



Faculty of Education, Health, and Human Sciences
School of Education

Full-time Mode Induction Handbook 2026/2027

for

Pre-service students

studying the

Postgraduate Certificate in Education (FET)

September 2026

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Introduction

On behalf of the full-time certificate course team, I would like to welcome you to the programme and to the School of Education. As Academic tutors we play a crucial role in supporting students throughout their academic journey. They act as a guide, offering academic support in their chosen field.

At the University of Greenwich, the Faculty Student Advisor (FSA) provides pastoral support and serves as a key point of contact for students seeking study support, academic concerns, personal circumstances that may impact your studies, and informal complaints. They also help students access the wide range of specialist support services available across the university, offering a holistic approach to supporting academic progress, wellbeing, and student success.

This handbook gives you information about the induction programme. The Module Handbooks outline the assessment criteria for assignments.

If anything is unclear or you would like further information, please do not hesitate to contact us. Our contact details can be found within this Handbook and in your Module Handbooks. We wish you every success and an enjoyable learning experience throughout your time with us.

Try not to be overwhelmed! We know this is a lot of information to take in. We are here to support you so please ask if there is anything you are not sure about.

We hope you enjoy studying at the University of Greenwich

Best wishes

Programme Leaders & FE Team

Some other useful names and contact details

Programme Administrators FEHHS-Programme-Support@gre.ac.uk



Tracey Partridge
Co-Programme Leader

Location: Southwood site, Avery Hill Campus, SE9 2UG

✉ Email: pt13@gre.ac.uk

☎ 020 8331 9249

Office hours: Tuesday to Friday 9-5



Dr Charmaine Brown
Tutor

Location: Southwood Site, Avery Hill campus, SE9 2UG

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☎ 020 8331 7532

Office hours: Wednesday to Friday 9-5 (ESOL & Literacy Specialist)



Michelle Best
Co-Programme Leader

Location: Southwood Site, Avery Hill Campus SE9 2UG

✉ Email: m.best@gre.ac.uk

☎ 020 8331 9333

Office hours: Normal working hours are Monday to Friday 9-5.

Please note that I have a contractual day off every other week and may not be available on that day.

