

1. COURSE DETAILS

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| Qualification: | Postgraduate Certificate |
| Course Titles: | Postgraduate Certificate in Academic and Clinical Education (PGCertACE) Postgraduate Certificate in Education for Academic Teaching (PGCertEAT) |
| Awarding Body: | University College of Osteopathy |
| FHEQ Level: | 7 |
| UK Credits: | 60 |
| ECTS Credits: | 30 |
| Professional, Regulatory and Statutory Body (PSRB) Accreditation: | N/A |
| Mode of Study: | Part-Time |
| Length of Study: | 1 year |
| Location of Delivery: | University College of Osteopathy, UK, SE1 |
| Entry Month: | Normally September (occasionally January) |
| HECoS Code: | N/A |
| UCAS Code: | N/A |

2. COURSE SUMMARY

These unique one-year postgraduate certificate courses are designed to help graduates develop as educators within their subject specialism(s).

The PGCertACE and PGCertEAT courses are delivered alongside each and share a common first unit (“Education for Academic Teaching 1”) which focuses on examining concepts and theories of teaching, learning, and assessment in the area of academic delivery. PGCertACE students will then undertake “Education for Clinical Teaching and Learning” as the second unit which focuses on concepts and theories regarding clinical supervision and teaching technical skills at undergraduate and postgraduate level with an emphasis on supporting teaching and learning within a community of practice in the workplace, and PGCertEAT students will undertake “Education for Academic Teaching 2” as the second unit which focuses on concepts and theories of e-learning and aspects of student support relevant to Higher Education.

The PGCertACE course is designed to support you to become more effective as a scholarly educator within an academic healthcare institution and has a unique emphasis supporting healthcare practitioners to develop as educators. The course questions and appraises current educational conceptions and research and will encourage you to examine the opportunities and challenges you will face integrating the role of educator with that of healthcare professional. The course focusses on developing the skills to support both academic and clinical teaching, learning and assessment informed by critical appraisal of current educational theory and conceptions. As a student, you will explore individual beliefs and perceptions of teaching and learning through discussions and assignments, exploring situated learning within a community of practice. It will encourage you to be critically reflective about your abilities and capable of developing and fulfilling personal development plans.

The PGCertEAT course is designed to support you to become more effective as a scholarly educator within a Higher Education Institution (HEI) and provides you with opportunities to acquire, develop and practice the skills required to plan and design learning experiences, equip you with knowledge of organisational aspects of HEI including management and leadership within a framework of learning as a social practice valuing situated learning and communities of practice and has a particular focus on e-learning within the classroom and online, and student support relevant to HEI including unconscious bias, reasonable adjustment, equity and equality among other topics.

Both courses offer you the opportunity to develop in the fields of academic teaching and learning, and focus on your gaining and enhancing the skills needed to enable you to effectively support students develop, and develop a student-centred approach to teaching and learning by exploring current concepts in teaching and learning, and developing skills of self-awareness and critically reflection.

Both courses explore the evidence base for teaching and learning, critical reflection, professionalism, situated learning and, where applicable, clinical supervision, and involves peer-observed teaching, critical review of academic papers and online assessment tools. Learning is supported by an active discussion forum exploring current debates in higher professional education including student-centred learning, communities of practice, perspectives in education and pastoral care.

3. COURSE AIMS

The course aims of both the PGCertACE and PGCertEAT are:

- To support the development of educators involved in higher education to become more effective as scholarly educators within a healthcare or HE institution.
- To develop the skills to support both academic and clinical teaching, learning, and assessment, informed by a critical appraisal of current educational theory and conceptions within an academic and clinical context as appropriate.
- To offers opportunities to acquire, develop and practice the skills required to plan, design, deliver and support effective academic and clinical teaching and learning as appropriate.
- To fosters the development of intellectual, professional, and personal attributes required to become an effective and scholarly educator within educators' own discipline(s).

