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This document is part of the Academic Regulations, Policies and Procedures which govern the University's academic provision. Each document has a unique document number to indicate which section of the series it belongs to.

4D – Continuing Professional Development (CPD): Policy and Procedure

1. SCOPE AND PURPOSE

1.1 This policy and procedure is intended for Bournemouth University (BU) staff.

1.2 This policy and procedure outlines the processes and timescales for the approval, management and monitoring of Continuous Professional Development (CPD) for credit-bearing short-courses/units.

1.3 Non-credit bearing CPD is managed by the Funding Development Team in the Research Development & Support (RDS) team. A quick guide to short-courses is available here.

1.4 This policy and procedure should be read in conjunction with the documents listed in Section 3 below.

2. KEY RESPONSIBILITIES

2.1 **Senate:** to approve new policies or amendments to existing policies relating to CPD.

2.2 **Education and Student Experience Committee (ESEC):** to consider the effectiveness of the arrangements for CPD and recommend changes to current policy to Senate. ASC will approve new and revised procedures by exception.

2.3 **Faculties:** to develop and deliver a CPD credit framework and/or CPD short-courses/units.

2.4 **Academic Quality**: to approve proposals which involve a partnership arrangement.

3. ACCESSING OTHER RELEVANT BU DOCUMENTS

3.1 All documents can be accessed here

3.2 Other documents with direct relevance to this are

Sections 2, 3, 4, 5 and 7 of the BU Academic Regulations, Policies and Procedures (ARPP).

Policy

4. PRINCIPLES OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

4.1 Credit-bearing CPD activity consists mainly of short-courses/units delivered by BU staff to groups of employer-sponsored or self-funded students. Short-courses/units will normally be managed within the Faculty's CPD framework to ensure adequate management and monitoring of all CPD activity. Where CPD short-courses/units exist outside of a framework, management and monitoring will be overseen by the Faculty Education and Student Experience Committee (FESEC).

4.2 CPD may also involve the delivery of professional body syllabi, with the award of BU credit.

4.3 Any unit approved in an undergraduate or postgraduate programme may be delivered on a CPD basis by the Faculty (see sections 5.2 and 5.4.3), subject to approval by Faculty Education and Student Experience Committee (FESEC).

4.4 CPD activity is often delivered in close partnership with employers or other outside organisations. The University has a range of partnership definitions to reflect the extent of responsibility for provision delegated to a third party. See *7A – Partnership Models and Definitions: Policy.*

4.5 CPD activity should align with Common Academic Structure (CAS) wherever possible. If alignment is not possible due to external drivers, exemption from the CAS should be applied for at approval/review of the framework in the same way as all other provision. *See 2B – Programme Structure and Curriculum Design Characteristics Policy.*

4.6 The Faculty will identify at least one academic to have responsibility for the oversight of all credit-bearing CPD provision. Each Faculty should ensure that there is a clear internal structure for oversight of the approval, management and monitoring of provision.

Procedure

5. CREDIT-BEARING CPD

5.1 Approval of CPD credit framework(s) and/or CPD short-courses/units

5.1.1 CPD frameworks and/or CPD short-courses/units are approved by BU in accordance with standard approval and review procedures and are subject to normal periodic review as outlined in *4A – Programme Approval, Review and Closure: Policy and Procedure.* The process differentiates between units within a standard undergraduate or postgraduate programme which are delivered on a CPD basis and individual CPD units which do not belong/sit within a named programme award but belong to a CPD Framework. Please see '4D CPD Approval Guidance' for further information.

5.2 Undertaking units from a standard programme on a CPD basis

5.2.1 If a student wishes to study individual unit(s) from any undergraduate or postgraduate programme on a CPD basis and be awarded credit for successful completion, the programme leader should consider the principle on which this arrangement will be based, taking into account as a minimum the points listed below, and provide this information to the relevant programme support officer within the Faculty to inform the setup of the student's enrolment in the Student Record System and for inclusion in communications with the student:

- is the student joining an existing cohort;
- what will the cost be for the student;
- how will the student's registration be managed in the Student Record System. Student Administration should be informed of students undertaking units from a standard programme on a CPD basis in order that the student record can be updated appropriately[1];

[1] When a student chooses to study a unit(s) on a standard programme but on a CPD basis, the student record is ring-fenced to ensure that the enrolment/assessment statistics for the standard programme are not affected by students choosing to study individual units.

- what will the student experience be like for the individual student e.g. how are they integrated with other students;
- what will the enrolment and induction process be.