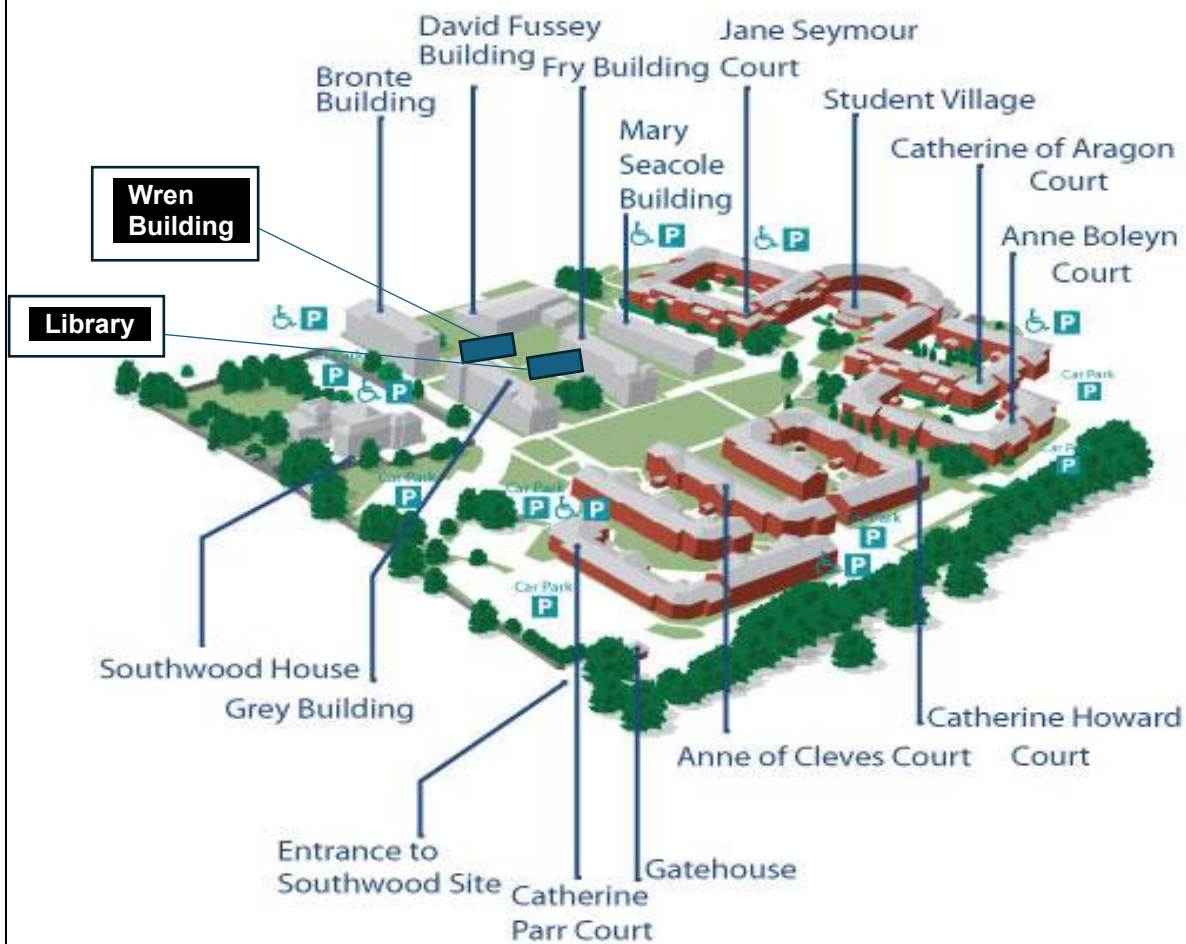
Digital Student Centre [Home](#) | [Digital Student Centre \(gre.ac.uk\)](#)

Student centre: 020 8331 8272 (Monday to Friday 10-4pm)

Wellbeing and mental health: <https://www.gre.ac.uk/support/counselling/sources-of-support>

IT support: 020 8331 7555; email: itservicedesk@greenwich.ac.uk

Avery Hill Campus
Southwood Site



Welcome to Induction.

We hope induction will introduce you to the PGCE programme and give you an opportunity to meet and get to know your fellow students and tutors.

Please find the induction week timetable (on the following page) – it is a busy week, and it is important that you attend every session. During induction, academic tutors will be giving you some tasks to take away and complete and it is vital that you complete these tasks as requested.

The programme is divided into **Phase 1 and Phase 2.**

In Phase 1 you will be attending university on Thursdays and Fridays, and in placement Monday to Wednesday except during the block placement (Monday 2nd November 2026 to Friday 27th November 2026).

In Phase 2 you will be attending university on Thursdays and Fridays, attending placement Monday to Wednesday (please see Academic calendar (FET) 2026/2027).

Throughout the programme you will have opportunities to experience and reflect on different approaches to learning and teaching. Some of these approaches will be familiar to you (either as learners or teachers and trainers), others may be new. As trainee teachers in the Further Education and Training Sector (FET), we will ask you to think about these different approaches, and it is good practice to record your first impressions for your own future reference.

Induction - the first day: Wednesday 23 September 2026

Register and Welcome 09:30	Southwood Site ROOM TBC
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Please ensure that you have located the module handbooks from Moodle. However, if you not yet fully registered, you may not be able to access Moodle – hopefully this will all be sorted out this week. If you are still not able to access Moodle, we will email you a copy of the handbooks once you arrive.

Phase 1

Module 1 Exploring the FE Teaching Role Module Handbook

Module 2 Professional Practice Module Handbook

Module 3 Theories of Learning Module Handbook

You will need to familiarise yourselves for the first teaching sessions beginning on **Thursday 1st October 2026**.

These are important documents which give general information about the structure of the programme and regulations as well as details of the university terms and deadlines for assignments.

