

Professional Development Awards

Process for completing the Negotiated Learning Plan

Your Negotiated Learning Plan (NLP) is a valuable record of what you have already done and what you need to do to continue your studies towards a Professional Development Award.

The document outlines the University level credits you will transfer into the award and the future study you will follow to complete an award. You will be encouraged to review the document every year, but you may re-negotiate your plan at any time, especially if your employment or voluntary service changes direction. When you have completed a draft of your NLP, it needs to be returned by email to PD@uwe.ac.uk along with:

- Copies (not originals) of transcripts/certificates of previous study.
- A curriculum vitae (CV).

The NLP will then be considered in light of the Professional Development Award you have identified. The Programme Manager will then authorise the document for presentation to our academic approval panel which confirms the validity of your academic plan, and that your previous learning can be counted towards your qualification.

Before completing the document, you may consider some of the following:

- Which level of qualification you wish to undertake?
- Why you want to undertake this qualification?
- How do you plan to fit study around your work and other commitments?
- Linking your study with planned career development and your performance reviews
- Getting the support of your organisation and/or line-manager.

Guidance on these issues can be sought from your Programme Manager/coordinator and employer.

General Guidance

In order to gain an Professional Development qualification, your NLP will need to illustrate that your prior, present, and future learning will add up to a certain number of academic credits.

The number of credits and at which level they should be undertaken are explored in more depth in the Professional Development Programme Specification but, as a quick reference guide, please see the table overleaf. The Programme Manager/Coordinator will be able to feedback on any issues around the balance of credit on your award.

Award and number of credits needed Award	Total number of credits needed for Award
Certificate Education	60 credits
Certificate of Higher Education	120 credits
Diploma	200 credits
Foundation Degree	240 credits
BSc/BA Degree (non-honours)	300 credits
BSc/BA Hons Degree	360 credits
Graduate Certificate	60 credits
Graduate Diploma	120 credits
Postgraduate Certificate	60 credits
Postgraduate Diploma	120 credits
MSc/MA Degree	180 credits

Guidelines for completing the NLP

Page 1 - General Application Information

- Enter your name and select your programme of study from the drop-down menu.
- Personal Statement - Provide a commentary on why you wish to study the chosen Professional Development Award. If applicable, outline why this qualification will support you in your chosen career
- Previous qualifications – If you have studied over 5 years ago, you will need to write a short statement about how this learning has been kept up to date either through further learning or through professional/voluntary practice.
- Academic Comments – Please do not complete this section. Your programme leader/work-based learning facilitator may complete this section.
- Signature – Please type your name in the learner signature space and add the date. We will ask you to confirm the authorisation of the final document for presentation to our academic approval panel.

Page 2 – Section 1 – What study have you already completed or are doing currently?

You will need to use this space to fill in any study you have completed which involved a formal assessment (exam/coursework) inside or outside a college/university environment. This can be any of the following:

- University short courses
- University postgraduate/undergraduate degrees/diplomas/certs
- Professional qualifications such as Institute of Leadership and Management, Register for Nursing and Midwifery Council, and the Engineering Council (CEng) Health and Care Professions Council, etc.
- Online accredited learning

Please include information (where available) about the following:

- The name of the institution where you studied, or awarding body
- Level of credit – e.g. postgraduate/undergraduate (levels 4 -7)
- Number of credits awarded
- Marks awarded – percentages or pass/merit/distinction

Please email copies of the certificates and transcripts of the study to support the transfer of this learning into your Professional Development Award. If you do not have this, you can usually request this from the awarding organisation/institution. Unfortunately, without evidence, we cannot give you academic credit towards your award.

If you cannot provide transcripts of your marks for any university level credit, then the credit will be transferred into the programme with marks of 40% for undergraduate study and 50% for postgraduate study. Please be aware that this will affect your overall classification for the award.

Page 3 - Section 2 - What do you plan to do to complete your award?

This section outlines what you wish to study in order to gain your Professional Development qualification.

