



**MLA
COLLEGE**



**UNIVERSITY OF
PLYMOUTH**

ACADEMIC PARTNERSHIPS

PROGRAMME QUALITY HANDBOOK 2023-2024

MSc Sustainability in Practice

Contents

1.	Welcome and Introduction	3
2.	About this Handbook.....	4
3.	Programme Specification	5
3.1.	Programme Details.....	5
3.2.	Distinctive Features of the Programme and the Student Experience	6
3.3.	Relevant QAA Subject Benchmark Group(s)	6
3.4.	Programme Structure:.....	6
Table 1. MSc Sustainability in Practice (Top Up) course structure.....		7
3.5.	Programme Aims.....	7
3.6.	Programme Intended Learning Outcomes (PILOs)	7
3.6	Admissions Criteria, including APCL, APEL and Disability Service arrangements	8
3.7.	Transitional Arrangements for existing students looking to progress onto the programme.....	11
4.	Module Records	13

1. Welcome and Introduction

Welcome to MLA College. We are delighted that you have chosen to study with us. We will do all we can to ensure sure you get the maximum benefit from your time here – and that you will be well prepared for the next stage in your academic or professional career path.

You will already know that MLA College is internationally recognised for its excellent reputation, and you will also benefit from the consistently high standards and expectations MLA College brings to all aspects of its teaching and learning.

You will find that all our staff are dedicated to ensuring you have the best experience possible. As well as being professional, intellectually challenging and up-to-date in their knowledge of the subject matter, we ensure that those teaching you do so in a research-informed, creative, responsive, and engaging way. Your tutors are supported by highly experienced professional colleagues who are here to give you advice and guidance on all aspects of your studies.

As a student at MLA College and the University of Plymouth your feedback is important to us, and we have in place a number of surveys conducted by MLA College during your period of registration. Please do take the time to complete these surveys which will inform our plans to ensure all students continue to receive the best possible experience during their time with us.

We want you to enjoy the best study experience possible and we are here to help create the best opportunities for what you want to do next.

Welcome again to the MLA College.

A handwritten signature in black ink, appearing to read 'John Chudley', with a long, sweeping underline that extends to the right.

Professor John Chudley, Rector
MLA College

2. About this Handbook

This Programme Quality handbook contains important information including:

The approved programme specification

Module records

Note: The information in this handbook should be read in conjunction with the current edition of:

- our MLA College Student Handbook which contains student support- based information on issues such as finance and studying at HE available at: [here](#)
- Your University of Plymouth Student Handbook available [here](#)

3. Programme Specification

3.1. Programme Details

Awarding Institution:	University of Plymouth
Partner Institution and delivery site (s):	MLA College The Merchant, St Andrews Street, Plymouth PL1 2AX
Accrediting Body:	N/A
Language of Study:	English
Mode of Study:	Part time distance e-learning
Final Award:	MSc Sustainability in Practice
Intermediate Award:	None
Programme Title:	MSc Sustainability in Practice
UCAS Code:	N/A Applications handled directly
HECOS Code	100381 (Environmental Sciences) 100469 (Environmental Management)
Date of Programme Approval:	7 th June 2022

3.2. Distinctive Features of the Programme and the Student Experience

- Student-led – the student will use their own personal work context as a focus for developing ideas about making meaningful, sustainable change to their organisations
- Participatory and Active – the student will enact and engage with the change making process, rather than just direct it
- Focused upon Partnership – taking SDG 17 as its starting point, the power of working together forms a central theme to your work.
- Interdisciplinary – whilst focused upon one aspect of sustainable development, students will be required to reflect upon the holistic nature of that development, covering aspects of environmental, economic, and societal change.
- Flexible to the needs of students - it uses distance learning to nurture independent work, within home communities and organisation, in order to test ideas of sustainable development in geographically familiar contexts.
- Fully supportive of student learning even at distance - it uses MLA College's award-winning Total Learning Package provision for studying at distance, providing support through asynchronous and synchronous delivery of seminars and tutorials.

