

Appendix 11: UG CPD study to Cert HE award

1. This appendix relates to the detailed assessment criteria for:
 - Undergraduate study within the CPD framework aiming towards an award of Certificate of Higher Education, at
 - The close of the main assessment period or after supplementary assessments.
2. The following abbreviations and rules apply in these detailed criteria (for fuller descriptions see: Appendix 2: Definitions):
 - LCH = learning contract units at H-level.
 - LCR = learning contract units awaiting re-assessment.
 - LCU = learning contract units.
 - OPA = overall programme average.
 - OSA = overall stage average.
 - P1 = “passed 1st attempt” and means $\geq 40\%$.
 - P2 = “passed 2nd attempt” - see Appendix 7: Supplementary assessment.
3. The following detailed assessment criteria will be applied in sequence at the end of each round of assessments, whether main or supplementary, in respect of compulsory or optional/elective units (but excluding extra-curricular units) that form part of the agreed programme of study.
4. After due consideration of the results by the Board of Examiners for Programmes and in the absence of any relevant individual mitigating circumstances, a student who has not exceeded the permitted period of study and:
 - a. Has passed (P1 or P2) in all learning contract units (LCU) worth 60 credits, may be allowed to choose whether to seek to register for a higher award (e.g., Dipl HE, Bachelor degree).
 - b. Has passed (P1 or P2) in all learning contract units (LCU) worth 60 credits, will be awarded a Certificate of Higher Education.
 - c. Has not yet passed (P1 or P2) in all learning contract units (LCU) worth 60 credits, may be allowed to choose whether to continue with the existing programme of study, or to seek to transfer to another programme or to withdraw, if/as appropriate.
 - d. Has not yet passed (P1 or P2) in all learning contract units (LCU) worth 60 credits and wishes to continue with the existing programme of study, and has no more than 12 credits’ worth of failed units (not P1) awaiting supplementary assessment, may proceed to the study of further units but will be required to take supplementary assessment in each failed unit.
 - e. Has not yet passed (P1 or P2) in all learning contract units (LCU) worth 60 credits and wishes to continue with the existing programme of study, but has more than 12 credits’ worth of failed units (not P1) awaiting supplementary assessment, will be required to take supplementary assessment in each failed unit, with a view then to qualifying to proceed to the study of further units.
5. The above decision-making process is illustrated as a flowchart below in Figure 3.

Figure 3: UG CPD study to Cert HE award