You should consider at this point the specific courses you wish to undertake, which your Programme Manager/coordinator can assist you with when you initially contact them.

Section 2a Work-based learning Module

The compulsory element for the Professional Development Award is a UWE Bristol Evidencing Work-Based Learning (EWBL) project module which is has to be undertaken at the UWE Bristol once your NLP has been approved and you are registered on the programme.

This element of the award will need to be based around your current professional/voluntary role and you are required to give a brief outline of the reflective project you wish to undertake. You should aim to describe this in broad terms only with a couple of sentences

dedicated to out the potential project. Again, this should be discussed with your Programme Manager and will be fleshed out with your EWBL supervisor once you are ready to commence your project.

You will also need to consider level and number of credits required for the award sought, see the table below for a quick reference guide.

Award	WBL Module Size	Level Required
Certificate Education	15+ credits	1
Certificate of Higher Education	15+ credits	1
Diploma	15+ credits	2
Foundation Degree	30+ credits	2
BSc/BA Degree (non-honours)	15+ credits	3
BSc/BA Hons Degree	30+ credits	3
Graduate Certificate	15+ credits	3
Graduate Diploma	15+ credits	3
Postgraduate Certificate	15+ credits	Masters
Postgraduate Diploma	15+ credits	Masters
MSc/MA Degree	40+ credits	Masters

Section 2b Other academic modules

This is a space for you to add any taught modules, additional work-based learning or external institutional study you wish to complete. A list of Continued Professional Development courses that can contribute to the Professional Development Awards are listed on this [webpage](#).

But please remember that we can negotiate your entry onto courses that are part of under/postgraduate programmes in some circumstances, and that you can undertake learning at different universities to build towards your award while registered with UWE Bristol. Potentially, you could also use previously completed in-house or other courses, experience or project work that you will use to evidence further Independent study or Work-based learning modules and add these to this part of the form.

You will also need to indicate for both Section 2a and 2b:

- An approximate start and completion date for the module in line with your learner needs or in line with timetabled information for the module. For example "April 2016 -June 2018".
- Level of credits – The assessed level of study you wish to be marked against for example e.g. postgraduate/undergraduate. Externally, this is expressed as levels 4 -7 or, for UWE Bristol courses, 1-3 for undergraduate, and M or Masters, for postgraduate.
- Marks awarded % - This can be completed as you progress through the award expressed as a percentage.
- Number of credits - The credits awarded for the particular module. If you are unsure, please enter "not known" and the programme coordinator will help find this information.

Page 4 - Section 3 – What professional development and non-university learning have you already completed, which could potentially count towards the award?

This section asks you to outline any learning and training which has not been assessed by a university, but could potentially count towards your qualification after formal assessment. This section should be completed with support from your Programme Manager as it largely predictive rather than, at this stage, confirming actual academic credits.

Section 3a Accreditation of Experiential Learning

You can identify any non-university accredited training experiences, and learning experiences that you would like to develop into academic credits towards the completion of your award.

You will also need to outline:

- Date started - The date the course/training/practical work-based experience started. This can be in broad terms such as "June 2014" if more specific information is not available.
- Date completed - The date the course/training/practical work-based experience finished. Again the can be expressed in broad such as "May 2015" if more specific information is not available.
- Marks awarded % - If you completed an assessment and received a mark, this can be entered here as a percentage, or actual marks.

Next steps...

Once NLP is completed, email it to PD@uwe.ac.uk.

- The document will be reviewed and edited by the Programme Manager/coordinator and maybe returned to you for revision.
- It is your responsibility to ensure the document is signed off by your manager, training department or agency (if applicable).
- If you are seeking support from your agency, you will need to negotiate any funding support from them separately.
- When all parties are satisfied with the document, the NLP will be presented to our Professional Development Academic panel for sign-off to confirm your formal admission to the programme. This does not prevent you from registering on the programme provisionally with agreement from your Programme Manager to enable you to commence your study.

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