



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Yr Athrofa
Institute of Education
Addysg i Gymru Education for Wales

APPENDIX PV2c

READING LISTS

Postgraduate Certificate in Teaching in Higher Education

Sept 2017

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Guidance Notes

The bibliographies for the programmes of study delivered by the Faculty, presented in accordance with the *Reading List Policy* and *Reading List Policy: Summary Guidance* published at <http://www.uwtsd.ac.uk/academic-office/other-forms-and-policies/>. Faculties are free to determine how the bibliographies are organised (for example, by module, programme, academic subject area or School), providing that it is possible for an external reader to be able to identify the reading required for a given programme.

From 2016/17, the bibliographies for any **new** programme of study must be included in the Appendix PV2c document (rather than in individual module specifications). Work is planned for 2016/17 to remove bibliographies from all existing module specifications – a project that will be undertaken centrally - and to then arrange for their review and re-publication by Faculties.

A template is provided below for how the information must be presented – the number of rows for Essential Reading and Further Reading entries may be varied, but within the maximum number of entries specified in the *Reading List Policy*, in summary:

- **Essential Reading:** It is expected that the majority will contain no more than 7 items; however there will be instances where no more than 2 items is appropriate. The absolute maximum number of items to be included as essential on a reading list is up to 15 items.
- **Further Reading:** The absolute maximum number of items to be included as further reading on a reading list is up to 25 items, plus digitised chapters / articles as appropriate and within Copyright Licensing Agency (CLA) guidelines.

As noted in the Introduction, it is for Faculties to determine how the bibliographies are presented e.g. some Faculties may wish to organise this document by School / Programme / Level, other Faculties may wish to organise this document by Level only.

Template

Module Code	UNHE7005/UNHE7006 (also UNHE7003/4) and C	
Module Title	PG Cert Teaching in Higher Education (English Medium)	
Classification	Reading List entry	Electronic*
Essential	Biggs, J. and Tang, C. (2007) <i>Teaching for quality learning at university</i> , (3rd edition) SHRE/Open University Press	☐
Essential	Cousin, G. (2008) <i>Researching Learning in HE: An introduction to contemporary methods and approaches</i> . London : Routledge	☐
Essential	Fry H., Kettering S., Marshall S., (2008) <i>A Handbook for Teaching and Learning in Higher Education</i> : London : Routledge	☐
Essential	Irons, A., (2007) <i>Enhancing learning through formative assessment and feedback</i> , London: Routledge	☐

Essential	Jarvis P., (2004) 'Adult Education and lifelong learning.' Routledge Farmer	☒
Essential	Race , P. (2006) The lecturer's toolkit, (3rd edition), London: Routledge	☐
Essential	Ramadan, P., (2003) Learning to Teach in HE. London: Routledge	☐
Essential	Crawley, J (2010) In at the Deep End – a survival guide for teachers in post compulsory education, 2nd edition London: David Fulton	☐
Essential	Campbell A., (2007) 'Learning Teaching and assessing in Higher Education : Developing Reflective Practice.' Learning Matters	☒
Essential	Jarvis, P (ed) (2006) The Theory and Practice of Teaching, 2nd edition, London: Kogan Page Kyriacou, C (2014) Essential Teaching Skills, 4th edition, Cheltenham: Stanley Thorne	☐
Essential	Race P (2007) 'The Lecturer's Toolkit: A Practical Guide to Assessment, Learning and Teaching.' Kogan Page	☒
Further	Hillier, Y (2011) Reflective Teaching in Further and Adult Education, 3rd edition, London: Continuum International Publishing Group Ltd.	☐
Further	Petty, G (2014) Teaching Today: A Practical Guide, 5th edition, Cheltenham: Nelson Thornes	☐
Further	Reece, I and Walker, S (2007) Training and Learning: a practical guide, 6th edition Sunderland: Business Education Publishers	☐
Further	Armitage, A et al (2012) Teaching and Training in Lifelong Learning, 4th edition, Milton Keynes: O U Press	☐
Further	Buckley, R and Caple J (2009) The Theory and Practice of Training, 6th edition, London: Kogan Page	☐
Further	Brookfield, S (1995) Becoming a Critically Reflective Teacher, San Francisco: John Wiley and Sons	☐

Further	Coles, A (ed) (2013) Teaching in Post Compulsory Education, 2nd edition, London: David Fulton	☐
Further	Curzon, L B (2004) Teaching in Further Education, 6th edition, London: Holt, Reinhardt and Wilson	☐

* Place a X in the box if the entry is an electronic resource, such as an e-book or on-line journal (one click will enter X).

Journals: You will also find a range of relevant journal articles in databases such as Education Source.