

Continuing Professional Development (CPD) Credit-bearing Units - Course Specification

This specification provides the details of approved units of study which have been approved to run as standalone short courses of study. This relates to one aspect of CPD, that of credit-bearing short courses. These units are either approved as part of existing approved courses (see individual Course Specification documents) or, have been designed and approved to run as individual units of study.

We undertake continuous review of our provision to ensure quality enhancement and professional relevance, in response to student and other stakeholder feedback and to manage our resources. As a result, this course, and the individual units may be revised during a student's period of registration. Major changes to courses and modifications to courses are approved following consideration through the University College's Course Approval and Review processes or Course and Unit Modification policy, as appropriate; Any changes will be balanced against our obligations to students as set out in our Student Agreement and will be discussed with and communicated to students in an appropriate and timely manner.

Basic Information

Course Code	CPD
FHEQ level and credit	Various- Level 4,5,6 and 7
Awarding Institution	AECC University College
Teaching Institution	To be specified as part of approval of each CPD unit
Professional, Statutory and Regulatory Body (PSRB) accreditation/recognition	To be specified as part of approval of each CPD unit
Mode of study	To be specified as part of approval of each CPD unit
Distance Learning course	To be specified as part of approval of each CPD unit
Standard length of course	To be specified as part of approval of each CPD unit
Language of delivery	English
Place of delivery	AECC University College - London, Bournemouth
UCAS code (where applicable)	Not Applicable
HECOS Code(s)	To be specified as part of approval of each CPD unit
Date Short Courses Specification initially approved	12 June 2024
Version number	1.0
Date this version approved	12 June 2024
Academic year from which this applies	2024-2025
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1. Admissions regulations and entry requirements

The admission regulations for these units are the University College's Standard Admission Regulations which may be found from the [Latest Policies webpage](#). These regulations include the general entry requirements and specific requirements regarding English language.

The detailed entry requirements for each unit may be found from the relevant unit page on the University College website.

Recognition of Prior Learning (RPL)

AECC University College has a Recognition of Prior Learning Policy which can be found from the [Latest Policies webpage](#)

Students obtaining credits may be able to apply to join other AECC UC courses with advanced standing (i.e. transfer their credits) should they wish to pursue a more focused course of study and receive awards. There can be no guarantee that such an application will be successful as that will depend on the appropriate alignment between the entry criteria for the target course and the relevance of the units completed.

2. Aims of the course

The AECC UC Continuing Professional Development (CPD) Credit-bearing units are intended to provide structured learning opportunities for professionals to develop their understanding and expertise within their chosen profession. Overall, students' professional skills are developed throughout the course, with a focus on developing their ability to think critically, apply principles of evidence-based practice, and demonstrate reflective practice to critically evaluate their own learning and practice.

The aims of the course are to help students to:

1. Develop knowledge and understanding of core elements of professional practice, including policies, guidelines, evidence and theories relevant to their field.
2. Demonstrate critical thinking, including the ability to identify, appraise, interpret, synthesise and apply theory and research to their scope of practice.
3. Reflect on their ability to tackle and solve issues, through effective use of information and communication, as an independent and autonomous practitioner.
4. Recognise the importance of interdisciplinary working, developing knowledge of a wide variety of roles, and developing appropriate communication skills to work collaboratively
5. Engender in students' the ability to capture, consider and respond to stakeholder perspectives, focusing on advocacy of others, empowerment and a strong person-centred approach to their professional practice
6. Enable students to critically evaluate their professional practice, through reflection and critical thinking, and identifying learning needs to improve their professional practice.

The unit aims are set out in each of the relevant unit specifications.

3. Course Learning Outcomes – what students will be expected to achieve

There are no course level outcomes assigned to these units, however, units broadly allow students to:

- Demonstrate subject knowledge and understanding that apply to their scope of practice
- Demonstrate synthesis and critical appraisal of information to inform evidence-based decision making within scope of practice
- Demonstrate reflection of skills and ability to evaluate and maintain capabilities to support effective working within their scope of practice
- Demonstrate effective reflection, communication and learning ability for continuing professional development

- Demonstrate self-awareness and personal development, through reflection and demonstrating flexibility, adaptability and a problem-solving approach

4. Placements, work-based learning or other special features of the course

Placement and Practice based learning opportunities and requirements are set out within each of the individual unit specifications.

5. Learning hours/student workload

All AECC University College courses are made up of units of study, which are given a credit value indicating the notional amount of learning undertaken. The units approved for standalone delivery and listed in this specification are all assigned a credit-weighting.

