

## Centre for Alternative Technology

### Graduate School Continuing Professional Development and additional courses

CAT recognises that many of its current students and recent alumni wish to undertake additional non-credit bearing study as a course for their continuing professional development.

CAT will allow current graduate students and recent alumni to undertake existing taught modules as CPD or additional courses. This study can take place online through distance / blended learning or at the CAT site where teaching resources permit. On-site accommodation may be available to study at CAT but is allocated to current students in the first instance.

The fees terms and conditions for the modules will be clearly advertised at the point of application. These will vary by the study involved but tuition fees will be typically 2/3<sup>rd</sup> of the normal module cost for current CAT students. Students should not be in financial arrears with CAT.

On-site accommodation for individuals who wish to study at CAT will be priced at the current weekly student rate.

Continuing Professional Development Modules are taken without assessment and therefore do not carry academic credit. Students will instead be given a certificate of attendance.

To qualify as an alumni for the purposes of attending a Continuing Professional Development course, you must have enrolled on a CAT programme since the 2017-8 academic year.

Current students are able to take additional modules in the following circumstances:

- All modules and assessments, or reassessments, must have been successfully completed or submitted at the time of commencing the CPD activity
- Full time students must be in the second year of study.
- Part Time students must be in the second or third year of study and have either completed or booked 120 credits of taught study.

The Continuing Professional Development course is **not** a replacement module for a module on a students taught programme. If a student fails a module on their taught module and wishes to take the Continuing Professional Development course module formally, subject to their programme specifications, they will take that module as new at the next opportunity.

Acceptance on Continuing Professional Development courses is at CAT discretion.

**We will ensure that:**

- We provide high standards of teaching, support, advice and guidance for students and competent, diligent and professionally trained staff who help them to realise their potential.
- You will be provided with accurate information on the cost of the courses, dates of courses, deadlines to pay fees, and we will deliver teaching for the module for which you have paid or return the module payment where we cannot teach a module if cancellation occurs after the module cancellation deadlines.
- You will be provided with a temporary login to the CAT virtual learning system. This will allow access to all student resources including live and recorded lectures, chat facilities with other students, and online workshops and tutorials as appropriate. This access will expire one month after the course concludes.
- We safeguard all personal data provided, in compliance with the requirements of the General Data Protection Regulation (2018) and the Data Protection Act (1998). Information that you share with us on personal issues (including health and financial problems) will be treated in confidence and with sensitivity, and that your permission will be sought when such information needs to be shared with other CAT members.
- CPD students must abide with the CAT Health and Safety policy and any specific risk assessments for activities they take part in.
  - Health and Safety concerns preclude the normal safe operation of onsite activities, in which case the module or activity may be delivered via distance learning, or on-site student attendance may be limited
- You are provided with academic support for the Continuing Professional Development course which can be reached via phone, email, via video conferencing software such as Microsoft Teams or in person.
- You have the opportunity to provide anonymous feedback on your CPD module and on the programme as a whole.
- We will respond to complaints in a fair, timely and proportionate manner through our complaints procedures.

We ask that you inform us of any physical or mental health conditions, which impact on your ability to carry out academic study in a timely manner.

Use the CAT site with consideration for others, including fellow students, staff and the visiting public.

Ensuring that all online learning activities and all activities on the CAT site are carried out within normal legal rules and regulations.

Not engage in any actions towards any CAT staff or students that could be considered as harassment, stalking, bullying, unlawful discrimination, and victimisation either in person or online.

Return all borrowed equipment belonging to CAT in good condition at the end of the course.

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