

CPD Frequently Asked Questions

Enrolment

1. Question

Can I enrol onto the Master's level modules?

Answer: To be eligible for entry, you must have either

- a) a recognised professional qualification e.g. BA Social Work, and be able to study at Masters level. The ability to study at this level is normally demonstrated by achieving the BA in Social Work at 2 (i) level, but applicants with a 2 (ii) qualification may also be considered.
- b) Qualified professionals without a degree level qualification wishing to apply, will need to produce a 2,000 word case study showing the ability to study at MA level.

2. Question

I have a degree in Psychology and a Social Work qualification. Can any of these credits be put towards the MA in Advanced Social Work?

Answer: No. These are both complete qualifications and cannot be added to another.

3. Question

I have completed a 20 credit module at Master's level at another University, can this be included in a Master's degree at UEA?

Answer: Yes, if the module meets UEA criteria students may apply to be granted APCL (Accreditation of Prior Certificated Learning – APCL) for 50% or less towards the total number of credit points for an award.

Students may be awarded specific M level credit via Accredited Prior Learning, in accordance with the University's policy:

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+APL-APEL+Policy.pdf>

THIS MUST BE COMPLETED PRIOR TO THE UEA PROGRAMME END DATE, IT IS NOT POSSIBLE TO APPLY RETROSPECTIVELY.

4. Question

I have completed some substantial training commissioned by my Agency, can this be counted towards an MA?

Answer: Yes, this is called Accreditation of Prior Experiential Learning – APEL. Applications will be assessed individually. Candidates must demonstrate that relevant, practical experience has been gained, and compile a portfolio of evidence using:

For postgraduate taught applicants, APEL exemptions may not be granted for more than 25% of the total number of credit points required for an award.

<https://portal.uea.ac.uk/documents/6207125/7465906/Section+3+APL-APEL+Policy.pdf>

THIS MUST BE COMPLETED PRIOR TO THE UEA PROGRAMME END DATE, IT IS NOT POSSIBLE TO APPLY RETROSPECTIVELY.

5. Question

I completed a Postgraduate Certificate in Advanced Social Work 1 or 2 years ago and would now like to go on to study for the Postgraduate Diploma or MA. What do I have to do?

Answer: If you are no longer a current student, you will need to apply online.

<https://www.uea.ac.uk/study/postgraduate/apply>

6. Question

I am about to complete the Postgraduate Certificate in Advanced Social Work and would now like to go on to continue to study for the Postgraduate Diploma/MA. What do I have to do?

Answer: Contact the Learning and Teaching Service in the Zicer hub: hub.pgt.swk@uea.ac.uk who will be able to get approval to transfer you.

7. Question

I completed a Postgraduate Diploma in Advanced Social Work 1 or 2 years ago and would now like to go on to study for the MA. What do I have to do?

Answer: If you are no longer a current student, a concession will be required in order for you to continue towards the MA. Please contact the Learning and

Teaching Service in the Zicer hub: hub.pgt.swk@uea.ac.uk who will be able to inform you how to request this.

8. Question

Do I apply for courses directly to the university?

Answer: Your agency will require you to discuss your application with the appropriate person in your workforce development team. They will need to establish that you have permission from your Line Manager, that finances can be provided to pay for the course and that there is an operational need for you to complete the course. Once this has been approved you can apply online via the application form.

<https://www.uea.ac.uk/study/postgraduate/apply>

If you apply independently and intend to self-fund you can apply straight to the university via the online application form.

<https://www.uea.ac.uk/study/postgraduate/apply>

9. Question

Who is the best person to contact about a module?

Answer: The Module Leader, names are provided on module flyers.

10. Question

How do I enrol onto my next module?

Answer: Contact your Agency to ask for funding, who will then inform the Learning and Teaching Service in the ZICER hub: hub.pgt.swk@uea.ac.uk. If you are a self-funded student, contact the Learning and Teaching Service in the ZICER hub directly.

11. Question

How many credits have I got?

Answer: Log into Evision and you will be able to view your marks. If you have any questions about continuing contact the relevant Module Organiser to discuss. Not that this wil

<https://www.uea.ac.uk/>

Coursework

12. How do I know what my deadline is?

Answer: Via your Student View on eVision you will see a list of all your submission and/or extension deadline dates, which will always be by 3pm.

13. How do I report extenuating circumstances and request an extension to my submission deadline?

Answer: via eVision - see this link for further information:-
<https://portal.uea.ac.uk/learning-and-teaching/students/advice-on-difficulties/extenuating-circumstances>

14. Question

When can I submit my coursework?

Answer: If you are required to submit electronically via E-vision, please ensure that you have already completed your online registration task first. You will then be able to submit your assignment up to 7 days prior to the deadline.

15. Question

When I submit my assignment how long will I have to wait for my results?

Answer: In accordance with the University's policy, students' course work is normally returned within a 20 working days deadline. This may take longer if you have an extension.

16. Question

Who is the best person to contact about the coursework submission process?

Answer: Contact the Learning and Teaching Service Zicer Hub either via 01603 597607 or e-mail hub.pgt.swk@uea.ac.uk

17. Question

How do I submit my assignment?