One credit equates to ten student study hours, including student contact time, tutor guided learning time, and independent study (including assessment). Ten University credits are equivalent to five European Credit Transfer System (ECTS) credits.

Student contact time is a broad term, referring to the amount of time students can expect to engage with University College staff in relation to teaching and learning. It includes scheduled teaching sessions (sessions on a student and/or staff timetable), specific academic guidance (i.e. not broader pastoral support/guidance) and feedback. Contact time can take a wide variety of forms depending on the subject and the mode of study. It can include engagement both face-to face (in person) through on-campus seminars, labs, studios and workshops - and online, for example through Teams seminars, online discussion forums, webinars, e-mail or live chat. Online contact time can be synchronous or asynchronous. Online contact time is always characterised by personalised tutor presence and input within a specified timeframe.

Opportunities for one-to-one interaction with members of staff, during which students can receive individual help or personalised feedback on their progress, may not always present themselves as formal scheduled sessions. 'Office hours' for example are a frequent feature where members of staff are available for one-to-one sessions at set times. Interactions via email is another example of contact time.

Independent study incorporates student-led activities (without the guidance of a member of teaching staff), such as preparation for scheduled sessions, reflecting on feedback received and planning for future tasks, follow-up work, wider reading (including reading beyond set topics), or practice, revision, and completion of assessment tasks,

Independent study helps students learn to manage their own learning as preparation for the expectations of a professional life that emphasises continuing professional development and life-long learning. This includes time for revisions/preparation for assessments, as well as activities such as private reading and researching.

Tutor-guided learning covers specific learning activities that students are asked to undertake by a tutor, such as directed reading, review of learning materials on the Virtual Learning Environment (VLE) in advance of scheduled 'flipped classroom' sessions. This may include directed reading, review of lecture presentation on the VLE in advance of scheduled 'flipped classroom' sessions.

Due to the nature of the delivery of standalone units, there is no 'typical week' example which can cover all units. Details on student contact time, tutor-guided learning hours, and independent study hours can be seen in the unit specifications.

More detail about student workload is provided in the individual unit specifications.

6. Staff delivering the course

Students will be taught by AECC University College academic staff and qualified professional practitioners with relevant expertise.

7. Progression and assessment regulations

The regulations for the units are the University College's Assessment Regulations which may be found from the [Latest Policies webpage](#).

8. Additional costs and special or unusual conditions which apply to this course

Additional costs are mandatory or optional costs which students will need to meet in order to fully participate in and complete their unit. Students will need to budget for these costs separately as they are not included in the overall Tuition Fee they are charged.

'Special or unusual conditions' are aspects of the course which students may not be expecting and which may therefore have an impact on whether or not they wish to undertake the unit.

Information about additional costs and special or unusual conditions applying to students on this course can be found on the relevant unit webpage.

9. Methods for evaluating the quality of learning and teaching

Students have the opportunity to engage in the quality assurance and enhancement of their courses in a number of ways, which may include:

- Completing student surveys to give feedback on individual units
- Taking part in focus groups as arranged
- Serving as a student representative on Course Consideration panels for course approval/review
- Taking part in Course Consideration or professional body meetings by joining a group of students to meet with the panel
- Taking part in meetings with the external examiner(s) for the course (such meetings may take place virtually)

The ways in which the quality of the University College's courses are monitored and assured, both inside and outside the institution, are:

- Annual monitoring of units and courses.
- Periodic Course review, at least every six years.
- External examiners, who produce an annual report.
- Oversight by Academic Standards and Quality Committee (which includes student representation), reporting to Academic Board.
- Professional body accreditation and annual reports to these bodies

10. Inclusivity statement

AECC University College is committed to being an institution where students and staff from all backgrounds can flourish. AECC University College recognises the importance of equality of opportunity and promoting diversity, in accordance with our Equality, Diversity and Inclusion Policy. We are committed to a working and learning environment that is free from physical, verbal and non-verbal harassment and bullying of individuals on any grounds, and where everyone is treated with dignity and respect, within a positive and satisfying learning and working environment.

AECC University College seeks to ensure that all students admitted to our courses have the opportunity to fulfil their educational potential. The interests of students with protected characteristics will be taken into consideration and reasonable adjustments will be made provided that these do not compromise academic or professional standards as expressed through the learning outcomes.