4. COURSE LEARNING OUTCOMES

On successful completion of the course students should be able to:

- Develop and deliver effective learning opportunities including assessment and feedback, informed by a critical appraisal of current educational theory and conceptions.
- Critically appraise and discuss concepts and theories for supporting student teaching and learning enabling informed choices regarding teaching, learning and assessment methods.
- Critically reflect on the value of situated learning within a community of practice in a variety of environments.
- Engage effectively with student support, assessment, e-learning, clinical supervision, supervisory relationships and teaching clinical skills at undergraduate and postgraduate levels, dependent on the chosen course of study.
- Demonstrate the intellectual, professional, and personal attributes required to become and continue development as an effective and scholarly educator.

5. KEY FEATURES

The key features of the PGCertACE and PGCertEAT include:

- A unique emphasis on exploring and examining the educational and professional skills required teaching healthcare or other specialist areas, influenced by each student cohort.
- Practical delivery, incorporating student teaching experiences within the delivery.
- Emphasis on supporting collaborative learning in the workplace and social learning theory.
- Opportunities to acquire, develop and practice the skills required to plan, design, deliver and support effective academic and clinical teaching and learning.
- Provides a deeper understanding of specific topics with student choice including experiential learning, e-learning, student support and management / leadership.

6. EXTERNAL BENCHMARKING

ACADEMIC STANDARDS

This course has been benchmarked against the following academic external reference points to ensure that the course aligns to UK expectations for academic standards and quality:

- The Quality Assurance Agency's [Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies \(FHEQ\) \(2014\)](#)
- The Quality Assurance Agency's [Higher Education Credit Framework for England \(2008\)](#)
- The [SEEC Credit Level Descriptors \(2021\)](#)

PSRB STANDARDS

The PGCertACE and PGCertEAT courses have been benchmarked against the following professional, statutory and regulatory body standards:

- [AdvanceHE's Professional Standards Framework for Teaching and Supporting Learning in Higher Education \(2023\)](#)
- The Association of Medical Educators' [Professional Standards 4th Edition](#) (2022)

7. COURSE ACCREDITATION

The PGCertACE and PGCertEAT courses are not currently accredited by an external body.

8. ENTRY REQUIREMENTS

STANDARD ENTRY REQUIREMENTS

All students are required to agree to the [UCO's Student Terms & Conditions](#).

All students are required to be bound by and comply with the [UCO's Academic Quality Framework](#).

All students are required to be bound by and comply with the [UCO's Regulations, Policies & Procedures](#).

All students are required to be bound by and comply with the Definitive Course Documentation which includes, the Course Specification Form, Course Unit Forms and Course Handbook.

The normal minimum entry requirements for entry onto this course are:

- A Bachelor's Degree with Honours from a UK University (or equivalent).
- Involvement in teaching for a minimum of 20 hours per year, however, if you are teaching less than this amount or not currently teaching you may be able to undertake some teaching as a voluntary activity within the UCO during your year of study at the discretion of the Course Leader where there is availability.
- For students applying to study the PGCertACE, a recognised qualification with the appropriate professional, statutory, and regulatory body in healthcare

ADDITIONAL ENTRY REQUIREMENTS

- Attending an Interview in person or online.

ENTRY REQUIREMENTS FOR INTERNATIONAL STUDENTS

Students with English as an additional will be required to hold an English qualification equivalent to an IELTS overall score of 7.0.

International applicants from non-regulated countries applying to study the PGCertACE will be required to hold a qualification equivalent to a BSc (Honours) degree in a healthcare subject.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) is the process used by the UCO to evaluate and recognise a learner's prior learning and enable them to join a course at an appropriate stage commensurate to their prior academic achievements.

The two units that comprise the PGCertACE and PGCertEAT courses are designed to provide students with a sequential learning experience. Recognition of Prior Learning is therefore unavailable for these courses.

WIDENING PARTICIPATION

The UCO is committed to a policy of inclusion and actively seeks to widen participation and increase opportunities for high-calibre students with aptitude and potential.

Students from under-represented groups (which include those with a seen or unseen disability, black, Asian and minority ethnic groups, those who have been in care, those who are carers and care for a friend or family member who could not cope without their support, mature students, and those from low higher education participation, household income and socioeconomic status) are all warmly welcomed and will be supported appropriately at the UCO to fulfil their potential.

We endorse the view that higher education should be accessible to all, regardless of background or financial status and are dedicated to providing prospective students from all backgrounds with advice and assistance to access our courses of study in addition to supporting you throughout your time at the UCO to ensure that you go on to have a fulfilling career.

