b>	<b>Awarding Institution</b>	Newcastle University
<b>2</b>	<b>Teaching Institution</b>	Newcastle University
<b>3</b>	<b>Final Award</b>	PGCert
<b>4</b>	<b>Programme Title</b>	Postgraduate Certificate in Coaching and Mentoring for Teacher Development
<b>5</b>	<b>UCAS/Programme Code</b>	3058 (PT) and 3059 (CA)
<b>6</b>	<b>Programme Accreditation</b>	n/a
<b>7</b>	<b>QAA Subject Benchmark(s)</b>	n/a
<b>8</b>	<b>FHEQ Level</b>	Level 7
<b>9</b>	<b>Date written/revised</b>	28 <sup>th</sup> February 2012

**10 Programme Aims**

1. The programme builds on a strong research base in CfLaT and the experience of tutors involved in supporting the continuing professional development of teachers as mentors and coaches in regional and national contexts. The programme is linked to current developments in the promotion of Teaching Schools and self-improving school systems.
2. The programme aims to provide effective post-graduate professional development for teachers / lecturers and school leaders in the field of mentoring and coaching. The aims are as follows:
3. To promote learning through critical reflection on and research into the practice of coaching and mentoring;
4. To develop understanding of different research approaches to understanding mentoring/coaching;
5. To identify the similarities and differences between coaching and mentoring as described by the research literature and as defined in real practice contexts;
6. To understand the potential role and tensions of developing coaching and mentoring within current professional development and performance management frameworks for teachers.
7. To develop skills of coaching and mentoring in practice situations;
8. To introduce frameworks and tools to support the development of effective coaching and mentoring dialogue;
9. To explore the potential of video and other tools in improving the impact of coaching and mentoring;
10. To develop an understanding of the levels of development in coaching and mentoring;
11. To recognise and develop approaches to evaluating coaching and mentoring practice;
12. To ensure that the programme meets the requirements of a level 7 qualification as defined by the Framework for Higher Education Qualifications
13. To ensure that the programme conforms to University policies and the QAA Quality Code for Higher Education, Part A: Setting and Maintaining Threshold Academic Standards.

**11 Learning Outcomes**

The programme provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas.

**Knowledge and Understanding**

On completing the programme students should:

**A1**

Understand theoretical approaches to teaching and learning and have a critical grasp of relevant research in the field (related to the students' specific module choices).

**A4**

Develop an effective a practice-based understanding of issues in the implementation and management of educational change, including the professional development of teachers, and know how to address some of these issues.

**A5**

Develop an effective a practice-based understanding of the ethical implications of conducting practitioner enquiry in learning contexts (such as schools and colleges).

- A knowledge and understanding of matters relating to informed consent, privacy, confidentiality, objectivity and transparency
- An understanding of the dilemmas that researchers commonly encounter when conducting enquiries, especially in their own institutions
- An awareness of professional codes of practice such as those of BERA

**Teaching and Learning Methods**

The taught sessions focus on developing an understanding of professional dialogue and its form and function in coaching and mentoring. Students will be introduced to theoretical frameworks and research evidence in relation to this, and compare these with their own established and developing practice. The taught sessions will allow for the exploration of models of coaching and mentoring through reference to research, theory and students' own experiences of practice (as coaches / coachees and/or mentors /mentees). Issues of confidentiality when discussing practice contexts and experiences will be explored. Lectures / workshops will tend to merge as the sessions will be designed to be interactive, but also to draw on the expertise of the tutors in relation to the themes.

**Assessment Strategy**

Assessment is through module portfolios. These include literature review components and critical commentaries on the fieldwork (developing and evaluating coaching and mentoring practices). They allow an integration of evidence from practice, theory, policy and research. Opportunities for peer and tutor feedback on elements of the portfolio are provided during the taught sessions.

**Intellectual Skills**

On completing the programme students should be able to:

**B1**

Use analysis and synthesis to critically review the relationship between policy, practice, theory and research and the implications for professional development, educational leadership and pedagogy.

**B2**

Have a creative and constructively critical approach towards innovation.

**B3**  
Critically evaluate the significance of action enquiry &/or reflective practice in developing professional knowledge and understanding.

