

## 10 MASTER OF ARTS (POLICY AND PRACTICE BASIC SKILLS EDUCATION LITERACY)

1. Qualification  <b>MA</b>	2. Programme Title  <b>Master of Arts (Policy and Practice Basic Skills Education Literacy)</b>	3. UCAS Code  <b>N/A</b>	4. Programme Type <b>Modular Full-time Part-time</b>
<p>5. Main Purposes and Distinctive Features of the Programme</p> <p>The main purpose is to enable course members to continue their professional development as educationalists by acquiring, understanding and applying advanced knowledge, skills and abilities in selected vocationally and personally relevant areas within the field of basic skills education. There is a focus on the learning and achievement of literacy basic skills learners. It is recognised that there are many factors which affect learning and achievement and the programme considers psychological issues, the use of individualised programmes to support learning and achievement including the use of ICT strategies, and an organisational approach to pastoral care. The role of the <i>Skills for Life</i> initiative is evaluated and pedagogical issues in the delivery of literacy are explored. Distinctive features are the way the course engages with contemporary matters of National educational importance and tutors who are themselves engaged in the drive to raise the quality of basic skills provision in the PCET sector.</p> <p>6. The specific objectives are that by the end of their chosen programme of study within the scheme, students will have:</p> <ol style="list-style-type: none"> <li>1. explored educational research, as practitioners and readers;</li> <li>2. acquired a secure understanding of subject knowledge in their selected areas of study;</li> <li>3. acquired skills and abilities necessary for them to pursue the demands of their chosen programme successfully;</li> <li>4. applied subject knowledge, skills and abilities so gained to their own professional context in order to address areas of concern and development needs in an informed, justifiable manner;</li> <li>5. made informed comment on the applicability, relevance and usefulness of theories, concepts, models, methodologies and techniques applied to practice;</li> <li>6. evaluated, reviewed and reflected upon their assignment / project work, and provided a reasoned identification of aspects requiring further development.</li> </ol>			
<p><b><u>Knowledge and understanding in the context of the subject(s)</u></b></p> <ol style="list-style-type: none"> <li>1. Distinguish between qualitative and quantitative approaches in educational research. (EDU3100)</li> <li>2. Understand the policy background to current basic skills/ Skills for Life provision. (EDU4017)</li> <li>3. Have explored the curriculum models which inform current basic skills practice. (EDU4017)</li> <li>4. Understand the economic, philosophical and cultural factors affecting curriculum design and practice in basic skills. (EDU4017)</li> <li>5. Develop an awareness of the practical aspects of the management of organisations. (EDU4002)</li> <li>6. Develop a comprehensive and realistic perspective on a range of management issues. (EDU4002)</li> <li>7. Have explored and understood the philosophy and practice of Facilitated Communication. (EDU4023)</li> <li>8. Have an appreciation of the particular consequences of being denied the right to communication. (EDU4023)</li> </ol> <p><b><u>Cognitive skills in the context of the subject(s)</u></b></p>		<p><b><u>Subject-specific practical/professional skills</u></b></p> <ol style="list-style-type: none"> <li>1. Demonstrate an understanding of ethical issues in their analysis of the work of others and in their own work (EDU3100)</li> <li>2. Be able to relate relevant theoretical concepts covered in the module to educational practices. (EDU4018)</li> <li>3. Carry out research and development work. (DISS)</li> <li>4. Have applied theory to their own area of practice. (EDU4021)</li> <li>5. Research and finally produce a written assignment on a topic negotiated with their tutor. (EDU4002)</li> <li>6. Apply theoretical approaches to their working environment. (/EDU4002)</li> <li>7. Understand and where necessary participate in management activities. (EDU4002)</li> <li>8. Develop skills and techniques appropriate to an organisational manager. (EDU4002)</li> <li>9. Have investigated the historic role of literacy provision within educational, sociological and political contexts. (EDU4031)</li> </ol> <p><b><u>Other skills (e.g. key/transferable) developed in subject or other contexts</u></b></p> <ol style="list-style-type: none"> <li>1. Identify needs and weaknesses in respect of</li> </ol>	