The UCO runs a range of [Widening Participation Activities](#) for students from under-represented groups to aspire to higher education and beyond, including making study choices that are right for you, university and course taster days, life as a university student, managing your money, and more. If you are from an under-represented group you are recommended to contact our [Admissions Team](#) to find out more about how we can support you.

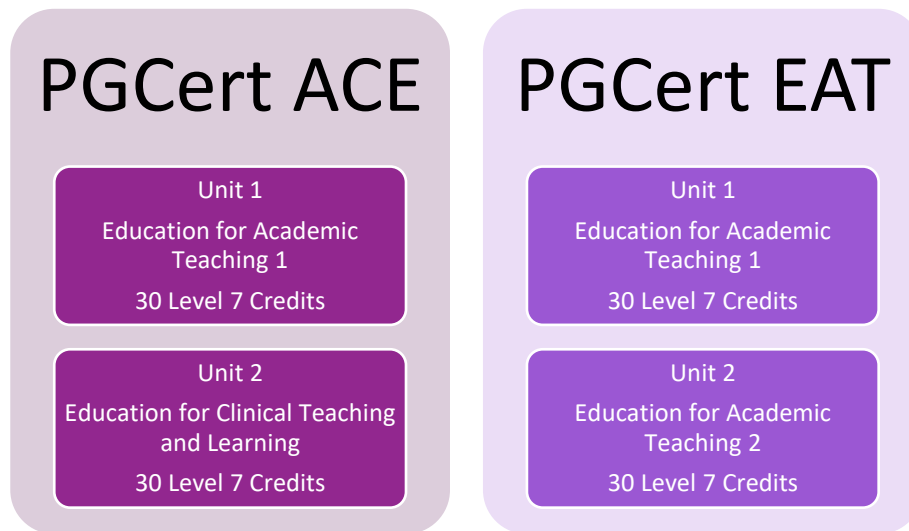
Our [Access & Participation Plan](#) sets out our commitment to providing access to higher education for learners from under-represented groups and the pastoral and financial support that may be accessible to students from under-represented backgrounds.

Every application to the UCO is considered on its own merits in line with our [Admissions Policy & Procedure](#).

9. STRUCTURE & DELIVERY

COURSE STRUCTURE

The PGCertACE and PGCertEAT courses each consists of two units which are studied sequentially over 1 Year of part-time study as follows:



Each unit is assigned 30 academic credits that reflect the estimated notional learning hours required for that unit (where one credit represents 10 notional hours of learning). You will accumulate academic credits as you progress through the course in recognition of your achievement of unit learning outcomes at each level of study.

By the end of this course, you will accumulate:

- 60 Credits at Level 7

The units you will study as part of this course are as follows:

For both PGCertACE and PGCertEAT students the first unit you will study, Education for Academic Teaching 1 (EAT1) is compulsory and introduces concepts, models and approaches to supporting teaching and learning.

PGCertACE students will then study the Education for Clinical Teaching and Learning (ECTL) unit, suitable for educators who are healthcare professionals as Unit 2.

PGCertEAT students will then study the Education for Academic Teaching 2 (EAT2) unit, suitable for all HEI educators, with a focus on e-learning and student support as Unit 2.

COURSE DELIVERY

Both the PGCertACE and PGCertEAT courses are delivered concurrently over 1 year.

Each unit requires attendance at four separate contact days which are normally scheduled monthly on a weekend day from 9:30am – 5:30pm with half hour breaks for refreshments in the morning and afternoon and a 1-hour lunch break.

During each contact day you will experience a range of established learning and teaching methods such as seminars/tutorials; workshops; e-learning tasks and group discussions; self-directed study; group work (e.g. team appraisal of relevant educational papers). You will be exposed to a meaningful, collaborative and challenging educational experience that draws upon knowledge and skills acquired at undergraduate level as well as the experiential learning acquired as a professional health care practitioner or Higher Education educator.

The structure of each contact day typically consists of two different delivery sessions in the morning and afternoon.

10. UNIT INFORMATION

The table below provides you with additional details about the units you may study as part of this course. You will take a combination of compulsory and optional units as part of this course, enabling you to cover key subject knowledge while developing your own interests.