Induction will commence with a short welcome and introductory lecture. You will also be given the opportunity to meet tutors.

The Programme Leaders will provide an overview of placement requirements and support offered by the subject specialist and pastoral mentors.

If you are new to the university, you may want to join a union.

Some homework will be given to you for completion throughout the week.

Induction 2026 timetable

Induction 2020 timetable					
	09:30-12:00 Room TBC		12.00 -13.00	13.00 - 16:00 Room S311	
Wednesday 23/09/26	09:30 Register/Welcome Induction Lecture/placements/mentoring		LUNCH + complete Induction Quiz	Icebreaker – Bingo Numeracy challenge/BKSB Subject specification audit (Pre-induction task) / SOW	Homework Library task
	10:30 FSA – Anna Thorne				
	11.00 Andrew Sinclair - Study Skills/Studiosity 11:30 Rachael Hartiss Library				
	09:30-12.00 Room TBC		12:00-13:00	13:00-16:00 Room F100d	
Thursday 24/09/26	09:30-11:00 Homework – Library task/Rosenshine/Quiz Topic for micro-teach Reflective log (fish bone) e-Portfolio		- LUNCH Student union reps in the Dome	Netiquette/professionalism Induction Assessment – free writing ETF membership Syllabus / Subject specific resources Micro-teach planning (TPA, lesson plan, Reflection)	Homework Draft of a lesson plan for micro-teach
	11.00-11.30 Subject specification review task (audit) / SOW				
	11.30-12.00 Library tour				
	9.00-12:00 Room S311		12:00-13:00	13:00-15:00 Room Wren Ground floor	
Friday 25/09/26	09:00-10.30 Registration Student Centre Photo ID and Certificates	10:30- 12.00 Word process free writing and proofread. (Microsoft Editor) Micro-teach planning	LUNCH	Complete Stage 1 Safeguarding quiz and Stage 1 Certificate	Homework Moodle research

Induction Quiz

In groups of 3-4 answer the following.

1. What do the following acronyms mean?
 - a. FET
 - b. Ofsted
 - c. QTLS
 - d. ETF
2. Where is the education reception and staff offices?
3. Who was Mary Seacole?
4.
 - a. Where can you find food/drinks on this site? What are their names?
 - b. How do you access the support services available on the Southwood site? Where are they located?
5. Go to the library and ask the librarian the following:
 - library opening hours
 - Credits for printing and photocopying
 - Booking a small group study room
6. How many books can you take out at any one time?
7.
 - a) Who is responsible for education in the Avery Hill library?
 - b) Where are the university libraries located?
8. Where can you find all the course materials etc. online?
9. Find out about the campus bus. Where does it go and how much does it cost?
10. What is the minimum attendance that is acceptable on this programme?

Writing Exercise

Complete the following in class: ***You will handwrite this account and then word process later.***

Give a short account of your educational/work history so far from the age of 11 years old.
(150-200 words approximately)

Homework – Day 1

- a) Visit the Library and locate the following text:
Sherrington, T. (2019) *Rosenshine's Principles in Action*, John Catt. Educational Ltd.

If you are not fully registered, you will not be able to gain access to the library and should therefore use the link below, prioritising 8. *Provide scaffolds for difficult tasks*. Please read and link to your subject specialism and be prepared to discuss in class tomorrow.

<https://www.aft.org/sites/default/files/Rosenshine.pdf>

- b) Download a copy of the [Professional Standards \(ETF 2022\)](#) and keep it handy as you will need to be aware of these towards the end of programme (QTLS).
- c) Please follow the link below for the Education & Training Foundation [ETF membership](#). You will have free membership whilst you are on this programme and will be able to access a large resource bank.

Homework Day 2

Complete the free writing exercise on the previous page in class.

Homework

- a) Download [Occupational Standards](#)
- b) Complete Prevent training using the following link (30-40 mins)
<http://www.support-people-vulnerable-to-radicalisation.service.gov.uk/portal#awareness-course>
- c) GDPR – Please go to the link read the following from the university portal:
<https://www.gre.ac.uk/articles/ils/data-storage>

Homework Day 3

Complete all tasks from Induction week.