3.3. Relevant QAA Subject Benchmark Group(s)

Geography (2022)

Earth Sciences, Environmental Sciences, and Environmental Studies (2022)

There are no specific L7 Subject Benchmarks in these areas

3.4. Programme Structure:

The structure of this Top Up is shown in Table 1. The course is PART TIME and at LEVEL 7. The module develops a participatory action research (PAR) approach to addressing a sustainability issue within the student's workplace or community. It begins by a full briefing and development tutorials where PAR and the ideas around its practice are developed and tuned to the needs of the individual student. The majority of the rest of the module focuses upon students attempting to deliver on their proposal, collecting artefacts on the way in order to develop a portfolio of evidence of practice. This is then reflected upon in a final summary.

Table 1. MSc Sustainability in Practice (Top Up) course structure

Level 7 part-time distance learning delivery
MLA728 Action Research Project (60 credits) 52 weeks

3.5. Programme Aims

- To provide a sound, and critical, understanding of sustainable development within a specific, personally meaningful context, particularly with reference to the United Nations' Sustainable Development Goals (SDGs).
- To enable students to understand the role of individuals, communities, and institutions in delivering sustainable development.
- To foster debate and enable students to express reasoned, evidence-based arguments.
- To enable students to take direct and participative action within their work or community to deliver sustainable change.

3.6. Programme Intended Learning Outcomes (PILOs)

3.6.1- Knowledge and understanding

On successful completion graduates should have developed:

- 1) A critical awareness of the fundamental concepts underpinning a specific issue within sustainable development
- 2) A comprehensive understanding of evaluation methodologies that can be used effectively to monitor project progress and outcomes

3.6.2. Cognitive and intellectual skills

On successful completion graduates should have developed:

- 1) An ability to relate theoretical concepts regarding sustainability to practical experience that is often complex in character
- 2) An ability to analyse and evaluate the success of personal and collective action for a chosen SDG
- 3) An appreciation for the role of leadership, organisations, and/or communities to the successful achievement of at least one SDG

3.6.3. Key and transferable skills

On successful completion graduates should have developed the ability to:

- 1) Communicate findings in a professional manner, through written work and verbal presentation

3.6.4. Employment related skills

On successful completion graduates should have developed the ability to:

- 1) Critically evaluate personal performance and the work of others

3.6.5. Practical skills

On successful completion graduates should have developed the ability to:

- 1) Choose appropriate methodologies for the completion of tasks and evaluation of project progress

3.6 Admissions Criteria, including APCL, APEL and Disability Service arrangements

Qualification(s) Required for Entry to this Programme:	Details:
Level 2: - Key Skills requirement / Higher Level Diploma: and/or - GCSEs required at Grade C or above:	(All applicant) Maths and English at Grade C or higher.
Level 3: at least one of the following: - AS/A Levels - Advanced Level Diploma: - BTEC National Certificate/Diploma: - VDA: AGNVQ, AVCE, AVS: - Access to HE or Year 0 provision: - International Baccalaureate: - Irish / Scottish Highers / Advanced Highers:	N/A
Work Experience:	In the case of admission to the MSc Sustainability in Practice, MLA College are most keen to consider admission on the basis of work or life experience. Where an applicant presents with appropriate experience, this may be taken into account in lieu of certificated qualifications, regardless of age.

	<p>Relevant experience will be considered on individual merit. Specific reference to APCL and APEL is made below.</p> <p>However, it should be noted that due to the nature of the Programme, students should already be in leadership type roles that allow them to attempt change within their study context, be that work or community. Thus, a level of seniority and responsibility is required to successfully complete this work.</p>
Other HE qualifications / non-standard awards or experiences:	120 level 7 credits in a related cognate area, or equivalent experience (see APEL).
Record of Prior Learning (RPL): Accreditation of Prior Certificated Learning (APCL) Accreditation of Experiential Learning (APEL)	Follows University of Plymouth Regulation ADM1 (Recognition of Prior Learning by Accreditation of Prior Learning), which can be found here .
Interview / Portfolio requirements:	<p>Applicants are expected to submit a full <i>Curriculum Vita</i> or résumé and an application form. Admissions tutors for MLA College will check all applications thoroughly and may also arrange an interview (usually by telephone or video conferencing) for potential students in order to assess their suitability for study. Offers of places are based on the information provided in the application documents and interview (where appropriate).</p> <p>In some instances, students may be required to undertake an interview (online, telephone or face to face), or to complete a portfolio assessment and interview. This may take the form of a portfolio of evidence of experiential learning. In line with University regulations, the learning derived from experience or study must be identified in order to be assessed. Identification must be made by the student, on the basis of systematic reflection on the experience or study and the provision of clear and evidenced statements about that learning. This will be formally reviewed to determine that the learning has in fact occurred and that it is still current, and equivalence to University credit weightings and levels.</p>