Record of Modifications

Description of Modification	Date approved	Intake to which modification applies
Unit CPD4021 added via Editorial Correction Sept 2024- Approved ASQC May 2024 but not included in the specification	12/06/2024	Current and all future

Units in approval for delivery as CPD credit bearing short courses

Level 4 units owned by approved courses

Unit details					Assessment Component Weightings (%) *			Prof. body req applies *	Estimated learning hours			Owning Course
Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	Pract 1		scheduled contact	directed non-contact	self-directed	

* If this box is marked 'yes,' then a requirement has been set by the relevant professional body. Check the unit specification for the detail of the requirement.

Level 5 units owned by approved courses

Unit details					Assessment Component Weightings (%) *			Prof. body req applies *	Estimated learning hours			Owning Course
Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	Pract 1		scheduled contact	directed non-contact	self-directed	

* If this box is marked 'yes,' then a requirement has been set by the relevant professional body. Check the unit specification for the detail of the requirement

Level 6 units owned by approved courses

Unit details					Assessment Component Weightings (%) *			Prof. body req applies *	Estimated learning hours			Owning Course
Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	Pract 1		scheduled contact	directed non-contact	self-directed	

* If this box is marked 'yes,' then a requirement has been set by the relevant professional body. Check the unit specification for the detail of the requirement.

Level 7 units owned by approved courses

Unit details					Assessment Component Weightings (%)*					Prof. body req applies*	Estimated learning hours			Owning course
Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	CWK 2	Pract 1	Pract 2		scheduled contact	directed non-contact	self-directed	
ACP7001	Consultation and Clinical assessment for advancing practice	1	20					P/F		N	70	60	70	MSc Advanced Clinical Practice
ACP7003	Clinical reasoning, diagnostic decision-making and managing complexity for advanced practice	1	20	ACP7001		100%				N	56	60	84	MSc Advanced Clinical Practice
FCP7001	Clinical assessment and reasoning for first contact practice	1.1	40			50%		50%		N	84	48	268	PGCert First Contact Practice
FCP7002	First contact practice stage 2	1.1	20			100%				N	21	29	150	PGCert First Contact Practice
HSE7001	Principles of learning, teaching and assessment	1.1				100%				N	42	60	98	PGCert Health Sciences Education

Unit details					Assessment Component Weightings (%)*					Prof. body req applies*	Estimated learning hours			Owning course
Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	CWK 2	Pract 1	Pract 2		scheduled contact	non-directed contact	self-directed	
HSE7002	Designing and developing health and social care educational interventions	1.1	20					100%		N	42	60	98	PGCert Health Sciences Education
HSE7003	Simulation-based education and assessment	1.1	20					100%		N	42	60	98	PGCert Health Sciences Education
HSE7004	Workplace supervision: supporting health and social care professionals	1.1	20			100%				N	42	60	98	PGCert Health Sciences Education
HSE7005	Technology and digitally enhanced learning	1.3	20			50%		50%		N	42	60	98	PGCert Health Sciences Education
HSE7006	Leadership in health sciences education	1.1	20			100%				N	42	60	98	PGCert Health Sciences Education
MPH7001	Paediatric Development	1	20		40	60				N	9	41	150	MSc Musculoskeletal Paediatric Health
MPH7002	Paediatric Musculoskeletal Examination and Diagnosis	1	20			40%		60%		N	9	41	150	MSc Musculoskeletal Paediatric Health
MPH7003	Paediatric Musculoskeletal Interventions	1	20			60%		40%		N	9	41	150	MSc Musculoskeletal Paediatric Health
MPH7004	Paediatric Musculoskeletal Management	1	20			100%				N	9	41	150	MSc Musculoskeletal Paediatric Health
MPH7006	Research Methods	1.1	20			40%	60%			N	9	41	150	MSc Musculoskeletal Paediatric Health
MPH7007	Dissertation	1.1	40			100%				N	6	44	350	MSc Musculoskeletal Paediatric Health
MPH7005	Evidence-based Practice	1.1	20			100%				N	9	41	150	MSc Musculoskeletal Paediatric Health
MPH7009	Leadership and Interprofessional Working	1.1	20			100%				N	9	41	150	MSc Musculoskeletal Paediatric Health
MPH7008	Professional Development	1.1	20			100%				N	9	41	150	MSc Musculoskeletal Paediatric Health
PPR7001	Developing a professional portfolio	1.1	20			100%				N	21	29	150	MSc Professional Practice