PROFESSIONALISM

Planning for your programme of study and coping with your workload

Early in the programme, you should think about planning your work in preparation for the submission of coursework (see Module Handbooks). Although many of you are experienced students, some of you will have commitments outside the university, and the requirement to complete assignments alongside teaching practices can be demanding.

Mandatory requirements:

Programme attendance and punctuality

- **Attendance and punctuality** is essential for this professional programme both at university and placement.

Communicating lateness and absences

- Complete the [FET Absence and Lateness reporting form - 2026/27 – Fill in form](#)



- Email the team about reasons for absence or lateness at university and placement.
- Email mentor about reasons for absence or lateness at placement. It is your responsibility to update on missed sessions and

Professionalism

- maintain code of conduct at university and placement [ETF, UoG code of conduct].
- **Netiquette** - maintain a professional presence online - you will need to ensure that you have created the FET email signature.

Time management

- Plan for assignment submissions alongside planning for Teaching Practice Assessments (TPAs).
- Submit a lesson plan with details of the lesson and previous targets and the TPA form filled in with the details of the lesson to the assessor at least 24 hours before the TPA takes place.
- Write your reflection within 24 hours of completing the TPA.

Familiarise yourself with assignments for all courses by accessing the Module Handbooks. You will be studying ***Exploring the FE Teaching Role, Professional Practice 1, and Theories of Learning Teaching & Applications in Practice*** in Phase 1.

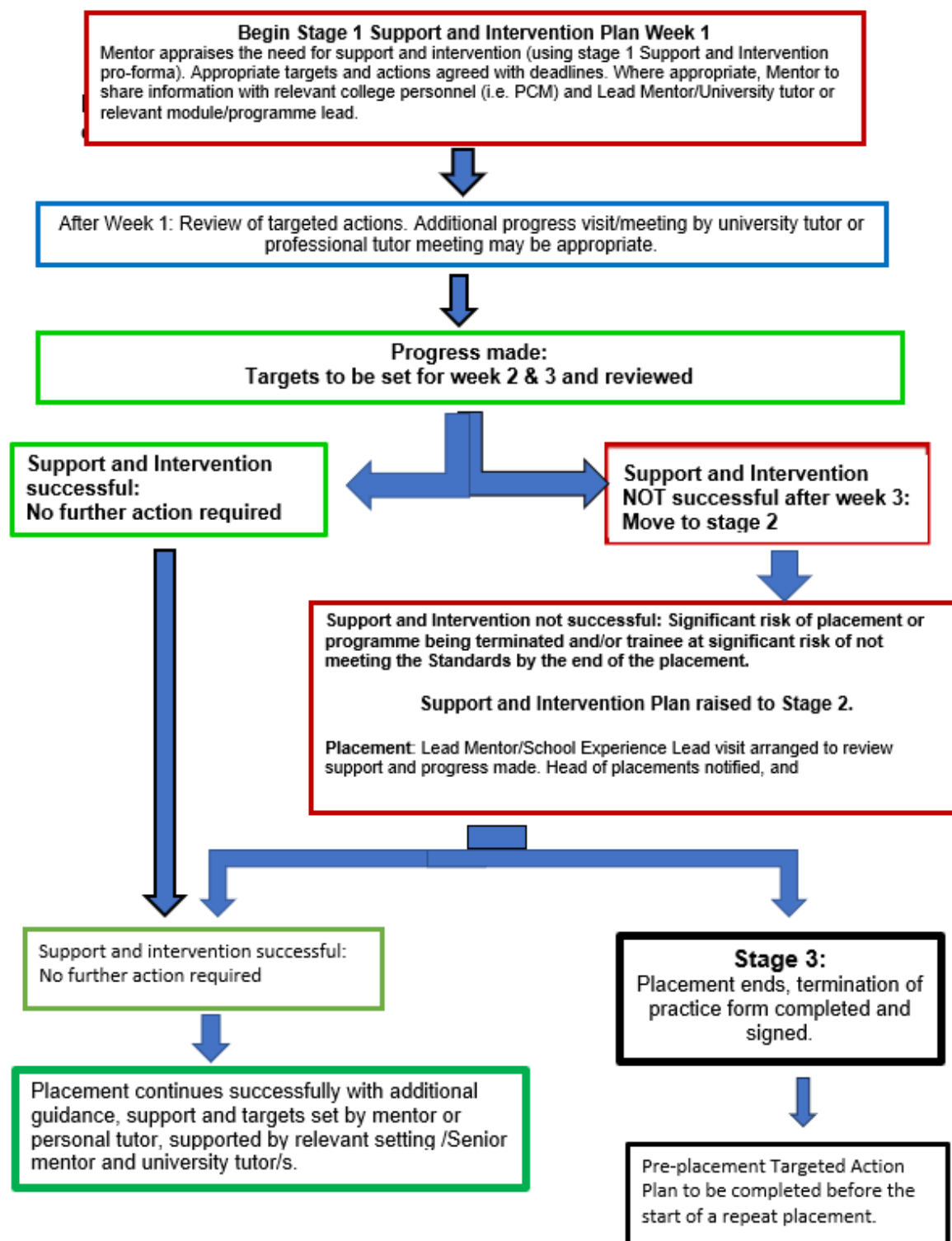
Make sure you use Microsoft Editor and Studiosity as well as the Academic skills hub tutors <https://www.gre.ac.uk/academicskills> when writing your assignments.