5.3 Approval of partner arrangements

5.3.1 CPD activity may involve an arrangement with a third party which could include sponsoring students, providing the delivery location, providing resources (physical and/or staff) to support the delivery or a combination of these. Where the third party and BU propose to enter a formal partnership agreement as defined in *7A – Partnership Models and Definitions: Policy*, the third party is deemed a partner. Approval of new arrangements with a new partner are managed through standard processes as set out in *7B – Partnership Approval: Policy and Procedure.*

5.3.2 A formal partnership arrangement is not required when BU is only hiring a room from another organisation in which to deliver the short-course/unit. Responsibility for hiring rooms outside of BU is the responsibility of the Faculty. In order to ensure that hired rooms away from BU meet minimum requirements a Checklist is provided in Appendix 2 for completion by the framework/unit leader (or nominee). Oversight of this activity is the responsibility of Faculty Education and Student Experience Committee (FESEC).

5.4 Approval of short-courses/units within an approved CPD framework or approval of units within a standard BU programme for CPD delivery

5.4.1 Once a CPD framework has been approved, the delivery of short-courses/units and changes to the framework (e.g. modification or addition of units) can be approved at Faculty level through Faculty Education and Student Experience Committee (FESEC).. Short-courses/units to be added to an existing CPD framework must be formally approved prior to delivery via the standard modification process outlined in *4B – Programme and Unit Modifications: Policy and Procedure.* The *CPD Short-course/unit approval form* is used to add short-courses/units to a CPD framework. Once a short-course/unit has been approved by Faculty Education and Student Experience Committee (FESEC) it may be delivered three weeks following availability of the approved documentation.

5.4.2 Where new award titles are proposed or where the proposed delivery of new or existing short-courses/units involves a partner, advice on the appropriate approval process should be sought from Academic Quality.

5.4.3 Where units (this may be all or some units) within a standard undergraduate or postgraduate programme will be delivered on a CPD basis, formal approval of this delivery needs to take place via Faculty Education and Student Experience Committee (FESEC). Programme documentation needs to be updated to ensure that the possibility of studying units on a CPD basis is explicitly stated within the key information for the programme. For guidance on how to action this approval, please refer to Academic Quality's internal guidance documentation.

5.5 Admissions, enrolment and registration

5.5.1 CPD students will normally complete an online application form provided by the Faculty. Students seeking, or potentially seeking, to work towards gaining credit do not need to demonstrate that they have the required volume of underpinning study (e.g. 120 Level 4 to study a Level 5 unit or programme) although in all cases, students do still need to demonstrate the capacity to study at the chosen level. This creates two different sets of students for CPD provision:

- Students who meet the standard admissions requirements for the level of study who are eligible for enrolment onto a named award.

- Students who do not demonstrate the required volume of underpinning study, but are able to demonstrate the capacity to study at the required level for a particular short-course/unit or set of short-courses/units. These students are not eligible for enrolment onto a named award but can enrol on units within a framework. If successful, these students will only be eligible to achieve credit in the units of study they have undertaken. Faculties are required to ensure that students in this situation are clear about their enrolment position prior to commencement of their unit(s) of study and that student expectations are adequately managed. Admission decisions are made and subsequent guidance relayed by the programme leader and/or Programme Support Officer.

5.5.2 All students seeking to gain credit (or who are likely to seek credit) should be enrolled at the start of the short-course/unit through the standard enrolment processes. Students should be enrolled onto a named award or onto the CPD framework and individual short/courses/unit(s). In addition to the scenario in 5.5.1, enrolment to a CPD framework may occur for eligible students who wish to defer the choice of named award until after completion of a prescribed number of credits. Once a student has chosen to work towards a named award their enrolment should be amended accordingly. Students must be enrolled on a named award prior to commencement of the final 20 credits which constitute that award.

5.5.3 In some frameworks, students may be offered the choice of whether to undertake the credited or non-credited version of a short-course/unit. To gain credit, students must successfully complete the required short-course/unit assessment. Where students are offered a choice, they should be made aware when a decision on whether to opt for the assessment would need to be made by the student (e.g. by the end of the first day of the course/unit, and normally no later than the halfway point of the course/unit duration).

5.5.4 Enrolment for a short-course/unit generates a Student ID Card, BU email account, and access to online resources, the Virtual Learning Environment (VLE) and the library. The student's registration status will remain open after completion of the unit for the full registration period unless the student indicates that they wish to withdraw.

5.5.5 The existing periods of registration outlined in the assessment regulations will normally apply to CPD study. Periods of registration will commence with initial framework enrolment, regardless of whether the student is registered at that point for a named award. Where a student seeks to extend their period of registration, the Assessment Board is empowered to take this decision depending on the circumstances. The framework team may wish to set limits on the completion period for individual short-courses/units and these must be reflected in the Short-Course Handbook or Programme Handbook (see 5.6.2 below).