Unit details					Assessment Component Weightings (%)*					Prof. body req applies*	Estimated learning hours			Owning course
Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	CWK 2	Pract 1	Pract 2		scheduled contact	non-directed contact	self-directed	
PPR7002	Identifying, assessing, and managing mental health issues	1.1	20			100%				N	42	60	98	MSc Professional Practice
PPR7003	The Deteriorating Patient – beyond NEWS	1.1	20					100%	P/F	N	42	60	98	MSc Professional Practice
PPR7004	Learning and Competence Development for my Professional Practice	1.1	20			100%				N	21	29	150	MSc Professional Practice
PPR7005	Medicines management for healthcare professionals	1.1	20					100%		N	42	60	98	MSc Professional Practice
PPR7006	Motivational Interviewing (Foundational)	1.1	20			100%				N	42	60	98	MSc Professional Practice
PPR7007	MSK Image Interpretation for Healthcare Professionals	1.1	20		50%	50%				N	42	60	98	MSc Professional Practice
PPR7008	Service Improvement Project	1.1	40			100%				N	36	36	328	MSc Professional Practice
PPR7009	Research Methods in Health Science	1.1	20			100%		P/F		N	36	60	104	MSc Professional Practice
PPR7010	Dissertation	1.1	40			100%				N	36	36	328	MSc Professional Practice
PPR7011	Speech and language therapy for children and adults with Down syndrome	1.1	20					100%		N	42	60	98	MSc Professional Practice
PPR7012	Introduction to Developmental Play	1.1	20			100%				N	21	29	150	MSc Professional Practice
PPR7013	Identifying, assessing and managing people with cancer and frailty	1.1	20			100%				N	42	60	98	MSc Professional Practice
PPR7014	Enhanced clinical reasoning and physical assessment (musculoskeletal)	1.1	20					100%		N	42	60	98	MSc Professional Practice
PPR7015	Innovation for Improvement in Health and Social Care	1.1	20			100%				N	42	60	98	MSc Professional Practice
PPR7016	Clinical reporting: Fundamental Principles	1.1	20			50%		50%		N	50	30	120	MSc Professional Practice

Unit details					Assessment Component Weightings (%)*					Prof. body req applies*	Estimated learning hours			Owning course
Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	CWK 2	Pract 1	Pract 2		scheduled contact	non-directed contact	self-directed	
PPR7017	Plain Film Radiography Reporting of the Axial Musculoskeletal System	1.1	20			20%	40%	20%	20%	N	50	30	120	MSc Professional Practice
PPR7018	Plain Film Radiography Reporting of the Appendicular Musculoskeletal System	1.1	20			20%	40%	20%	20%	N	50	30	120	MSc Professional Practice
PPR7019	Frailty for Enhanced Clinical Practice	1	20					100%		N	42	60	98	MSc Professional Practice
BMI7002	Imaging Guided Breast Intervention	1	20			100%	P/F		P/F	N	8	50	142	MSc Breast Imaging
BIM7003	Mammography Image reading and reporting	1	40			100%	P/F		P/F	N	16	50	136	MSc Breast Imaging
BIM7004	Clinical Breast Assessment and communication	1	20			100%	P/F		P/F	N	14	50	136	MSc Breast Imaging
BIM7005	Mammography in Practice	1	40			100%	P/F		P/F		75	50	275	MSc Breast Imaging

* If this box is marked 'yes,' then a requirement has been set by the relevant professional body. Check the unit specification for the detail of the requirement.

Standalone Units (no owning course)

Unit details						Assessment Component Weightings (%) *				Prof. body req applies *	Estimated learning hours		
Level	Code	Title	Version	Credits	Pre/ co requisites	Exam 1	CWK 1	CWK 2	Pract 1		scheduled contact	directed non-contact	self-directed
4	CPD4001	Anatomy and Physiology	1.1	20		100%				N	24	152	24
4	CPD4002	Foundations of Professional Practice	1.1	20			100%			N	24	24	152
4	CPD4003	Public Health and Health Promotion	1.1	20					100%	N	24	152	24
4	CPD4004	Managing Safety, Risk and Self	1.1	20			100%			N	24	152	24
4	CPD4005	Patient-Centred Assessment	1.1	20					100%	N	24	152	24
4	CPD4006	Foundations of Physics and Radiation	1.1	20		50%	50%			N	24	24	152
4	CPD4021	Identifying, assessing and supporting people with cancer and frailty	1.0	20			50%	50%		N	42	60	98
6	CPD6001	The Deteriorating Patient – beyond NEWS	1	20			100%		P/F	N	42	60	98
7	CPD7029	Enhancing Physical Health Skills for Mental Health Practitioners	1	20					100%	N	42	60	98

* If this box is marked 'yes,' then a requirement has been set by the relevant professional body. Check the unit specification for the detail of the requirement.