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| **Pg Cert Learning and Teaching in Higher Education****Frequently Asked Questions - SHU staff** |

**How do I apply?**

* On the internal application form [here](https://www.shu.ac.uk/study-here/find-a-course/pgcert-learning-and-teaching-in-higher-education).

**What is the fee?**

* The standard fee is £3115 for 17/18 (£1557 per 30 credit module),
* The fee for SHU staff is £2335 for 17/18 (75% of full fee)

**Who pays?**

* Your Department / Faculty / Directorate if you are a permanent member of staff.
* Temporary staff and associate lecturers need to talk with their line manager about arrangements in their area.

**How do I complete the Staff Internal Funding Form (SIFF)?**

* See the [application guidance](https://www.shu.ac.uk/study-here/find-a-course/pgcert-learning-and-teaching-in-higher-education) . In the boxes for 'fees', put '75%'

**What is the remission on work plans for fulltime members of staff?**

* Full time members of staff should get 90 hours against 462 (270 total) to attend the course.
* Fractional staff get this pro-rata.
* Associate lecturers need to talk with their line manager about arrangements in their area.

**What is the expectation of attendance?**

* Scheduled contact hours are 48 in module 1 (including the two day block at the start of the module) and 36 in module 2.
* You are expected to attend all sessions.
* Your time should be protected to attend the course, which means free from teaching with sufficient time before and after the scheduled classes.
* In 2017/18 the course runs on **Friday mornings from 10am -1pm (please note this is a change in time from previously advertised)**
* The **September 2017** course starts with a two-day study block on Thursday 14 and Friday 15 September 2017 (module 1 finishes on Friday 15 December 2017). Module 2 starts on Friday 26 January 2018.
* The **January 2018** course starts with a two-day study block on Thursday 11 and Friday 12 January 2018 (module 1 finishing on Friday 27 April 2018). Module 2 starts on Friday 21 September 2018.

**What is the assessment load?**

* In each module you will be completing a teaching observation plus associated documentation, a linked written assignment (3000 words), and a group task.

**Who teaches the course?**

* Academic staff from the Sheffield Institute of Education (in the Faculty of Development and Society) plus guest lecturers from across the Institution.