If we have insufficient numbers of students interested in an optional unit or if there are unanticipated changes in staff availability, the unit may not be offered. If an optional unit is not offered, we will advise you as soon as possible.

| Year of Study | Unit Title | UK Credits | FHEQ Level | Unit Summary | Compulsory / Optional |
|---------------|--|------------|------------|--|-------------------------------|
| One | Education for Academic Teaching 1 | 30 | 7 | This unit focuses on examining concepts and theories of teaching, learning, and assessment in the area of academic delivery. It offers opportunities to acquire, develop, and practice the skills required to plan, design, and deliver effective teaching, learning, and assessment underpinned by core knowledge of models of teaching and learning, and current concepts of reflection. It explores the relationship between educational aims and objectives, learning outcomes, assessment criteria and assessment tasks at different levels through literature, discussion and practical experience considering a range of different types of assessment. | Compulsory |
| One | Education for Clinical Teaching & Learning | 30 | 7 | This unit explores concepts, theories and current debates regarding clinical supervision and teaching technical skills at undergraduate and postgraduate level with an emphasis on supporting teaching and learning within a community of practice in the workplace. It will offer a deeper understanding of experiential learning, clinical supervision, supervisory relationships and the emerging professional and the different educational models exploring this process. | Compulsory for the PGCert ACE |
| One | Education for Academic Teaching 2 | 30 | 7 | This unit explores concepts, theories and current debates regarding e learning and aspects of student support relevant to HEI including unconscious bias, reasonable adjustment, equity and equality among other topics. It will offer a deeper understanding of these aspects and their role in supporting all students to flourish in an HEI. It offers opportunities to acquire, develop and practice the skills required to plan and design learning experiences and set them in a syllabus and curriculum. It will explore aspects of e-learning within the classroom and for online learning | Compulsory for the PGCertEAT |

11. TEACHING & LEARNING

TEACHING & LEARNING ACTIVITIES

This course makes use of a variety of teaching methods to acquire the knowledge and develop the skills you need to successfully progress through the course and to achieve the qualification.

Tutorials, seminars and practical classes are applied in a variety of ways, so that you gather, interpret, discuss and reflect on your learning.

You will be studying with a small cohort of up to 24 peers enabling you to work collaboratively and to discuss teaching and learning experiences effectively.

INDEPENDENT LEARNING

When not attending scheduled teaching sessions you are expected to continue learning independently through self-study in your own time and will typically involve:

- Undertaking your own research and reading around subject areas using textbooks, journals and online resources.
- Participating in and completing digital learning activities.
- Collaborating with your peers to complete group activities.
- Preparing for and completing assessments.

Your independent learning is supported by a range of excellent facilities including the UCO's Learning Hub, Virtual Learning Environment and IT facilities. Guidance and advice to develop effective independent learning skills is also provided by our Learning Advisors.

OVERALL WORKLOAD

Your overall workload consists of class contact hours, independent learning, research and assessment activity. Each unit credit equates to 10 hours of study time and although your actual contact hours may vary between units the following information gives an indication of how much time you will need to allocate to different activities at each level of the course:

Unit 1
4 months

- An average of 100 Hours of Teaching, Learning & Assessment Activity
- An average of 200 Hours of Independent Study

Unit 2
4 months

- An average of 100 Hours of Teaching, Learning & Assessment Activity
- An average of 200 Hours of Independent Study

TEACHING STAFF

The staff teaching into this course are qualified and experienced educators, most holding a Master's or Doctorate level qualification and have a particular interest in supporting practitioners develop as educators. They have taught and researched in a variety of fields including undergraduate healthcare courses, higher education and post graduate education, both nationally and internationally. This breadth of experience allows the curriculum to benefit from recent research and multi-institute experience.

LEARNING RESOURCES

To support you in your learning you will have access to a range of Learning Resources which include:

- The Learning Hub: Staffed by an experienced team of Learning Advisors, all of whom are on hand to assist students to locate appropriate resources, the Learning Hub seeks to support your academic development and aims to promote self-directed, independent, active, and continuing education. The Learning Hub is a bright and open space, with room for private study and group work and is open all year, including during vacation periods and at weekends when teaching is taking place or when assessments are due to ensure that all available resources are accessible to you when you need them. Computers in the Learning Hub provide Internet access to academic resources and medical databases, for which assistance and training is available, in addition to numerous power points and Wifi for using your own mobile devices.
- Microsoft Office 365: You will benefit from a UCO Office 365 account for your personal use throughout your time at the UCO. This allows you to use a range of Microsoft Office Apps (including Word, Excel, PowerPoint, OneNote

etc.) on the computers provided in our ICT suite and study areas and on your own mobile devices. You are also provided with storage space on Microsoft One Drive and a Microsoft Outlook email account.

