

University of Aberdeen

School of Education

PGDE PRIMARY ONLINE

INDUCTION BOOKLET

Cohort 24

**PGDE (Professional Graduate Diploma in Education) Primary**

**Induction Booklet**

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# Welcome

Dear Students,

On behalf of the School of Education, welcome to the University of Aberdeen!

We are delighted to welcome you to the PGDE Online Primary Programme as you begin your studies with us. As a Tutor Team, we wish you an exciting, challenging and fulfilling year, as you journey towards attaining your teaching qualification and provisional registration with the General Teaching Council for Scotland.

The following information contained within this Induction Booklet is set to provide you with some key information and points of contact to support you within your studies on the programme. All information contained within this Induction Booklet was correct at the time of publication, November 2023.

If you have any questions or would like to discuss any information further, please do not hesitate to get in touch. We very much look forward to sharing the next 18 months with you.

Yours sincerely,

Lorna's signature

Lorna Stewart

Programme lead

[lorna.stewart@abdn.ac.uk](mailto:lorna.stewart@abdn.ac.uk)

Rhea Marnoch

Programme Administrator

[pgde@abdn.ac.uk](mailto:pgde@abdn.ac.uk)

# Initial contacts

The following are your first points of contact throughout the course. By addressing any questions and passing on any information to the correct person, this will help us to best support your needs.

Further contact information is contained in the Programme Handbook, found on MyAberdeen.

| **Curriculum** | Curricular tutors as detailed in MyAberdeen |
| --- | --- |
| **Professional Studies** | Your LinC Tutor:  Lorna Stewart ([lorna.stewart@abdn.ac.uk](mailto:lorna.stewart@abdn.ac.uk)) or  Helen Lloyd-Ogg ([helen.lloyd-ogg@abdn.ac.uk](mailto:helen.lloyd-ogg@abdn.ac.uk)) |
| **School Placements or Disclosure** | Partnership Unit: [partnershipunit@abdn.ac.uk](mailto:partnershipunit@abdn.ac.uk) |
| **School Experience support**  **(once you are in school)** | School Experience Tutors (in the first instance)  School Experience lead: Alyson Young  ([alyson.young@abdn.ac.uk](mailto:alyson.young@abdn.ac.uk))  You will be allocated a school experience tutor who will support/visit you during placement. |
| **Programme admin issues**  **e.g. absence, enquiries about courses, timetables, MyAberdeen, etc.** | Programme administrator: [pgde@abdn.ac.uk](mailto:pgde@abdn.ac.uk) |
| **General advice or guidance for personal issues** | Your LinC Tutor (see above) |
| **University Disability support contact** | [student.disability@abdn.ac.uk](mailto:student.disability@abdn.ac.uk)  [www.abdn.ac.uk/disabilities](http://www.abdn.ac.uk/disabilities) |
| **Disability Officer** | Katrina Foy: [kfoy@abdn.ac.uk](mailto:kfoy@abdn.ac.uk) |
| **Student Learning Services** | The Student Learning Service can help you with a range of requirements for your course: e.g. writing essays and assignments, managing your time, thinking critically, etc.  Visit [www.abdn.ac.uk/sls/](http://www.abdn.ac.uk/sls/) for further information. |
| **Aberdeen University Students’**  **Association (AUSA)** | Visit [www.ausa.org.uk](http://www.ausa.org.uk) to find out about the range of services provided by the Students’ Association. |
| **Library Services** | Claire Molloy: [c.a.l.molloy@abdn.ac.uk](mailto:c.a.l.molloy@abdn.ac.uk) |
| **ICT problems with e-reg** | Rhea Marnoch [pgde@abdn.ac.uk](mailto:pgde@abdn.ac.uk) then  Service desk - [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk) |
| **Registry and Finance** | [educationregistryofficer@abdn.ac.uk](mailto:educationregistryofficer@abdn.ac.uk) |
| **Student Info Hub** | [www.abdn.ac.uk/infohub](http://www.abdn.ac.uk/infohub) |

# PGDE Primary online programme year 1 timeline

| **Year 1** | | | | |
| --- | --- | --- | --- | --- |
| **Uni Wk** | **Wk Beg** | **Course 2A – ED452M**  **Informing Professional Practice (15 credits)** | **Course 2B – ED452N**  **Connecting the Curriculum**  **(15 credits)** | **Other information** |
| 23 | 1 Jan | Online Registration | | |
| 24 | 8 Jan | LinC/Curriculum – week 1 | |  |
| 25 | 15 Jan | LinC/Curriculum – week 2 | |  |
| 26 | 22 Jan | LinC/Curriculum – week 3 | |  |
| 27 | 29 Jan | LinC/Curriculum – week 4 | |  |
| 28 | 5 Feb | LinC/Curriculum – week 5 | |  |
| 29 | 12 Feb | LinC/Curriculum – week 6 | |  |
| 30 | 19 Feb | LinC/Curriculum – week 7 | |  |
| 31 | 26 Feb | LinC/Curriculum – week 8 | |  |
| 32 | 4 Mar | LinC/Curriculum – week 9 | |  |
| 33 | 11 Mar | LinC/Curriculum – week 10 | |  |
| 34 | 18 Mar | LinC/Curriculum – week 11 | | In-person day 23rd March |
| 35 | 25 Mar | Online learning | |  |
| 36 | 1 Apr | University holidays | |  |
| 37 | 8 Apr |
| 38 | 15 Apr | Virtual Practicum | |  |
| 39 | 22 Apr | SE1  9 weeks | SE week 1 |  |
| 40 | 29 Apr | SE week 2 |  |
| 41 | 6 May | SE week 3 |  |
| 42 | 13 May | SE week 4 | **IRIS recordings** |
| 43 | 20 May | SE week 5 |  |
| 44 | 27 May | SE week 6 | **SE Assessments** |
| 45 | 3 June | SE week 7 | **SE Assessments** |
| 46 | 10 June | SE week 8 |  |
| 47 | 17 June | SE week 9 | Return visits as required |

12th July Assessment 1B Submission date 10am

# Timetable – (NB this will be confirmed week beginning 8th January 2024)

Below is the **draft** timetable for year 1 of the course:

A screenshot of a calendar

Description automatically generated

# Library/ICT

A wide range of online information can be accessed to support you with any ICT issues and essential Library skills. All information is available on MyAberdeen.