<ol style="list-style-type: none"> <li>1. Understand the conceptual frameworks developed in the module and be able to interpret them appropriately in relation to professional practice. (EDU 4022)</li> <li>2. Evaluate the appropriateness of different research paradigms as applied to specific research examples. (EDU3100)</li> <li>3. Have critically analysed the principal learning/teaching strategies reflected in current basic skills provision. (EDU4017)</li> <li>4. Have critically analysed curriculum models and theory in the basic skills sphere. (EDU4017)</li> <li>5. Discuss, critically analyse and evaluate relevant theoretical concepts involved in facilitating learning in basic skills education. (EDU4018)</li> <li>6. Have read widely and critically and demonstrated an understanding of the key theoretical concepts. (EDU4018)</li> <li>7. Undertake critical analysis and evaluation of relevant theoretical views and empirical work within the chosen area of study. (EDU5000)</li> <li>8. Have critically discussed policy and approaches to curriculum delivery. (EDU4025)</li> <li>9. Discuss and analyse management case studies and reports in the light of management theory and their own working practice. (EDU4002)</li> <li>10. Critically review the literature on management topics. (EDU4002)</li> <li>11. Analyse and critically discuss management case studies, investigations, reports and research papers. (EDU4002)</li> <li>12. Have critically analysed the Rights Agenda of the individual to have meaningful communication. (EDU4023)</li> <li>13. Have analysed the impact of the global and national issues researched, on literacy provision and the learner (EDU4031)</li> <li>14. Have read and critiqued research conducted and reported by others. (EDU4022)</li> </ol>	<ol style="list-style-type: none"> <li>analytical writing, and plan and undertake appropriate action. (EDU3100)</li> <li>2. Use appropriate techniques and software applications to produce components of Masters level documents. (EDU3100)</li> <li>3. Use ICT appropriate to their programme of study; e.g. to interact with tutors and peers over the internet, to access course documentation and learning resources from the scheme's web site. (EDU3100)</li> <li>4. Use appropriate techniques to undertake literature searches by traditional and electronic means. (EDU3100)</li> <li>5. Present seminar papers. (EDU4002)</li> <li>6. Document study and findings in the form of a dissertation(EDU5000)</li> <li>7. Plan and undertake appropriate study, research, and development work, as necessary in pursuit of the objectives. (EDU5000)</li> <li>8. Produce a self-profile of current skills, knowledge, and expertise. (EDU4002)</li> <li>9. Produce a profile of own developmental needs. (EDU4002)</li> <li>10. Plan, prepare and give presentations. (EDU4017 / EDU4021)</li> <li>11. Communicate effectively orally and in writing. (All modules)</li> <li>12. Work effectively in groups. (All modules)</li> </ol>
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7. Qualities, Skills & Capabilities Profile			
A Cognitive	B Practical	C Personal & Social	D Other
Analytical skills	Conduct literature searches	Analyse strengths and limitations of own work	Use information technology
Evaluative skills	Plan, design, conduct research	Work effectively in groups	Give presentations
Skills in synthesising	Analyse and report research findings	Work independently	Reflect on own experience and practice
Critical analysis	Write assignments and dissertations	Plan effectively	Ethics
Research skills	Follow appropriate ethical practice	Communicate effectively both orally and in writing	Review literature
Enquiring skills	Relate theory to practice	Manage time effectively	Scholarship

	Analyse case studies, reports and research findings	Participate in discussions	
	Critique articles and research conducted by self and others		

<p>Duration and Structure of Programme/Modes of Study/Credit Volume of Study Units  <b>Masters Degree: average 3 years (maximum 5 years) part-time, 1 year full-time, 180 credits</b>  <b>Postgraduate Diploma: Min. 3 semesters (max 4 years) part-time, 2 semesters full-time, 120 credits</b>  <b>Postgraduate Certificate: Min. 2 semesters (max 2 years) part-time, 1 semesters full-time, 60 credits</b></p>			
<p>Part II</p> <p>II <i>Students take 3 core modules + 3 option modules (must include the 2 specialist options) + a dissertation</i></p> <p>Students must complete 3 module assignments in the specialist field of literacy. Two will be for the two specialist literacy modules and the third can be from any of the other modules taken by the student.</p>			
	<b><u>Core Modules</u></b>	<b><u>Options (normally 20 credits each)</u></b>	<b><u>Project (20 credits)</u></b>
<b>HE6 Modules</b>	Research Awareness and Support Skills (EDU3100) OR Research Methods / Field Studies (EDU4000)		
<b>HE7 Modules</b>	Curriculum Policy and Practice in Basic Skills Education (EDU4021)  Facilitating Learning in Basic Skills Education (EDU4024)	Literacy Module B (EDU4031) Literacy (EDU4025) Policy and Practice in Numeracy / Mathematics Education - Numeracy Module A (EDU4020) Theoretical Approaches to Teaching and Learning Numeracy / Mathematics - Numeracy Module B (EDU4026) ESOL (EDU4022) Organisational Management (EDU4002) The Right to Communicate (EDU4023)	DISS/EDU5000. Dissertation
<p>9. Learning, Teaching and Assessment Strategy</p> <p><b><u>Learning and Teaching Methods</u></b></p> <p>Tutor and student led seminars Lectures Student presentations Student research Case studies Discussion Group and Individual work Tutorials Practical work Student activities</p> <p><b><u>Assessment Methods</u></b></p> <p>Oral presentations Written assignments e.g. essays and reports</p>		<p>10. Other Information (<i>including compliance with relevant University policies</i>)</p> <p><b><u>Date programme first offered</u></b></p> <p>February 2005</p> <p><b><u>Admissions Criteria</u></b> <i>Standard Requirements</i></p> <p>Applicants for the existing Masters will normally have:</p> <p>(i) a Certificate in Education, or a PGCE, or an equivalent teaching qualification</p> <p>and</p> <p>(ii) recent teaching / training experience</p> <p>and</p> <p>(iii) one of the following qualifications:</p>	