5.5.6 Students may submit evidence for the recognition of prior learning (RPL) or UK Credit Transfer (UKCT) subject to the maximum limits prescribed for the award (terminal or interim). Please refer to *3P – Recognition of Prior Learning (RPL) and UK Credit Transfer: Policy and Procedure.*

5.5.7 Students may transfer within and between CPD and academic credit frameworks at any point subject to the approval of the receiving framework leader. Please refer to *3P – Recognition of Prior Learning (RPL) and UK Credit Transfer: Policy and Procedure* and *3Q – Movement of Students between Programmes: Procedure.*

5.5.8 Fees for CPD short-courses/units are set by the University's Fees Board who have agreed the following principles:

- Students on CPD programmes which are open to all are eligible for an early payment discount.
- Students on CPD programmes which are closed (for instance where the entire cohort is paid for by a company) are not eligible for an early payment discount.
- CPD unit prices should not exceed the Masters full time equivalent fee.

5.6 Student support and information

5.6.1 Students must be clearly informed on admission about the requirements of the short-course/unit, the criteria for credit and how the short-course/unit fits within the wider CPD

framework. This is particularly important where students are joining short-courses/units at an advanced level without demonstrating the full volume of credit required for the underpinning level of study (see section 5.5.1). The programme leader should oversee student activity in the framework and advise students on the options available to them. Students should be informed that short-courses/units are only offered subject to sufficient demand.

5.6.2 Short-course/unit guides and appropriately contextualised handbooks must be provided to all students seeking credit including details of the access and availability of learner support and advice. Details of assessment offences and referencing practices must be included. A clear schedule for delivery and assessment should be provided. A short course handbook or programme handbook as per *5A – Welcome Guide and Programme/Level Handbooks: Procedure* may be produced as appropriate.

5.6.3 Access to online materials may be restricted under licence agreements depending upon the nature of the CPD arrangement. Advice from Library and Learning Support should be sought. With reference to learning support and other student services available to BU students, Faculties should assess which services students need and/or are entitled to dependent on their enrolment status and mode/location of study and ensure that these are made available.

5.7 Assessment

5.7.1 All summative assessment for short-courses/units must be undertaken by BU staff (including Lecturer Practitioners) or approved partner staff. Assessment should be conducted in accordance with standard BU procedures for marking, feedback and moderation. Third parties may contribute to formative or summative assessments but should not assess summative assessments alone.

5.7.2 The award of credit and named awards can only be made by a formally constituted Assessment Board conducted in accordance with the BU's regulations, policies and procedures and must involve an approved external examiner. Where there are non-standard start dates, the timing of Assessment Boards should be scheduled to ensure that the verification of credits and progression opportunities for students are not unduly delayed.

5.7.3 An external examiner should be approved and appointed in accordance with standard BU procedures and would normally be required to have understanding and experience of CPD programmes. An external examiner must be appointed to the overarching CPD credit framework although individual short-courses/units may be dealt with through existing external examiner arrangements where possible, including reallocation of duties where appropriate. External examiners should be briefed on the nature of the provision and their role by the framework leader.

5.8 Management and monitoring of the CPD framework and short-courses/units or management/monitoring of units within a standard BU programme for CPD delivery

5.8.1 CPD frameworks are managed and monitored in the same way as other frameworks/programmes and are subject to the same quality assurance processes applied to other credit-bearing provision. A Programme Management Team (PMT) should be convened in accordance with the Terms of Reference with a designated Programme Leader and Programme Support Officer to ensure that all the normal management and monitoring activities required for academic provision are applied.

5.8.2 Student feedback on short-courses/units should be sought wherever possible but it is recognised that for the majority of short-courses/units it will not be appropriate to formally appoint a student representative. Following delivery of each short-course/unit, a standard Unit Monitoring Report (UMR) should be submitted to the PMT informing the team of strengths and weaknesses of the delivery and specifically evaluating the mode and location of delivery (if off campus). Wherever possible, individual anonymous student feedback should be obtained to inform the PMT and UMR.

5.8.3 An Annual Monitoring and Enhance Review (AMER) action plan must be produced for each CPD credit framework which reflects all activity undertaken on the framework for the year in question. This will inform the Department summary and action plan, as per the process outlined in *5C – Annual Monitoring and Enhancement Review: Policy and Procedure.* Where CPD frameworks involve delivery of short-courses/units at numerous locations, the key strengths and key issues of each location should be clearly documented.

5.8.4 Where units (this may be all or some units) within a standard undergraduate or postgraduate programme are delivered / studied on a CPD basis, CPD activity should be explicitly referred to within the AMER for the owning programme to enable full oversight of this by Faculty Education and Student Experience Committee (FESEC)..

General

6. REFERENCES AND FURTHER INFORMATION

6.1 This policy was reviewed according to the University's *Equality Analysis Procedure* in August 2014.

7. APPENDICES

Appendix 1 Flowchart for the approval and management of CPD activity
Appendix 2 Checklist for Hiring Rooms outside of BU
See also: 4D CPD Approval Guidance
CPD short course/unit approval form