Answer: Electronic – See link to helpsheet below:-

<https://www.uea.ac.uk/learningandteaching/students/assessment/coursework/submission>

Hard copy submission: Only the Dissertation is to be submitted by hard copy. Other assignments are only to be submitted in hard copy if specially stated by the Module Leader. These can be submitted in person to the Hub or via post to:-

Zuckerman Institute Building Hub (ZICER)
SWK Postgraduate Taught Programmes
University of East Anglia
Norwich Research Park
NORWICH
NR4 7TJ

All submissions must arrive by 3pm on the day of the deadline.

18. Question

Why am I unable to submit online via Evision.

Answer: Check you have completed the online registration task via Evision. To do this you need to go to <https://evision.uea.ac.uk/> and log in using your UEA log in details. Once you have signed in you should see an option to complete Online Registration. If you have any problems contact the UEA IT Helpdesk on 01603 592345 or e-mail it.helpdesk@uea.ac.uk or registration@uea.ac.uk.

19. Question

What happens if I fail a module?

Answer: Modules are set to pass all components. If you have not achieved this please initially contact the Module Leader for guidance and support. If you have any Extenuating Circumstances (ECs) which affected the assessment attempt, please make sure you submit the Extenuating Circumstances as soon as possible for the EC panel to consider prior to the Examination Board.

<https://portal.uea.ac.uk/learning-and-teaching/students/advice-on-difficulties/extenuating-circumstances>

You must provide independent supporting evidence along with your ECs, such as a medical certificate or statement from your Line Manager.

20. Question

Can I re-take a module component?

Answer: If you have failed an assignment, by receiving a mark less than 50% you will be required to resubmit the component you have failed. Please initially contact the Module Leader for guidance and support. If you have any Extenuating Circumstances (ECs) which affected the assessment attempt, please make sure you submit the Extenuating Circumstances as soon as possible for the EC panel to consider prior to the Examination Board.

<https://portal.uea.ac.uk/learning-and-teaching/students/advice-on-difficulties/extenuating-circumstances>

You must provide supporting evidence to support your ECs.

After the Examination Board you will be contacted by letter informing you of your resubmission date.

Awards

21. Question

How many M level credits do I need for an award?

Answer:

Postgraduate Certificate	60 credits
Postgraduate Diploma	120 credits
Postgraduate MA	180 credits

22. Question.

I have completed the ASYE Module. How long do I have to complete a certificate, diploma or whole MA?

Answer: a period of no more than five years from the date of initial registration.

23. How do I receive my final Award?

Answer: If you have gained 180 credits you will go to the next available Final Exam Board for your MA to be confirmed. If you wish to exit with a Postgraduate Certificate (60 credits) or Postgraduate Diploma (120 credits), please inform the LTS Zicer Hub so your Award can be processed.

Also if you have reached the maximum period of 5 years you will automatically be processed at the next available Final Exam Board for the credits gained and you will not be able to retrospectively add any APL modules taken elsewhere.

General

24. Question

Am I entitled to study leave?

Answer: The University suggests to agencies that one day per 10 credits is granted to students on MA modules. You must contact your agency for approval.

25. Question

What happens if I need to take an interruption to study?

Answer: If you require an interruption to studies, please submit extenuating Circumstances via Evision and submit evidence to the Learning and Teaching Service Zicer Hub i.e. a supporting statement from your Line Manager or medical evidence for approval.

<https://portal.uea.ac.uk/learning-and-teaching/students/advice-on-difficulties/extenuating-circumstances>

26. Question

I have dyslexia. What support will be offered to me?

Answer: In addition to support that is offered by your agency you may be eligible for additional support from the University for learning and assessment tasks. The Student Support Service offers a range of support services and these can be viewed on the UEA website.

<https://portal.uea.ac.uk/student-support-service>

27. Question

Will I have access to the UEA library when studying for a CPD module?

Answer: Yes. On completion of registration Campus cards are available to collect from the UEA Library. If you would like your card to be posted to you email campus.card@uea.ac.uk. You will also have access to Blackboard (the University's virtual learning environment) and you will be expected to use the University's electronic databases via the Portal, such as 'Metalib' and 'Broadsearch'. And other national resources such as 'Social Care Online' and 'SCIE'. These can be accessed at a distance.

<https://portal.uea.ac.uk/>

28. Question

How do I find online material, reading list and library guide?

Answer:

<https://portal.uea.ac.uk/library>

29. Question

I have forgot my password and unable to log in.

Answer: Contact the UEA IT Helpdesk on 01603 592345 or e-mail it.helpdesk@uea.ac.uk

30. Question

Please can I self-fund my next module?

Answer: Yes. However, please discuss with the relevant Module Leader and make the Learning and Teaching Service ZICER Hub aware.

31. Question

Where do I find information about UEA policies/facilities e.g. coursework?

Answer: <https://portal.uea.ac.uk/learning-and-teaching/students/getting-started/handbooks>

Information relating to your module please refer to the handbook provided to you at your first teaching session.