

Postgraduate Certificate in Academic Practice (PGCAP) and Professional Recognition for Teaching Policy

Responsibility for Policy:	Registrar and Deputy Chief Executive
Relevant to:	All LJMU Teaching staff
Approved by:	Academic Board, 11 th March 2020
Responsibility for Document Review:	Dean, Teaching and Learning Academy
Date introduced:	November 2014
Date(s) modified:	September 2016, December 2019
Next Review Date:	July 2021

RELEVANT DOCUMENTS

N/A

RELATED POLICIES & DOCUMENTS

- Strategic Plan 2017-22
- Recruitment Procedure
- PDPR Policy
- LJMU Induction Guidebook

POSTGRADUATE CERTIFICATE IN ACADEMIC PRACTICE (PGCAP) AND PROFESSIONAL RECOGNITION FOR TEACHING POLICY

INTRODUCTION

Liverpool John Moores University [LJMU] encourages all contracted staff to engage in professional development activity. This policy outlines University procedure for enrolment onto the LJMU *Postgraduate Certificate in Academic Practice* (PGCAP) and the expectations with regards to *Professional Recognition Status*.

PURPOSE

This policy has been created to clarify the expectations regarding enrolment on the PGCAP. LJMU aims to be a University that “*delivers excellent teaching*” (*LJMU Strategy Map, 2017-22*). The University also encourages all academic teaching staff to obtain recognition for their teaching through **Advance HE**.

POLICY

Criteria for enrolment on the PGCAP

Academic staff members expected to enrol on the PGCAP programme will be:

Newly recruited open contract LJMU staff in substantive academic teaching posts who have less than five years HE teaching experience.

Academic teaching staff on Fixed Term contracts may be eligible to register, and further information regarding eligibility is provided below.

Satisfactory completion, i.e. award of the PGCAP, is compulsory for those academic staff who meet these criteria. **Note:** the programme is not directly linked to the successful completion of the probationary period, but award of the PGCAP is a requirement for on-going employment with LJMU and this will be referenced at the end of the probationary period as a continuing requirement.

Staff who meet the above criteria will be expected to enrol on the programme at the earliest opportunity, normally within their first year of their employment start date with LJMU. Only exceptionally will staff be permitted to enrol on the PGCAP programme after the first anniversary of the start date at LJMU. Staff should seek guidance from their line manager if they are unsure.

Exemptions

Those exempt from enrolment on the PGCAP are new academic teaching staff who have:

1. A PGCAP or PGCert in Learning and Teaching in HE, or equivalent, from another UK HE institution; or
2. A PGCE in Higher Education, Further Education, Lifelong Learning, or any other equivalent UK qualification.

Please note: new academic teaching staff with an exemption teaching qualification (as listed above) can enrol on the PGCAP should they wish to do so, but will require the approval of their line manager. However, it should be noted that priority on the programme will be given to staff without any teaching qualification. Staff who have a teaching qualification should contact the Teaching and Learning Academy to ascertain the appropriateness of the PGCAP or Advance HE recognition (see '*Who to contact?*').

There is the opportunity to RP(E)L against the programme and this is subject to Institutional guidelines.

Fixed term teaching staff are not required to complete the PGCAP. However, fixed-term staff can enrol on the programme with the approval of their line manager, subject to: (i) satisfying minimum teaching delivery requirements; and (ii) having a contract which would enable successful completion, i.e. a contract of sufficient length. All fixed term staff will, however, be expected to attend a briefing by the Teaching and Learning Academy.

Experienced teaching staff

New academic teaching staff with five or more years HE teaching experience will be expected to attend a briefing by the Teaching and Learning Academy. This short briefing will incorporate information relating to the LJMU Academic Framework Regulations, minimum threshold requirements within Canvas, the Institution's Access and Participation Plan (APP), as well as information relating to other teaching and learning related LJMU policy/guidance.

Experienced academic staff are also encouraged to consider application for the appropriate level of Advance HE recognition within two years of their employment at LJMU.

New academic teaching staff who are approaching five years HE teaching experience would typically apply for Advance HE recognition rather than enrol on the PGCAP. However, they could enrol on the PGCAP with the approval of their line manager, should they wish to do so. It should be noted that priority on the programme will be given to staff with no teaching experience.

Information about Advance HE recognition is available from Rachel Boulter (see below).

RELATED POLICIES AND DOCUMENTS

Strategic Plan 2017-22
Recruitment Procedure
PDPR Policy
LJMU Induction Guidebook

WHO TO CONTACT?

If, as a staff member or line manager, you have any queries regarding this Policy, please contact Rachel Boulter, Academic Development Co-ordinator, the Teaching and Learning Academy in the first instance:

Email: r.m.boulter@ljmu.ac.uk

Tel: 0151 231 8666