**B4**  
Employ an increased range of strategies to evaluating their own performance as teacher.

**B5**  
Apply enhanced professional knowledge and understanding to problem solving / management of change situations in their own work context.

**B6**  
Enhance their communication skills in a range of contexts

**Teaching and Learning Methods**

Students critique research and practice in taught sessions, are introduced to innovative professional practice and work on planning mentoring and coaching practice in workshops and tutorials. They conduct field-work and professional practice in their own context and evaluate the findings with their peers and tutors.

**Assessment Strategy**

Analysis, synthesis to critical reflection is integral to the portfolios auditing, developing and evaluating practice and relating outcomes to theory and research. Reflective practice is critical in the second module.

**Practical Skills**

On completing the programme students should be able to:

**C1**  
Improve professional practice through enquiry, reflection, and evaluation

**C3**  
Communicate effectively with a range of colleagues, tutors and fellow students (in both oral and written form)

**C4**  
Work with colleagues to support and develop professional practice

**C5**  
Capacity to engage with educational policy nationally and internationally

**Teaching and Learning Methods**

Sessions will be timed to allow development of coaching and / or mentoring practice within the students' own professional context. Students will be encouraged to collate and bring with them documentary evidence from their practice, allowing development of enquiry processes based on source material.

**Assessment Strategy**

Assessed work will allow the student to demonstrate how they have developed their practice as coach and / or mentor in a professional educational setting. It will include an analysis of practice against models of practice development provided from the research, an analysis of the means by which practice has changed, the role of tools and development of dialogue. The students will be encouraged to gather and respond to feedback and evaluation provided to them from their own practice context.

**Transferable/Key Skills**

On completing the programme students should be able to:

**D1**

Demonstrate effective oral and written communication and use of ICT to support intellectual development

**D2**

Plan and organise research and development projects in educational contexts.

**D3**

The ability to communicate with a range of audiences and stakeholders, including the dissemination of research findings to both specialist and non-specialists

**Teaching and Learning Methods**

Tutor and peer support for drafting the components of the portfolio (e.g. literature review/critique of methods used/reflection on professional development). Presentations to peers. Supported self-study and tutor support via Blackboard, website and email. The design and evaluation of the coaching and mentoring practices.

**Assessment Strategy**

The processes of writing the portfolios and engaging in peer review will allow students to develop transferable academic skills.

**12 Programme Curriculum, Structure and Features**

**Basic structure of the programme**

- (a) The programme is available for part-time study only. It is specifically designed to be undertaken by students who work in an educational context.
- (b) For university based students the period of study for part-time mode shall normally be 1 year starting in September.
- (c) School-based cohorts may begin study at a different time as agreed with the programme director.
- (d) The programme comprises taught modules to a credit value of 60 credits.
- (e) Candidates shall follow a modular route as described below:

EDU8217 Investigating coaching and mentoring for teacher development (20 credits)

Followed by either:

EDU8206 Improving practice in coaching and mentoring for teacher development (40 credits)

OR:

EDU8205 Improving practice in coaching and mentoring for teacher development in Modern Foreign Languages (40 credits)

**Key features of the programme (including what makes the programme distinctive)**

This programme is designed for practising teachers / lecturers – who will need a professional teaching role and context in order to undertake the practice-based assignments. While there is considerable commercial training available for coaching and mentoring it is frequently generic, i.e. not directly education focused, and resulting improvements in the quality of coaching and mentoring have proved difficult to sustain over time. This programme will allow

individual teachers or groups of teachers to engage in a programme which will enhance both 'know how' and 'know why' in relation to coaching and mentoring as a professional development practice. The programme has two modules (one of which is also available as specifically for MFL teachers). The modules firstly allow participants to make sense of the provision of, culture for and quality of coaching and mentoring in their own context prior to focussing specifically on their own development as expert coaches. The programme draws significantly on the research undertaken by CfLaT on coaching for change in teaching (for NCSL and CfBT) which has gained national recognition, and also on the expertise of tutors and mentors within the university PGCE partnership.

Students will have the opportunity to engage in individual or small group tutorials, peer to peer support, email contact with tutors to discuss assignments as is deemed appropriate.

The programme utilises appropriate practitioner enquiry methodological approaches in the assessments for the modules.