- UCO Email Account: You will be provided with a UCO email address and account using Microsoft Outlook which you will use for easy communication with your colleagues, tutors and UCO staff. You will benefit from the calendar function of Microsoft Outlook that provides you with live updates and notifications about your course activities.
- Virtual Learning Environment (VLE): Your study materials, lecture notes and other useful learning resources will be provided to you through the UCO's VLE. Accessible via the internet, you are able to access this anywhere, anytime.

12. ASSESSMENT & FEEDBACK

ASSESSMENT

The assessment strategy of the PGCertACE and PGCertEAT courses is aligned and has been devised to allow various different styles of assessment to be experienced including:

A Range of Formative Assessments which do not contribute to your final grade and allow you to experiment with your teaching and learning strategies without risk of compromising your final grades. The range of opportunities includes:

- Development of a reflective diary portfolio which may be expressed in a variety of ways (electronic, personal notes) allowing expression of personal style. This will enable you to collect meaningful information, record your own thoughts regarding your teaching and learning, and develop your ideas of yourself as an educator, including your skills, areas of interest and needs for future professional development;
- Peer and tutor formatively assessed teaching observations, offering feedback to support the development of communication skills and allowing practical experience of designing and developing course and teaching and learning materials.
- Generated feedback and personal reflection will form part of a summatively assessed critical reflection on the teaching observations including the creation of a responsive plan for future professional development.
- Development and delivery of group work presenting a critical analysis of relevant educational articles

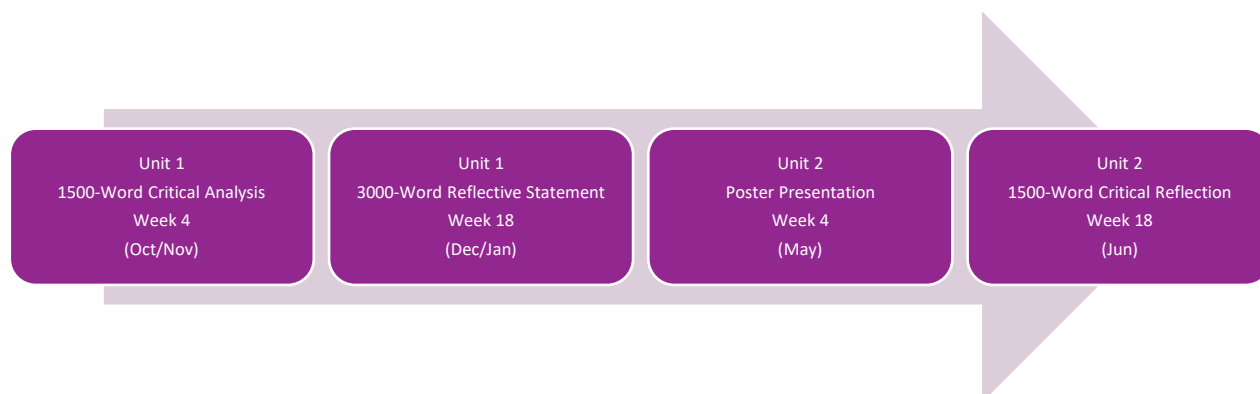
A Range of Summative Assessments: The range of summative assessments used in the programme and that will contribute to your final grades allow you to appreciate the value of different assessments and your role in student development using critical analysis, reflective writing and appraisal of educational articles. The range includes:-

- A written assignment involving critical reflection on current conceptions of teaching and learning using a computer derived personal teaching profile to develop skills in self-awareness and self-appraisal.
- A written assignment reflecting on experiences identified in a formative portfolio, including a student developed teaching/learning session.
- A poster presentation relating to critical evaluation of a choice of subjects to allow a student's personal area of interest to be developed.
- A written assessment following peer observation identifying opportunities and a plan for development.

