

## **CONTINUING & PROFESSIONAL EDUCATION**

### **Level 5 Courses and the Diploma of Higher Education**

Continuing & Professional Education offers a **Diploma of Higher Education** at Level 5 on the Credit and Qualifications Framework for Wales (formerly referred to as Level 2), in addition to the Foundation Certificates and Certificate of Higher Education at Level 4 (formerly referred to as Level 1). The Diploma is broadly equivalent to the second year of an undergraduate degree and is based on specific subject choices rather than the more general basis of the Certificate of Higher Education.

You will not need to register for the Diploma to enrol for Level 5 courses. Whilst certain courses require a level of expertise, all are welcome on the courses.

However, if you do decide that you wish to study towards the Diploma, you will need to enrol officially and so there are a number of things you need to know:

The Diploma is made up of a series of subject-blocks which can themselves be taken as **Level 5 Certificates of Advanced Study**. The subject blocks and their co-ordinating lecturers are as follows:

Computing	(4 blocks)	Mike Evans	German	(2 blocks)	Helga Eckart
French	(2 blocks)	Helga Eckart	Italian	(2 blocks)	Helga Eckart
			Spanish	(2 blocks)	Helga Eckart

Each subject block consists of courses which have been specifically validated for use in the Diploma programme (see separate sheet for current list). The Diploma is awarded when you have gained 60 credits in each of two separate subject-blocks.

To qualify for enrolment on the Diploma you must already have one of the following:

- The Certificate of Higher Education
- 120 credits at Level 4
- 120 credits at Levels 4 and 5, none of which you wish to use towards a level 5 award
- An award which is, or includes, the equivalent of the Certificate (e.g. another 120 credit Level 4 award, a HNC, HND, degree etc.)

In some cases there may also be preliminary requirements, in the form of appropriate level 4 courses or practical experience, that you will need to possess before you can proceed to study a particular level 5 course. If you are in doubt as to exactly what is required then please contact the appropriate Co-ordinating Lecturer or the Director of Studies.

#### ***Some questions answered:***

##### ***What if I already have some Level 5 credits?***

Provided these have not been already counted towards a Level 4 award (e.g. the Certificate of Higher Education), these may be eligible for inclusion towards a Diploma or Level 5 Certificate of Advanced Study. Please seek advice from your course tutor or the Co-ordinating lecturer in your subject.

##### ***What if I wish to go in for a 60-credit subject certificate but do not want a Diploma?***

This is perfectly in order. The Diploma has been created in such a way that those wanting a 60-credit certificate in a particular subject area can achieve this. Tell your course tutor that you are seeking a 60-credit Level 5 certificate, but do not wish to enrol for the Diploma.

##### ***I want to enrol for the Diploma. How do I do this?***

Ask your tutor or Student Records and Services (029-20870000; [Learn@cardiff.ac.uk](mailto:Learn@cardiff.ac.uk)) for an enrolment form. As the Diploma can only be awarded to those who already have 120 credits at Level 4 or their equivalent, you will be asked for details and, if necessary, for evidence of prior qualifications.

***I want to enrol on a Level 5 course but am not certain that I wish to proceed to a Diploma?***

This is perfectly in order. Enjoy the course. When and if you feel ready to commit yourself to the Diploma, ask for the relevant form (see above). However, you should be aware that the last opportunity to enrol for the Diploma occurs when you have gained 60 credits at Level 5.

***How do I find out what courses have preliminary requirements?***

Many (but not all) Level 5 courses require you to have undertaken Level 4 work in the same subject, or show some equivalent expertise. The course entries in *Choices* should indicate any requirements for enrolment on the course. Further details will be found on the course fact sheets.

***What will gaining the Diploma cost me?***

Our Diploma courses are charged in the same way as all our other courses. There is no extra charge for enrolling on the Diploma.

***If I enrol on the Diploma is there a time limit for completion?***

There is a time limit of ten years for all University awards. In the case of the Diploma, this is because the subject blocks need to be both coherent units and up-to-date and, although not all knowledge dates, most thinking about that knowledge certainly will. If you think this may give you a problem, please consult your tutor or Student Records and Services.

***Will all Diploma courses be available every year?***

No. Some level 5 courses are part of a cycle which is repeated over a number of years. We shall do our best to put on as wide a range of Diploma/Level 5 courses as we can, but not all will be available in any one year and all are subject to the usual laws of demand – there are minimum numbers for courses below which they are liable to be cancelled for reasons of cost.

***How do I get advice about Level 5 and Diploma Courses?***

If you are already studying for a course, then your course tutor may be able to help. If you are not, or want more advice, then the Co-ordinating Lecturers in each subject area should be able to help you. You can contact them by telephone or email.

***I have sent in my enrolment form for the Diploma. What happens next?***

When Student Records and Services has received your completed enrolment form for the Diploma, we will first verify that you meet the specified entry requirements. If there are any queries regarding this, we will contact you as soon as possible for further information. Assuming that you meet the entry criteria, we will write to you confirming your enrolment on the Diploma.

***How will I keep track of my progress on the Diploma?***

As a registered Diploma student, Student Records and Services will write to you every year following the Diploma Exam Board, held in November, with an update on your progress.