**Programme regulations (link to on-line version)**

<http://www.ncl.ac.uk/regulations/>

**13 Criteria for admission**

*Entry qualifications*

Entry requirements for the PGCert are a first degree and relevant professional experience in an educational context. Applicants are expected to gain the support of their employer in order to undertake this course, and to be assured that opportunities for developing relevant professional practice will be available in their workplace.

*Admissions policy/selection tools*

Applications are considered on the basis of the university's online application form.

*Level of English Language capability?*

Applicants whose first language is not English require IELTS 6.5, TOEFL 575 (paper-based) or 233 (computer-based), or equivalent.

**14 Support for Student Learning**

*Induction*

As the PGCert consists of two modules, the first of which is common to all students induction will be incorporated into the teaching sessions of that module. Additional support for electronic access to journals, study skills and academic writing will be made available for students who require it.

*Study skills support*

Students will learn a range of Personal Transferable Skills, including Study Skills, as outlined in the Programme Specification. Some of this material, e.g. time management is covered in the appropriate Induction Programme. Students are explicitly tutored on their approach to both group and individual projects.

Numeracy support is available through Maths Aid. Further details are available at:

[http://www.ncl.ac.uk/library/news\\_details.php?news\\_id=159](http://www.ncl.ac.uk/library/news_details.php?news_id=159) Help with academic writing is available from the Writing Centre. Details can be obtained from [Alicia.Cresswell@ncl.ac.uk](mailto:Alicia.Cresswell@ncl.ac.uk)

*Academic support*

The initial point of contact for a student is with their module leader or dissertation supervisor. Module leaders act as personal and academic tutors for the duration of each taught module and until the assessed work is submitted. This provides easy access to academic support for part-time students. Thereafter the Degree Programme Director or Head of School may be consulted. Issues relating to the programme may be raised at the Staff-Student Committee, and/or at the Board of Studies. The DPD supports students' preparation for dissertation

proposal submission and co-ordinates the allocation of supervisors for the dissertation stage. When necessary the DPD will refer students to the appropriate University student services.

#### *Pastoral support*

Part-time students in full time employment are able to access pastoral support through their module leader or the DPD. In addition the University offers a range of support services, including the Student Advice Centre, the Counselling and Wellbeing team, the Mature Student Support Officer, and a Childcare Support Officer, see

<http://www.ncl.ac.uk/undergraduate/support/welfare/index.phtml>

#### *Support for students with disabilities*

The University's Disability Support Service provides help and advice for disabled students at the University - and those thinking of coming to Newcastle. It provides individuals with: advice about the University's facilities, services and the accessibility of campus; details about the technical support available; guidance in study skills and advice on financial support arrangements; a resources room with equipment and software to assist students in their studies. For further details see <http://www.ncl.ac.uk/disability-support/>

#### *Learning resources*

The University's main learning resources are provided by the Robinson and Walton Libraries (for books, journals, online resources), and Information Systems and Services, which supports campus-wide computing facilities, see

<http://www.ncl.ac.uk/undergraduate/degrees/facilities/index.phtml>

The Robinson Library provides a full range of traditional borrowing facilities, an Inter-Library Loans System, co-operative arrangements for access to other local academic libraries (i.e. Sunderland and Durham Universities), a wide range of audio-visual material, microcomputer workstations for word processing and access to the University's network, and a Liaison Librarian service with linkage to academic departments for book and periodical purchase. The Library increasingly provides guidance for postgraduate students in information retrieval skills, both group instruction and individual support. The Education Liaison Librarian is Linda Kelly (Tel: 0191 2227667).

#### **Education Resource Centre**

The Education Resource Centre is located in KG and houses a fully-networked cluster of PCs and a wide range of school focused texts.

#### **Computing**

The University Computing Service provides fully-networked computer services on three types of system – Windows-based PC, Unix and Apple Macintosh – in cluster rooms throughout the University. Cluster rooms are available each weekday; some are open for extended hours and at weekends. A wide range of software is available on each type of system. Printing facilities consists of fast draft printers, draft colour plotters, high-speed, high-quality black and white laser printers, and high-quality colour plotters. The draft facilities are available at every cluster of workstations, and usage is free. The high-quality printers are accessed via the network and printing must be paid for and collected at the main Computing Service building in the centre of the campus. The many and various services of the UCS are described in documents which are widely available in the cluster rooms and on the World Wide Web. Students can use any cluster on the University Campus. One cluster is based in the KGVI.