All assessments are supported by the opportunity for dialogue with the Course Leader and Course Educators. Online resources including examples of reflective writing and critical analysis and clear and timely written feedback on submissions to support your development and identify areas to develop.

ASSESSMENT SCHEDULE

Below are the indicative dates of when you will undertake your summative assessment throughout your chosen course:



FEEDBACK

You will receive feedback and a grade for all summative assessments.

Feedback is intended to help you learn and you are encouraged to discuss it with your unit tutors.

We aim to provide you with feedback within 30 working days for summative assessments.

PROGRESSION & ACHIEVEMENT

Progression criteria are used by the UCO's Board of Examiners to determine whether you have achieved the required level and number of credits and any other requirements to progress to the next year of your course and / or to be awarded the course award.

The progression criteria for the PGCertACE and PGCertEAT courses are:

- You must achieve 60 Credits at FHEQ Level 7 to be awarded the PGCertACE/EAT.
- You must achieve a minimum of 30 credits by the end of the academic year. A student who has not attained a minimum of 30 credits by the end of an academic year will be regarded as not having made sufficient academic progress and will normally be recommended to withdraw from the course.
- You must complete the course within the maximum time limit of 3 years (the normal length of this course + 2 years).
- You must attempt all summative assessments within each unit.
- You must pass each summative assessment with the required pass mark of D-.
- You must achieve an overall unit grade of D- or above to pass the unit and be awarded the appropriate number of credits for that unit.
- An assessment awarded a grade F will result in an automatic failure of the unit, even if the overall unit grade is a grade D-.
- Failure to submit an assessment or attend an exam will result in a grade of F-NS being awarded which equates to an automatic failure of that assessment and that unit, even if the overall unit grade is passed with D- or above.
- Any assessment awarded a grade of E+ to G normally results in a resit of that assessment (unless condoned). All resit assessments are awarded a maximum (capped) grade of D-, however you will be provided with the grade that the work would have been awarded prior to being capped. Note - don't think this course has a G grade
- Any resit assessment awarded a grade of E+ to G normally results in a retake of that unit in its entirety over the next academic year.

- Only one resit attempt is normally permitted per year, and normally only within the resit assessment period scheduled at the beginning of the academic year.
- If a unit contains more than one summative assessment, provided the unit is passed with an overall grade of D-, one of the assessments may be condoned. Only grades of E+ may be condoned. Only one assessment can be condoned per year of study. If you fail more than one assessment, no assessment may be condoned, and you will be required to re-sit all failed assessment.
- You are not permitted to retake an assessment to improve your grade.
- All grades are provisional until they are ratified by a Board of Examiners.
- The Board of Examiners decision on progression and awards is final.

DEGREE CLASSIFICATION

Neither of the PGCertACE and PGCert EAT courses are classified.

EXIT AWARDS

There are no Exit Awards from either of the PGCertACE or PGCertEAT courses, however you will be awarded the number and level of credits that you have achieved for each unit of study that you have successfully completed if you are unable to complete the course in its entirety.

13. FURTHER STUDY & EMPLOYABILITY

The course curriculum is designed to embed the skills you will acquire to enhance your opportunities for further study and employability. Your PGCert qualification will:

- Enable you to continue studying at masters' level offering you an opportunity to join a Master's programme in Education or Medical Education at another HEI. This could lead on to furthering your pedagogic research interests as part of a doctoral qualification.
- Support your professional development in academic practice within your own discipline, and where applicable, supporting the professionalisation of healthcare education in line with other health care professions such as medicine.
- Enable you to develop the skills required to deliver and assess effective and student-centred learning experiences at undergraduate and postgraduate level.
- Attain a postgraduate teaching qualification and skills that are usually required for all HEI educators.
- The UCO and the Course Leader regularly interface with external stakeholders to ensure that course content remains up to date and relevant to HEI employers.
- This PGCertACE offers specialist development to support educators working in a clinical environment enabling them to transfer their skills and knowledge into other healthcare educational institutions.
- This PGCertACE and PGCertEAT advantage its graduates regarding employment in an HEI and may also provide work experience for those not currently teaching to support this aim.

