

**PgCE and Cert. Ed. specific award
regulations for The Open University
2018-19**

Member of management responsible	
Author of policy/procedure	
Peer reviewed by	
Date agreed by OU	
Date agreed by HE Committee	
Date agreed by CQC (if relevant)	
Date effective from	
Version	1.1
Date last amended	
Review date	

1.0 Introduction

1.1 Unless otherwise published, the College's institutional level policies and procedures for The Open University will apply to programmes validated by The Open University.

2.0 Teaching Practice

2.1 Trainees must demonstrate effective practice within the classroom and provide evidence to comply with statutory regulatory bodies.

Observations

2.2 Each of the 8 modules contain the requirement to submit an original observation portfolio in order to achieve the associated credits. The observation report included within each portfolio must:

- be conducted by an authorised member of the Initial Teacher Education team
- be unique for each module
- be of at least a 'Pass' or 'Grade 3: Requires improvement' standard
- conducted on a date agreed with the ITE team before the final cut-off deadline of the associated module.

2.3 Trainees are permitted to request more than one formal observation per module and choose which to submit, however this is subject to availability of the Initial Teacher Education team. The first observation for each module will be prioritised.

2.4 The observations submitted for the first four modules are ungraded 'pass / fail'; a fail constitutes an inadequate amount of progress made by the trainee's learners during the observation period as detailed in the observation handbook.

2.5 Observations undertaken for the purpose of the final 4 modules are graded as follows:

- a. Grade 1: Outstanding
- b. Grade 2: Good
- c. Grade 3: Requires Improvement
- d. Grade 4: Inadequate (Fail)

2.6 Where a trainee is graded either 'Fail' or 'Grade 4: Inadequate' within their observation, the trainee must repeat the observation. Observations graded either 'Fail' or 'Grade 4: Inadequate' will not be accepted within the observation portfolio and will not count towards one of the 8 successful observations.

2.7 Trainees who achieve three 'Fail' or 'Grade 4: Inadequate' outcomes within the observation process will be required to leave the programme.

3.0 Fitness to Practice

3.1 In addition to the 8 modules outlined in the programme specifications, trainees must also:

- provide evidence of regular discussions with their mentor
- provide evidence of completion of at least 100hrs of teaching practice
- provide evidence of additional certification and training as required by statutory bodies
- provide evidence of effective English & Maths standards
- demonstrate at least a 'Grade 2: Good' observational outcome in either of the final two modules.

4.0 Rules of Assessment

Assessments

- 4.1 A pass mark of at least 40% is required for each module in order to achieve the allocated credits
- 4.2 A pass mark of at least 40% is required for each observation portfolio. Where an observation portfolio achieves a mark below 40% the associate module's credits will not be awarded and a mark of 0 is awarded for the module.
- 4.3 Where an assessed task achieves below 30% the associate module's credits will not be awarded and a mark of 0 is awarded for the module.
- 4.4 An aggregate mark may be calculated and credits awarded for a module, where
- none of the tasks are below 30%
 - not including the observation portfolio, at least one of the tasks achieves over 45%
 - the aggregate mark for the module is above 40%.
- 4.5 A pass mark of at least 40% is awarded by evidence of achievement of all mapped learning outcomes for each assessed task.
- 4.6 Where coursework is submitted late and there are no accepted extenuating circumstances it will be penalised in line with the following tariff:
- Submission within 6 working days after the deadline date: a 10% reduction deducted from the overall marked score for each working day late, down to the 40% pass mark
 - Submission that is late by 7 or more working days: submission refused, mark of 0.
- 4.7 Students who fail to submit work for assessments or attend examinations shall be deemed to have failed the assessments components concerned and will be marked as 0.
- 4.8 Trainees are required to demonstrate at least a '2: Good' standard of practice in one of their final two observations of the programme. This must be evidenced through the submission of a formal observation report conducted by the ITE for at least one of the last two modules.

Eligibility

4.9 In order to progress from the 1st year of the Professional Graduate Certification in Education to the 2nd year of the programme, trainees must:

- achieve 60 credits at Level 6
- successfully 'Pass' all 4 observations linked to the first 4 modules
- achieve a mark of at least 40% in all assessed tasks.

4.10 For the award of a Professional Graduate Certificate in Education (PgCE) trainees must:

- achieve 120 credits at Level 6
- successfully complete all 8 observations linked to the 8 modules
- achieve a mark of at least 40% in all assessed tasks
- provide evidence described in the 'Fitness to Practice' section of this document

4.11 In order to progress from the 1st year of the Certificate in Education to the 2nd year of the programme, trainees must:

- achieve 15 credits at Level 4 and 45 credits at Level 5
- successfully 'Pass' all 4 observations linked to the first 4 modules
- achieve a mark of at least 40% in all modules

4.12 For the award of a Certificate in Education trainees must:

- achieve 15 credits at Level 4 and 105 credits at Level 5
- successfully complete all 8 observations linked to the 8 modules
- achieve a mark of at least 40% in all assessed tasks
- provide evidence described in the 'Fitness to Practice' section of this document.

5.0 Award Classification

5.1 Module aggregate marks round to the nearest whole number, with marks of .5 being rounded up

5.2 The first four modules and the final four modules are weighted 40% and 60% respectively, and calculated using an arithmetic average of all module marks as follows:

% Scale Score	Performance Standard
70+	Excellent pass
60-69	Very Good pass
50-59	Good Pass
40-49	Pass
0-39	Fail