	In the case of students being required to complete a form of assessment it will be governed by The University of Plymouth regulations and serves to demonstrate that they have satisfied the learning outcomes of the module(s) for which credit is claimed.
Independent Safeguarding Agency (ISA) / Disclosure and Barring Service (DBS) clearance required:	No
English language requirements	<p>If students have not obtained or do not have the appropriate entry qualifications in the English language, they may be required to produce evidence of English language ability. This will normally be the equivalent of:</p> <ul style="list-style-type: none"> ➤ GCSE Grade C or above in English language. ➤ IELTS 6.5 overall or above with a minimum of 5.5 in all four components (listening, reading, speaking and writing) ➤ For further information and alternatives to IELTS, see The University of Plymouth’s international student entry requirements here.

3.8 Non-Standard Regulations

This course is delivered via distance learning and MLA College **will apply its approved NSRs** (*as approved by University of Plymouth 15th June 2021*).

3.8.1 48 Hour Extension for Late Submission: the student’s Personal Tutor may approve a 48 hr extension for Distance Learning assessment submission without need for formal Extenuating Circumstances application.

3.8.2 For modules delivered via distance learning - 28 (calendar) day Extenuating Circumstances Extension for Late Submission: in exception to the UoP’s Extenuating Circumstances Policy and Procedures, both self-certified and evidenced applications for Extenuating Circumstances (EC), considered valid by MLA College, will be offered 28 calendar days as an extension to the assessment deadline. Additionally, poor internet connection, where appropriately described as an employment driven issue causing the missing of an assessment deadline (e.g. whilst ‘at sea’), may be considered as a valid extenuating circumstance.

3.8.3 For modules delivered via distance learning, Instant Referrals in the event of Failure or Non-Submission: with or without submission of a valid Extenuating Circumstances claim, may be approved through MLA College’s Interim Assessment and Award Board (IAAB) which then reports to the next scheduled UoP Subject Assessment Panel (SAP) and/or Award Assessment Board (AAB).

3.7. Transitional Arrangements for existing students looking to progress onto the programme

Not applicable

(PGT) Mapping table that reflects which core modules contribute to the Programme Intended Learning Outcomes (PILOs)

Module	Credits	C core E elective	Programme Learning Outcomes contributed to (for more information see Section 2.6)																				Compensation Y/N	Assessment element(s) and weightings E1 - exam E2 - clinical exam T1 - test C1 - coursework A1 - generic assessment P1 - practical
			1 Knowledge & understanding				2 Cognitive & intellectual skills				3 Key & transferable skills				4 Employment related skills				5 Practical skills					
			1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
MLA728: Action Research Project	60	C	x	x			x	x	x		x				x				x				N	C1, P1
Learning Outcomes 60 credits			1	1			1	1	1		1				1				1					

4. Module Records

UNIVERSITY OF PLYMOUTH MODULE RECORD

SECTION A: DEFINITIVE MODULE RECORD. *Proposed changes must be submitted via Faculty/AP Quality Procedures for approval and issue of new module code.*

MODULE CODE: MLA728 **MODULE TITLE:** Action Research Project
CREDITS: 60 **FHEQ LEVEL:** 7 **HECOS CODE:** 100381, 100469
PRE-REQUISITES: None **CO-REQUISITES:** None **COMPENSATABLE:** N

SHORT MODULE DESCRIPTOR:

The module actively involves students in experiences that benefit their wider community or organisation. It focuses on students working within the sustainable development field, undertaking work that is mapped against at least one UN SDG. Arguing for the benefits their work brings, reflecting upon their experiences and critical incidents, students gain real world insight into the challenging nature of work in this area.

