



Continuing Professional Development Framework

Responsible Office	Academic Governance and Policy
Responsible Officer	Head of Academic Governance and Policy
Approving Authority	Academic Board
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Related Procedures	
Related University Policies	
Amended (if applicable)	
Supersedes	
Next review due	2024

1. Introduction

- 1.1 Continuing Professional Development (CPD) is defined as 'the intentional maintenance and development of the knowledge and skills needed to perform in a professional context'. (CPD Standards Office).
- 1.2 Continuing Professional Development modules may be developed in partnership with employers and professional bodies to ensure they meet professional and business requirements.
- 1.3 It is intended that credit awarded through this CPD Framework should be available for accumulation in future through a credit accumulation scheme.

2. Modular Structure

- 2.1 The credits and levels for different undergraduate and postgraduate taught awards are set out in the University's Qualifications Credit Framework.
- 2.2 The Continuing Professional Development Framework offers students an opportunity to be assessed and receive academic credit for demonstrating learning and achievement at a modular level (outside of the Undergraduate Academic Framework, Taught Postgraduate Framework and Co-Curricular Credit Framework).
- 2.3 The Continuing Professional Development Framework is not part of a credit accumulation scheme leading to a named award.
- 2.4 Modules in the Continuing Professional Development Framework will be between 5 and 60 credits in size (normally 5, 15, 20, 30, 40 or 60 credits) and offered at Levels 4-7 inclusive. Such modules will relate to the Undergraduate Academic Framework (Levels 4-6), Taught Postgraduate Framework (Level 7) or to the Co-Curricular Credit Framework (Levels 4-7).
- 2.5 A module should normally be taken over one or two consecutive semesters or trimesters.

3. Types of module

- 3.1 The module proposed for delivery must currently be in approval at an institutional level.
- 3.2 If the module proposed for the arrangement is not currently in formal approval, it will need to go through the University's usual approval mechanism in advance of any arrangement for it to be delivered as Continuing Professional Development.
- 3.3 The University's module approval process may be used for this purpose, as outlined in the Modifications Handbook.

4. Entry requirements, admissions and student status

- 4.1 Owing subjects may state entry requirements for any Continuing Professional Development module.
- 4.2 During the period of enrolment, a student will have the status of 'CPD Student'.
- 4.3 A student will normally be enrolled on one Continuing Professional Development module at a time.

5. Module assessment

- 5.1 The level of achievement to pass a module will be commensurate with the expectations of the Frameworks for Higher Education Qualifications as set out in the Undergraduate Academic Framework (Levels 4-6), Taught Postgraduate Framework (Level 7) or Co-Curricular Credit Framework (Levels 4-7).
- 5.2 For the avoidance of doubt, a student cannot repeat a passed module at the same level, even if s/he is seeking to be assessed on different material.

6. Progression

- 6.1 There are normally no pre-requisites or co-requisites for Continuing Professional Development modules and passing a module at a higher level does not preclude a student from taking any module at a lower level.
- 6.2 A module should normally be attempted and passed within the academic year in which the student enrolls on the module.
- 6.3 Where an outcome of 'fail' has been recorded, the student may re-take the module with attendance; where an outcome of 'defer' or 'refer' has been recorded, only the outstanding assessments need to be attempted.
- 6.4 A module will appear on a student's transcript if assessment has been attempted.
- 6.5 By its nature, the programme of study on a Continuing Professional Development module is discrete. Thus, credit from a Continuing Professional Development module cannot be trailed into any other related award.

7. Determination of final grade and certification

- 7.1 The final mark for all Continuing Professional Development modules will be the overall module mark taken and passed.
- 7.2 If assessment is successfully completed, the student will receive a Certificate of Credits Achieved.
- 7.3 In some circumstances, modules from the Continuing Professional Development Framework may be used to enable subsequent Accreditation for Prior Learning (APL) to one of the University's Undergraduate or Postgraduate Taught programmes, provided the overall application falls within the limits of the University's APL Policy.

- 7.4 If assessment has not been attempted but the student has attended all taught sessions, the student may receive a Certificate of Attendance.

8. Transfer

- 8.1 A student who wishes to transfer between modules must normally do so within the first two weeks of the semester or trimester. After that point, s/he will be considered to be taking the module and an assessment outcome must be recorded.
- 8.2 The latest opportunity for transfer between awards will be dependent on the precise nature of the transfer and the student should seek advice as early as possible.