All new students whose first language is not English are required to take an English Language Proficiency Test. This is administered by INTO Newcastle University Centre on behalf of Newcastle University. Where appropriate, in-session language training can be provided. The INTO Newcastle University Centre houses a range of resources which may be particularly appropriate for those interested in an Erasmus exchange. See

<http://ncl.ac.uk/langcen/index.htm>

## **15 Methods for evaluating and improving the quality and standards of teaching and learning**

### *Module reviews*

All modules are subject to review by questionnaires which are considered by the Board of Studies. Changes to, or the introduction of new, modules are considered at the Curriculum Review Committee and at the Board of Studies. New modules and major changes to existing modules are subject to approval by the Faculty Teaching and Learning Committee.

### *Programme reviews*

The Board of Studies conducts an Annual Monitoring and Review of the degree programme.

### *External Examiner reports*

External Examiner reports are considered by the Board of Studies. The Board responds to these reports through Faculty Teaching and Learning Committee. External Examiner reports are shared with institutional student representatives, through the M.Ed Student Review Group. As the students attending this course are almost all full time teachers and lecturer the staff-student committee tends to be an online community.

### *Student evaluations*

All modules, and the degree programme, are subject to review by student questionnaires. Where appropriate focus groups of students are established to provide additional feedback on programme development. The results from student surveys are considered as part of the Annual Monitoring and Review of the programme and any arising actions are captured at programme and School / institutional level and reported to the appropriate body.

### *Mechanisms for gaining student feedback*

Feedback is channelled via the Staff-Student Committee and the Board of Studies.

### *Faculty and University Review Mechanisms*

The programme is subject to the University's Internal Subject Review process, see [http://www.ncl.ac.uk/agss/qsh/internal\\_subject\\_review/index.php](http://www.ncl.ac.uk/agss/qsh/internal_subject_review/index.php)

### *Accreditation reports*

### *Additional mechanisms*

## **16 Regulation of assessment**

### *Pass mark*

The pass mark is 50 (Postgraduate programmes)

### *Course requirements*

Progression is subject to the University's Masters Degree Progress Regulations, Taught and Research ([http://www.ncl.ac.uk/calendar/university\\_regs/tpmdepr.pdf](http://www.ncl.ac.uk/calendar/university_regs/tpmdepr.pdf)) and Examination Conventions for Taught Masters Degrees ([http://www.ncl.ac.uk/calendar/university\\_regs/tpmdeprexamconv.pdf](http://www.ncl.ac.uk/calendar/university_regs/tpmdeprexamconv.pdf)).

### *Common Marking Scheme*

The University employs a common marking scheme, which is specified in the Taught Postgraduate Examination Conventions, namely:

**Summary description applicable to postgraduate Masters programmes**

<50	Fail
50-59	Pass
60-69	Pass with Merit
70 or above	Pass with Distinction

**Summary description applicable to postgraduate Certificate and Diploma programmes**

<50	Fail
50 or above	Pass

A Distinction level mark (70%-100%) will be given to work that displays depth of knowledge and mastery of skills appropriate to that module. The work will be consistently well structured and sharply focused. There will be evidence of the capacity to generalise and transfer principles to take account of the wider context. It will demonstrate critical analysis and coherence of argument. Connections between theory, practice and research will be discussed from an informed and highly reflective perspective. A high level of critical engagement will be echoed in the sustained coherence and quality of discussion.

A Merit level mark (60%-69%) will be awarded for well written and informed work that indicates awareness of recent developments and relevant literature. The work will be well structured and will demonstrate an understanding of the different perspectives of evidence from research, practice and theory. Only some aspects of these will be fully integrated conceptually. Literature cited will be used judiciously to identify, interpret and substantiate the main themes.

A Pass level mark (50%-59%) will be awarded for work that is adequately structured and displays some integration of the focus into wider contexts and perspectives. Some links will have been made between different aspects without a sustained conceptual integration and development. Work will draw upon more than one type of evidence and display some critical thinking.