ELEMENTS OF ASSESSMENT			
C1 (Coursework)	75%	P1 (Practical)	25%

SUBJECT ASSESSMENT PANEL to which module should be linked: MLA

Professional body minimum pass mark requirement: NA

MODULE AIMS:

This module aims to develop skills of reflection and critique through the lens of work experience and participatory action research within the sustainable development field. Students will agree a scheme of work which focuses on, at least, one UN SDG, establishing an action research approach designed to progress meaningful change. Reflecting upon their experience, both through a critical incident log and final reflective report, they will summarise whether their work has enabled progress on their chosen SDG, enabling them to delve into aspects of leadership and strategy for creating sustainable solutions to real world problems.

ASSESSED LEARNING OUTCOMES: (additional guidance below; please refer to the Programme Specification for relevant award/ programme Learning Outcomes).

At the end of the module the learner will be expected to be able to:

Assessed Module Learning Outcomes	Award/ Programme Learning Outcomes contributed to
1. Critique the fundamental concepts underpinning a specific issue within sustainable development	3.6.1.1
2. Evaluate methodologies that can be used effectively to monitor project progress and outcomes	3.6.1.2
3. Relate theoretical concepts regarding sustainability to practical experience	3.6.2.1

4. Analyse the success of personal and collective action on a chosen SDG	3.6.2.2
5. Evaluate the role of leadership, organisations, and/or communities to the successful achievement of at least one SDG	3.6.2.3
6. Communicate findings in a professional manner, written, and through verbal presentation.	3.6.3.1
7. Critically evaluate personal performance and the work of others	3.6.4.1
8. Choose appropriate methodologies for the completion of tasks and evaluation of project progress	3.6.5.1

DATE OF APPROVAL: 07/06/2022	FACULTY/OFFICE: Academic Partnerships
DATE OF IMPLEMENTATION: September 2022	SCHOOL/PARTNER: MLA
DATE(S) OF APPROVED CHANGE: N/A	SEMESTER: ALL YEAR
MODE OF DELIVERY: Distance Learning	

SECTION B: DETAILS OF TEACHING, LEARNING AND ASSESSMENT

Items in this section must be considered annually and amended as appropriate, in conjunction with the Module Review Process. Some parts of this page may be used in the KIS return and published on the extranet as a guide for prospective students. Further details for current students should be provided in module guidance notes.

ACADEMIC YEAR: 2022-23

NATIONAL COST CENTRE: 124

(Geography and Environment)

MODULE LEADER: Paul Wright

OTHER MODULE STAFF: TBC

Summary of Module Content

The content of this module will be predicated upon the context of the work experience itself. It is expected that students will experience some form of community or organisationally focused action to understand the role of organisations in facilitating this, as well as showing the power of individual action as part of a wider group. This will begin a process of reflection upon the learning outcomes described above.

SUMMARY OF TEACHING AND LEARNING		
Scheduled Activities	Hours	Comments/Additional Information
Lecture	5	NA
Tutorial	45	Discussions that are either with peers and tutor or between student and tutor. Formative tasks will be included here, with opportunity for feedback at next tutorial.
Self-Study	550	Work experience, reflection and assessment preparation
Total	600	(NB: 1 credit = 10 hours of learning; 10 credits = 100 hours, etc.)

SUMMATIVE ASSESSMENT

Element Category	Component Name	Component Weighting
Coursework	Portfolio ALOs 1,2,3,4,5,6,7,8	100%
Practical	Online Viva ALOs 1, 3,5, 8	100%

REFERRAL ASSESSMENT

Element Category	Component Name	Component Weighting
Coursework	Portfolio	100%
Practical	Online Viva	100%

To be completed when presented for Minor Change approval and/or annually updated

Updated by: Lucille Pearce
Date: 30th January 2024

Approved by: Ross Pomeroy
Date: 9th February 2024