

Master's Level Modules offered as CPD Short Courses - A Guidance Note for Programme Directors

- 1.1. A growing number of Programme Directors are offering modules/units¹ of their Master's level programmes as continuing professional development (CPD) short courses to bring in additional income. Normally, these modules should be offered through the Centre for Continuing Professional Development (CCPD) within the School of Professional Development (SPD) who provide a range of services.
- 1.2. Where offering modules via the Centre for Continuing Professional Development, the process is as follows:
 - The Programme Director decides which module(s) to offer as CPD and the number of CPD places available per module and discusses this with the Centre for Continuing Professional Development.
 - The Centre for Continuing Professional Development arranges for College approval for the short course from the Programmes Committee
 - The Centre for Continuing Professional Development will advertise the modules and register external delegates.
 - Delegates applying to these modules (with some exceptions) are required to send in a brief CV and submit a supporting statement and in some cases, a letter of support from their employer. The Programme Director will decide acceptance of these CPD applicants.
 - Once accepted, the CPD delegates will join existing Master's level students on the selected module.
 - For some modules, under the Programme Director's discretion, an assessment option is offered at an additional cost. This should normally be the same assessment as the students registered for the award bearing programme of study.
- 1.3. Programme Directors should note the following:

1) The organisation of Master's level modules offered as short courses

Master's level modules offered as continuing professional development short courses must be administered either by the department directly or by the Centre for Continuing Professional Development, and not by any third party. The rationale for this is that it is important that the reputation of Imperial Master's Level programmes are not compromised. Departments

¹ A module/unit is defined as a self-contained, formally structured, learning experience with a coherent and explicit set of learning outcomes and assessment criteria. For the purposes of this guidance note the term "module" will be used throughout.

wishing not to use the CCPD services should contact the Registry's Quality Assurance & Enhancement team for advice on the short course approval process (email: short.courses@imperial.ac.uk)

2) Exemption of CPD modules on Master's Level Programmes

Accreditation for Prior Learning (APL) is granted only for part-time Master's level programmes. If CPD delegates take one or more course(s) and then wish to register for the full programme the following accreditation for prior learning (APL) rules will apply:

- The maximum APL which may be awarded for entry to a part-time Master's award is 30 ECTS studied at Master's level or pro-rata, i.e. 10 ECTS for part-time Postgraduate Certificates and 20 ECTS for part-time Postgraduate Diplomas. In order to be eligible for an award of the College a student granted APL must also study for a minimum of two-thirds of the programme, under the direction of teachers in the College².
- Programme Directors wishing to consider requests for APL for their part-time programme(s) must prepare a protocol for each programme of study which includes the maximum number of ECTS allowed, the time expiry for accepting the module and the existence of any prerequisites. Please note the time expiry can be no more than 5 years before the proposed date of entry to the programme of study for which the exemption/credit is being sought. The protocol should be approved by the relevant quality committee and included on the individual programme requirements for the award (i.e. the programme specification).
- CPD delegates must normally meet the College's minimum entrance requirements. Where individual programme requirements allow, success in a CPD module can help determine whether a student has the ability to successfully complete the award bearing programme.
- The assessment option must be taken (at extra cost) and the module(s) must be passed;
- Applications for APL for admittance to a Master's level programme will be considered initially by the Programme Director, in consultation with the Graduate School Director and Academic Registrar. The Academic Registrar will make the final decision on whether and how much APL will be granted. Where individual programme requirements allow, only the approval of the Academic Registrar is required.

² Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates – 1.3.4 and 1.3.5

- There is no reduction in fees on the part-time Master's Level programmes for students accepted via the APL route³.
- The College's APL guidelines can be found here:
<http://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/registry/academic-governance/public/academic-policy/apl/Guidelines-for-the-use-of-accreditation-of-prior-learning.pdf>
- The Programme Directors should set a limit on the number of Master's level modules each individual delegate can take per programme of study. This is to ensure that delegates cannot claim they have done the equivalent of an Imperial Master's programme via the CPD route. When setting the fees for short courses, Programme Directors should ensure that the cost of taking all individual modules on an award is not cheaper than the fees of the award as a whole.
- Similarly, Imperial students registered for award bearing programmes, should not be allowed to register for individual modules via the continuing professional development route in order to complete their degree programme sooner⁴.

³ Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates – 1.3.6

⁴ Regulations for the award of Taught Master's Degrees, Postgraduate Diplomas and Postgraduate Certificates – 1.4.2

3) Transcripts for courses provided through the Centre for Continuing Professional Development

A CPD delegate who opts for the assessment option will receive an official College transcript stating their results/grades. To arrange this, the Programme Director must inform CCPD of the delegate's results and CCPD will then issue the transcript, example below:

Transcript reference: **SPD00001**

This is to confirm that **delegate full name** completed the short courses listed below taught by the **National Heart & Lung Institute** at Imperial College London as part of the College's continuing professional development programme.

Delegate full name was examined in accordance with the College's regulations achieving the following marks:

Course Title: MPC01 Preventive Cardiology Theory and Practice

Course Dates: **5th – 10th December 2015**

Assessment: **Written Examination 53%**

Assessment: **Practical 75%**

Assessment: **Case Study 70%**

Total: 65%

ECTS: 5 (at second cycle/FHEQ Level 7)

Course Title: MPC03 Smoking Cessation

Course Dates: **12th – 17th December 2015**

Assessment: **Presentation 86%**

Assessment: **Literature Review 68%**

Total: 73%

ECTS: 5 (at second cycle/FHEQ Level 7)

4) Library access for delegates on courses provided by the Centre for Continuing Professional Development

The Library currently allows only limited access for CPD delegates as they are not fully registered Imperial College students. CPD delegates can assess the Library's collections on site but not borrow books. Due to licensing issues, delegates do not have access to online journals.

However, those delegates who have registered for the assessment option can be given enhanced Library access (e.g. access the online journals) for the purpose of submitting assignments.

Programme Directors must send a request for enhanced Library access by emailing cpd@imperial.ac.uk at the Centre for Continuing Professional Development (CCPD) who will setup this access in the student registration system.

Approved by QAEC
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