**Background**

University of Dundee is offering 2 work-based part-time routes to qualifying as a CLD practitioner, BA (Hons) Community Education and MSc/PGDip Community Education.

It is important to have criteria to assess applications so that people are given equal opportunities in terms of funding and support, as well as meeting the need for qualified CLD practitioners for workforce planning. This aligns with Our People and Workforce Strategy.

In 2021/22, Dundee City Council will support a maximum of 3 people to undertake a work-based route to becoming a qualified CLD practitioner. This will be reviewed annually, and will be dependent on service requirements.

**Course information**

The BA (Hons) Community Education runs over 4.5 full years. The students are expected to engage in reading and e-Portfolio development throughout the year and so there is a heavy commitment expected of them in terms of the theory to practice interplay. The work-based route has been designed with a combination of on-campus and online study (fully online at present due to Covid restrictions) to try to take work-place commitments into account and to recognise the work the students are engaged in. Students will require a CLD qualified supervisor for their practice module and to produce an e-Portfolio of evidence covering three areas of work. They will also undertake a viva at the end of their second year (and subsequent years).

The MSc/PGDip Community Education runs over 2/3 years, depending on student circumstances. Modules are delivered by blended and distance learning, supported by use of the university’s Virtual Learning Environment. Students will require a CLD qualified supervisor for their practice modules and to produce an e-Portfolio of evidence covering their areas of work.

Full course details are available from University of Dundee.

**Funding of Tuition Fees**

If individuals applying for the BA (Hons) Community Education route are eligible, they must apply for SAAS funding. Where SAAS funding does not cover 100% of the tuition fees, Dundee City Council will pay up to 50% of the remainder. For those who are not eligible for SAAS funding, Dundee City Council will pay up to 50% of fees. For individuals applying for the MSc/PGDip Community Education, Dundee City Council will pay up to 50% of fees for the period of the PGDip (CLDSC qualifying). Individuals wishing to complete the MSc will be expected to self-fund the final year. SAAS funding for tuition fee loans is available for the MSc/PGDip. Full details available from SAAS <https://saas.gov.uk/>

For individuals undertaking the RPL (recognition of prior learning) route prior to starting the BA (Hons) Community Education, Dundee City Council will pay up to 50% of the cost of the RPL module.

**What criteria will be used to select those who can be supported on this professionally qualifying programme?**

To be eligible to apply you must be a permanent member of staff, working at least 20 hours per week, with a minimum of one year’s service, within Dundee City Council in a CLD/Community Education role. You must have 2 years’ experience in a CLD/Community Education role (not necessarily in a paid role). The setting and role must allow candidates to meet the CLD Competences and they must have a CLD qualified Mentor for the course (not necessarily their line manager).

Application to undertake this programme will have been discussed and recorded as part of the EPDR process.

University of Dundee’s minimum entry criteria for BA (Hons) Community Education is a qualification at SCQF Level 7. You must be working in a CLD/Community Education related role.

If you do not meet the academic criteria for admission, there is an RPL route (recognition of prior learning) and an associated module. Potential applicants will need to discuss their individual prior learning and work experience with the university who will decide on any further learning to be undertaken prior to entry.

University of Dundee’s minimum entry criteria for MSc/PGDip is a relevant degree, current professional practice, and 2 year’s experience in a Community Education related role.

You will be expected to demonstrate on the Personal and Professional Development Fund application form and through interview that:

* you hold the minimum entry requirements for the programme
* you have the potential to become an inspiring CLD practitioner
* you have relevant work experience and you are currently employed in a CLD/Community Education related role.
* you have the ability and commitment to fulfil the requirements and demands of a work-based qualification pathway.
* you have an awareness of current issues and priorities for communities in Dundee and understanding of national policy context
* you have personal values and ethics that are consistent with the CLD Standards Council Values and Code of Ethics
* your Line Manager and Head of Service agree to support your release from your current employment to undertake all elements of the programme (including any practical placements)
* You have identified a CLD qualified Mentor

**What format will the selection process take?**

There will be an application process within the Council in the first instance. You must complete the Personal and Professional Development Fund application form. <https://onedundee.dundeecity.gov.uk/learning-hub/supporting-your-learning#faq-Personal-&-Professional-Development-Fund>

There will be a joint interview with the Council and the university.

If successful at interview, applicants will then be required to apply to the university, via University of Dundee website. The university has the final decision on accepting individuals onto the course.

**When do Personal and Professional Development Fund applications have to be submitted?**

Applications must be submitted to [learning.organisationaldevelopment@dundeecity.gov.uk](mailto:learning.organisationaldevelopment@dundeecity.gov.uk) before 31st January 2021.

**Who will be on the interview panel and when will the interviews take place?**

The interview panel will include a representative from the Dundee City Council’s Communities Service alongside a Learning and Organisational Development Advisor, and a representative from University of Dundee.

The interviews will take place in February 2021.

**When will I be advised if I have been successful following interview?**

If (following interview) your application has been supported by Dundee City Council, you will be notified of this within a few days**.** You will then be required to apply to the university through University of Dundee website.

**Is there an age limit?**

There is no upper age limit for applications.

**Will my post be regraded upon successful completion of the qualifying course?**

No, your post won’t be regraded but successful completion of the course will allow you to apply for promoted posts. Posts are graded in relation to the Job Description and role, not the qualifications of the person.

**Do I have to stay in employment with the Council after I complete the qualification?**

Yes, for a period of two years. If you leave before the end of two years we will recover funding in line with the scale within the Personal and Professional Development Guidance.

**What support can I expect from the Council once I start the course?**

You will be released from your work duties to attend classes as required by the course, and where this clashes with your normal working hours. For example, in the first semester of the BA (Hons), students are required to attend the University on-campus for one full week at the start of the course. This is the only week-long attendance requirement on the programme with subsequent modules designed around weekly attendance on campus or online engagement.

Additional study time will be negotiable in line with the Personal and Professional Development Fund/Study Time Guidance, and is at the discretion of your manager.

**What happens if I don’t complete the full course?**

Students will get accreditation for the modules and levels they have overtaken, in line with University policy. If a student leaves after completing 3rd year of the BA they will leave only with an ordinary degree. On completing 4th year they will be a qualified CLD practitioner and have an honours degree.

For more information on this Framework and process, please contact Sue Holland-Smith, Learning and Organisational Development Advisor. [Sue.holland-smith@dundeecity.gov.uk](mailto:Sue.holland-smith@dundeecity.gov.uk)