14. STUDENT SUPPORT

ACADEMIC SUPPORT

The UCO recognises that students new or returning to study at higher education level can be challenging. You will need to take more responsibility for your own learning, be responsible for attending classes and completing assessments on time and for participating in group and individual learning activities.

The UCO's experienced team of Learning Advisors are available to help you develop the study skills you need to reach your full potential at the UCO and beyond. They provide individual sessions and group workshops on:

- Understanding your learning style
- Goal setting and planning your studies
- Self-directed study
- Academic reading, writing and referencing
- Effective literature searching
- Developing communication skills
- Time management
- Note taking
- Revision, exam and memory techniques
- English as an additional language
- Studying with Dyslexia or Specific Learning Difficulty

You will also have full access to your Course Leader and Course Educators with whom you will be able to discuss your studies and academic progress within and outside of teaching sessions.

You will also be allocated an Academic Tutor for the duration of your course who will meet with you on a regular basis to support and assist you throughout your studies. They will help you to evaluate your own learning, set learning goals and make action plans to achieve those goals.

PASTORAL SUPPORT

Our dedicated Student Support Team operate an Open-Door Policy that means you are welcome at any time to discuss issues that may be affecting your studies or wellbeing and are always willing to listen and support you through any difficulties.

Our Mental Health & Disability Co-ordinator is committed to strengthening mental health, wellbeing and disability support within the UCO and provides a confidential and impartial service on a wide variety of issues which may directly or indirectly affect your studies including:

- Providing a welfare advisory service and to advise staff on related matters.
- Providing specialist advice, information and support about student finance and assisting students in sourcing other funding from external organisations such as educational charities.
- Providing specialist advice, information and support about students' physical and mental health and wellbeing, including personal issues related to family, relationships, identity, gender and sexuality.
- Providing advice and information about accommodation, living arrangements and travel.
- Advising on Higher Education student finance, bursaries, and loan schemes available within the UCO.
- Providing a confidential impartial service, where no information is disclosed without students' written consent.
- Referring students on to appropriate help within the UCO and the local community.

In many cases where personal circumstances have an impact on your studies, reasonable adjustments and individual learning plans can be made to enable you to continue studying and fulfil your potential.

Our fully qualified team of Counsellors also provide a counselling service to help you if you feel overwhelmed or experience psychological or emotional difficulties throughout your studies. Appointments to use this confidential service are free and anonymous.

FINANCIAL SUPPORT

The UCO recognises that studying for a degree involves a significant financial commitment and that sometimes changes in circumstances can be difficult financially.

We therefore offer [Course Fee Discounts](#) for early payment of course fees and former UCO students and [Payment Plans](#) for self-funding students who wish to spread the costs of their fees out over a nine month period.

For students who face unforeseen financial difficulties whilst they are studying with us we offer a limited number of [Grants, Bursaries, Funds and Interest-Free Loans](#) that are available for those in need.

Our Student Support Team also offer advice and guidance on budgeting and other sources of funding from external organisations such as educational charities.

DISABILITY SUPPORT

The UCO welcomes students with a disability or specific learning difficulty and has enabled many such students to successfully complete the course and fulfil their potential.

If you have a disability or specific learning difficulty, you are recommended to disclose this on your application form and / or to inform our [Admissions Team](#) or contact our [Student Support Team](#) confidentially in writing. This will help us to provide you with advice and guidance about how we may be able to support you throughout the admissions process and throughout the course.

A review of your needs may be undertaken by our Student Support Officer, who may take advice from an occupational health or health care professional, to ensure that you can achieve your full potential at the UCO on your chosen course, and to determine reasonable adjustments that can be offered to you, such as:

- Documents in your preferred format, font and size
- Adjustable desks and chairs
- Assistive technology
- Providing staff training and awareness raising
- Providing study skills support

The Mental Health & Disability Co-ordinator also provides a confidential and impartial support service to all students with a declared disability, by initiating and supporting students through the process involved in applying for Disabled Students' Allowance (DSA). DSA covers any extra study-related costs you incur due to an impairment, mental health condition, or learning difficulty. It is neither a benefit nor a loan, so doesn't need repaying.