A Fail mark (49% and below) will be given to work which uses a narrow range of evidence from a limited range of sources. Discussion will be largely descriptive with no consideration of the wider context. There will be little attempt to develop an argument or present information coherently.

*Role of the External Examiner*

An External Examiner, a distinguished member of the subject community, is appointed by Faculty Teaching and Learning Committee, after recommendation from the Board of Studies.

The External Examiner is expected to:

- See and approve examination papers
- Moderate examination and coursework marking
- Attend the Board of Examiners
- Report to the University on the standards of the programme

In addition, information relating to the programme is provided in:

The University Prospectus (see <http://www.ncl.ac.uk/postgraduate/>)

The School Brochure (contact [enquiries@ncl.ac.uk](mailto:enquiries@ncl.ac.uk))

The University Regulations (see <http://www.ncl.ac.uk/calendar/university.regs/>)

The Degree Programme Handbook

Please note. This specification provides a concise summary of the main features of the programme and of the learning outcomes that a typical student might reasonably be expected to achieve if she/he takes full advantage of the learning opportunities provided. The accuracy of the information contained is reviewed by the University and may be checked by the Quality



Assurance Agency for Higher Education.

### Mapping of Intended Learning Outcomes onto Curriculum/Modules

Module	Type	Intended Learning Outcomes			
		A	B	C	D
EDU8217	Core and Compulsory	A1, A4, A5	B1, B2, B3, B5, B6	C1, C3, C5	D1
EDU8206	Core	A4, A5	B1, B2, B3, B4, B5, B6	C1, C3, C4, C5	D1, D2, D3
EDU8205	Core	A4, A5	B1, B2, B3, B4, B5, B6	C1, C3, C4, C5	D1, D2, D3

A1 Understand theoretical approaches to teaching and learning and have a critical grasp of relevant research in the field (related to the students' specific module choices).

A2 Know how to research and evaluate innovative curricular and educational practices (linked to Teachers' Professional Standard E2).

A3 Understand the potential of action research for the development of professional practice and know how selected action enquiry methods can be used to enhance professional learning.

A4 Develop an effective a practice-based understanding of issues in the implementation and management of educational change, including the professional development of teachers, and know how to address some of these issues.

A5 Develop an effective a practice-based understanding of the ethical implications of conducting practitioner enquiry in learning contexts (such as schools and colleges).

B1 Use analysis and synthesis to critically review the relationship between policy, practice, theory and research and the implications for professional development, educational leadership and pedagogy.

B2 Have a creative and constructively critical approach towards innovation (linked to Teachers' Professional Standard C8).

B3 Critically evaluate the significance of action enquiry &/or reflective practice in developing professional knowledge and understanding.

B4 Employ an increased range of strategies to evaluating their own performance as teacher (linked to Teachers' Professional Standard C7).

B5 Apply enhanced professional knowledge and understanding to problem solving / management of change situations in their own work context.

B6 Enhance their communication skills in a range of contexts

C1 Improve professional practice through enquiry, reflection, and evaluation

C2 Design and carry out small scale action research projects in educational contexts into aspects of professional practice

C3 Communicate effectively with a range of colleagues, tutors and fellow students (in both oral and written form)

C4 Work with colleagues to support and develop professional practice (in some cases through coaching and mentoring as defined in Teachers' Professional Standard P10).

C5 Capacity to engage with educational policy nationally and internationally

Specific practical skills of the MEd Practitioner Enquiry (Leadership).

C6 Knowledge and understanding of the central theoretical approaches to educational leadership and management and critical grasp of the relevant research in the field

C7 Knowledge of practical approaches to leadership and management as they relate to educational organisations, including those relating to leading change and improved performance

C8 Skills needed to manage an educational organisation effectively (e.g. strategic, social and fiscal)

C9 Skills needed to devise structures that enable ethical decision-making in educational organisations

D1 Demonstrate effective oral and written communication and use of ICT to support intellectual development

D2 Plan and organise research and development projects in educational contexts.

D3 The ability to communicate with a range of audiences and stakeholders, including the dissemination of research findings to both specialist and non-specialists

D4 Use their initiative to lead and support educational change; including the ability to plan strategically and to reflect on their own practice

D5 The ability to work effectively as both a team member and team leader