Support and intervention

This is a process to support your learning and progress on the programme at university and the placement.

See FLOWCHART and information below

Flowchart on the processes and stages instigating a Support and Intervention Plan



You can help yourself by:

- setting and adapting the pace of your studies to enable you to keep to all deadline dates (See advice on 'coping with your workload')
- keeping in touch with academic tutors and study group throughout the year, for support and advice
- notifying Campus Registry and the school office of any changes of your address or contact details – this can also be changed on your portal.

Programme Monitoring and Evaluation

Each year the School of Education formally reviews all its programmes in response to feedback from students and from External Examiners. The teaching team are responsible to the faculty and to the university for ensuring that we offer a high-quality PGCE programme. We value your comments and hope that you will let us know what you think about the programme, your study experience so that we can take steps to improve them.

There are several ways of making your views known.

Programme Committee Meetings (Student Rep Meetings)

We hold Programme Student Rep Committee meetings termly to provide trainees with an opportunity to share their views to help us communicate with students and evaluate the programme. The Committee consists of the Programme Leader and student representatives. Early in the first term, the programme leader will ask you to nominate representatives for this committee.

The dates for this year's meetings are to be confirmed.

Other ways of contributing your views:

1. Complete EVASYS module evaluation forms.
2. Liaise with the Faculty Student Advisor regarding pastoral concerns.
3. Tell your Academic tutor or the Programme Leader if you have serious or urgent concerns.

Registration

Online registration applies to all students

Unless you are fully registered you will not be able to access the full range of university provision and your progress on the programme will be affected.

If for any reason you have problems with registration you need to contact University Of Greenwich Registration registration@greenwich.ac.uk as soon as possible.

References

Throughout your period as a student your progress will need to be recorded on InPlace. At the end of the programme, you can contact FEHHS-Programme-Support FEHHSPS@greenwich.ac.uk for a reference.

While you are a student on the programme and in the year after you leave, you should put the following address on your application form:

Programme Administrator FET
School of Education
University of Greenwich
Avery Hill Campus
SE9 2UG

Employability (you can access this up to two years after you have graduated)

[Employability and Careers](#)

You can contact Employability and Careers for advice on obtaining a teaching post in Further Education and opportunities for support and advice on CV writing and applying for jobs.

Evaluation

We would be grateful if you could go to the following link and complete the Induction evaluation survey.

PGCE FET induction - 23-25
September 2026