We recognise that you may not know whether you have a disability or learning difficulty that affects your studies until after you start the course. If this is the case, you are recommended to discuss this with the Student Support Team who may arrange for you to undertake a full diagnostic assessment.

Having a disability or specific learning difficulty should not preclude you from applying to study at the UCO.

15. COURSE FEES, ADDITIONAL COSTS & VALUE FOR MONEY

COURSE FEES

The course fees for this course are published on our website here: <https://www.uco.ac.uk/courses/course-fees>

Our [Course Fee Policy](#) details essential information relating to tuition fees and fee payment which you are strongly recommended to read and understand.

ADDITIONAL COSTS

You should be aware that there may be other costs associated with your course in addition to the course fees. For this course these:

- Accommodation and living costs: The UCO does not currently offer student accommodation but can offer advice and support about this and general living costs on our [Additional Costs](#) webpage (these will be variable and dependent on your choice of accommodation and lifestyle).
- Refreshments / Lunch: The UCO does not currently offer a full canteen service, but does provide students with free filtered water, tea, coffee, milk and kitchen facilities to prepare your own food. There are also plenty of local cafes and supermarkets where you can purchase food and drink at your own expense.
- Travel costs: You will need to consider the cost of travelling to and from the UCO from your accommodation. This will be dependent on the type of transport available to you and the distance travelled.
- A Locker Key: The UCO provides students with the option of storing their belongings in a locker at the UCO which costs £10.00. This is refunded when you no longer need the locker or are no longer a student at the UCO. If you lose your locker key, you will be required to pay £10.00 to cover the cost of a replacement.
- Replacement Student Card: You will be provided with a UCO Student Card when you register for your course, however if you lose this you will be required to pay £10.00 to cover the cost of a replacement.
- Texts: Our Learning Hub is well stocked with text books and you are provided with free online access to journals and e-books which should meet your learning needs for this course, however if you wish to purchase your own texts the cost of this to you will be dependent on your preferred supplier.
- Computer / Laptop / Storage Devices: You will require access to a computer and the internet to access the UCO's Virtual Learning Environment, online learning resources, participate in online discussions, email your tutors and colleagues and prepare and submit written assessments. Desktop computers and internet access is provided for your use in addition to your own personal Microsoft OneDrive storage area, however if you wish to purchase your own laptop, storage device or use the internet at home the cost to you will depend on your chosen supplier.
- Printing / Photocopying: The UCO provides you with £12.00 of free printing / photocopying credits each year, however once you exceed this allowance you will need to pay for these costs yourself (£0.05 per colour sheet per side and £0.005 per black and white sheet per side).
- Graduation Ceremony: You will be required to hire your Graduation Robes which costs approximately £55.00. If you wish to invite friends and family to the Graduation Ceremony ticket prices per person are as follows: Adult (£35.00), Child Aged 6- 16 Year (£15.00) and Children Aged 5 Years and Under (Free). Graduation costs are reviewed annually, and these prices are indicative.

VALUE FOR MONEY

We recognise that you make a significant financial investment by studying at the UCO and that you may be interested to know how your Tuition Fees are invested into the UCO. We believe that sound investment of your Tuition Fees and careful management of the UCO's finances will ensure that you receive the best return by providing you with:

- A high-quality academic and student experience
- An academic community that is diverse, inspiring and culturally vibrant, stimulating, healthy, safe and supportive.
- Knowledge and skills that will serve you over a lifetime
- Enhanced employment prospects

To learn more about the UCO's finances and how we invest your Tuition Fees, visit our [Value for Money](#) webpage.

| CIF MODIFICATION RECORD | | | |
|--------------------------------|---|------------------------------|-------------------------------|
| Level of Modification | Summary of Modification | Modification Approved by | Date of Modification Approval |
| Course Approval V1.0 | Course Approval | University of Bedfordshire | Jan 2011 |
| Periodic Course Review V2.0 | Major Modifications proposed and approved. | British School of Osteopathy | Jul 2016 |
| Administrative V3.0 | Administrative amendment to update institution name change from British School of Osteopathy to University College of Osteopathy. | PRAG Chair | Aug 2017 |
| Periodic Course Review V4.0 | Major Modifications to reflect the choice and summary of second unit for non-healthcare educator students and the title of qualification this route will lead to. | Academic Council | July 2023 |