<p>Dissertation Case studies</p> <p><u>Assessment Classification System</u></p> <p>Successful Unsuccessful</p> <p><u>Honours Classification Bands</u></p> <p>N/A</p>	<p>an Honours Degree; a Postgraduate Diploma; a Professional Qualification recognised by Bolton Institute as equivalent to an Honours Degree</p> <p>and</p> <p>(iv) applicants from overseas whose first language is not English will normally be required to have a current IELTS score of 6.5 from an accredited centre.</p> <p><i>Non Standard Entry</i></p> <p>University of Bolton may admit applicants who are unable to meet these conditions but hold alternative qualifications and/or experience demonstrating appropriate knowledge and skills at Honours Degree level, as exceptional entrants to the Postgraduate Diploma in the first instance. Progression onto the Masters award will be conditional upon satisfactory completion of the requirements for the Postgraduate Diploma.</p> <p><u>Indicators of Quality and Standards</u></p> <p>High scores by students on the Student Satisfaction Questionnaires High scores by students on the Module Evaluation Questionnaires Tutor evaluation reports Feedback from staff and students at Scheme Committee Feedback from the External Examiner External Examiner Reports Students' assignment work</p>
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# CURRICULUM OUTCOMES MAP

Outcome / Module	EDU 3100	EDU 4026	EDU 6789	EDU4 002	EDU4 026	EDU3 100	EDU4 021	EDU4 031	EDU4 032	EDU4 017	EDU4 020	EDU4 023	EDU4 018	EDU5 000
K1	√													
K2										√				
K3										√				
K4										√				
K5				√										
K6				√										
K7												√		
K8												√		
S1	√													
S2													√	
S3														√
S4							√							
S5				√										
S6				√										
S7				√										
S8				√										
S9								√						
S10												√		
C1				√										
C2	√													
C3		√												
C4		√												
C5													√	
C6													√	
C7														√
C8				√										
C9				√										
C10				√										
C11				√										
C12					√									
C13									√					
C14											√			
O1	√													
O2	√													
O3	√													
O4	√													
O5				√										
O6														√
O7														√
O8				√										
O9				√										
O10			√			√								
O11	√	√	√	√	√	√	√	√	√		√		√	√
O12	√	√	√	√	√	√	√	√	√		√		√	√

# CURRICULUM SKILLS MAP

Modules Level H6	Learning to Learn	Communication	Group-work/Working with others	Problem-solving and Planning	Self Management	Use of ICT	Numeracy
<b>EDU3100 Research Awareness and Support Skills</b>	√	√	√	√	√	√	√

Modules Level H7	Learning to Learn	Communication	Group-work/Working with others	Problem-solving and Planning	Self Management	Use of ICT	Numeracy
<b>EDU4002 Organisational Management</b>	√	√	√	√	√	√	
<b>Curriculum Policy and Practice in Basic Skills Education (EDU4021)</b>	√	√	√	√	√	√	
<b>Facilitating Learning in Basic Skills Education (EDU4024)</b>	√	√	√	√	√	√	
<b>Literacy Module A (EDU4025)</b>	√	√	√	√	√	√	
<b>Literacy Module B (EDU4031)</b>	√	√	√		√	√	
<b>Policy and Practice in Numeracy / Mathematics Education - Numeracy Module A (EDU4020)</b>	√		√	√	√	√	
<b>Theoretical Approaches to Teaching and Learning Numeracy / Mathematics - Numeracy Module B (EDU4026)</b>	√	√	√	√	√	√	
<b>The Right to Communicate (EDU4023)</b>	√	√	√	√	√	√	
<b>EDU5000 Dissertation</b>	√			√	√	√	√

## ASSESSMENT SUMMARY TABLE

	Essay	Presentation (tutor-assessed)	Dissertation
<b>EDU3100 Research Awareness and Support Skills</b>	Two 1500 word reports		
<b>EDU4002 Organisational Management</b>	5000 words		
<b>Literacy Module A (EDU4025)</b>	3500 word	20%	
<b>Literacy Module B (EDU4031)</b>	3500 word	20%	
<b>Policy and Practice in Numeracy / Mathematics Education - Numeracy Module A (EDU4020)</b>	5000 words		
<b>Theoretical Approaches to Teaching and Learning Numeracy / Mathematics - Numeracy Module B (EDU4026)</b>	3500 words	20%	
<b>The Right to Communicate(EDU4023)</b>	5000 words		
<b>EDU5000 Dissertation</b>			20,000 word