# IT services

Having gone through the process of E-registration and MyCurriculum, you can then access:

* + Computing facilities and MyAberdeen

|  |
| --- |
| Log in using Computer Username  e.g. **t01abp23** |

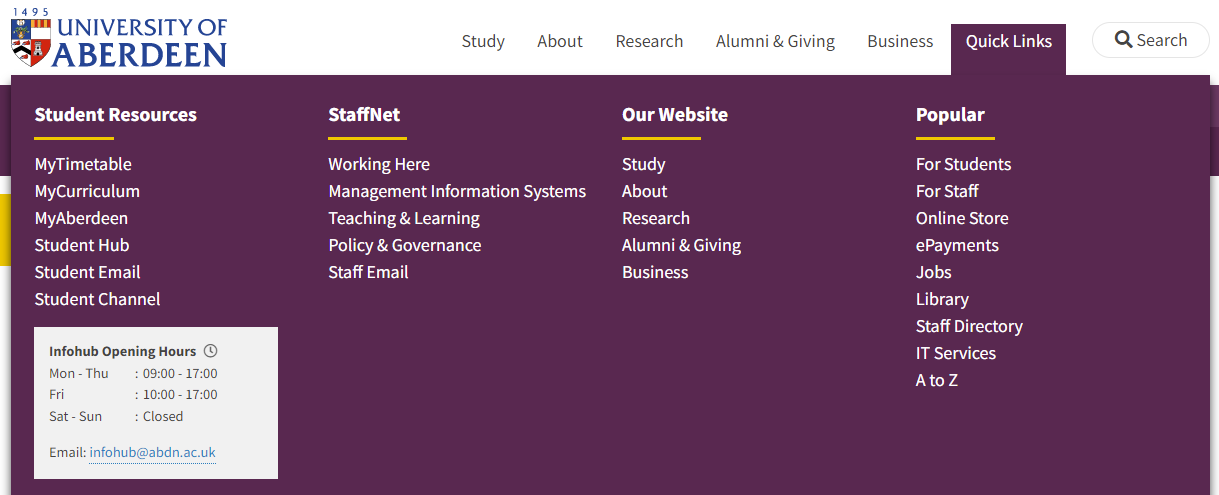
* + Student Email

|  |
| --- |
| Log in using your email address  e.g. **any.b.person.23@abdn.ac.uk** |

Use the same password for both, which you chose as part of e-registration.

# Quick links

On the university website: [www.abdn.ac.uk](http://www.abdn.ac.uk) Go to Quick Links.



Here you will find shortcuts to:

* + MyAberdeen
  + Student Email
  + IT Services

# Student email

You **must** use and check your University email account regularly as all communication from tutors, course, MyAberdeen and the University is sent to that account.

1. Login to this from the same **Quick Links** section.
2. Use the email address you chose during the e-registration process and your password.

The email address will be of a form similar to [any.b.person.23@abdn.ac.uk](mailto:any.b.person.23@abdn.ac.uk). If you do not know your email address, you will find a note of it in your Student Portal.

The first time you log into student email from the website, you will be required to enter authentication details that can be used should you need to re-set your password at any time.

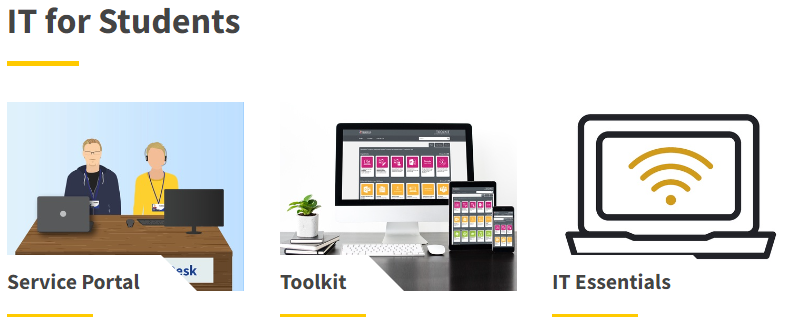
# IT Help

When you need help, visit the Service Desk. This is your first point of contact for IT support.

* + Login to MyIT Portal at <https://myit.abdn.ac.uk/>
  + Email: [servicedesk@abdn.ac.uk](mailto:servicedesk@abdn.ac.uk)

IT Services for Students - [www.abdn.ac.uk/it/student](http://www.abdn.ac.uk/it/student)

Toolkit - [www.abdn.ac.uk/toolkit/](http://www.abdn.ac.uk/toolkit/)



# Student advice and support

The Student Advice and Support team offer a wide range of impartial and confidential advice and support to students on any issue or matter of concern which they might face throughout their time at University, including those of a personal, emotional or financial nature.

The Student Support Advisers also administer the University’s discretionary funds, including the childcare fund.

The team can provide specific information and support for students with disabilities, students with mental health issues, and students who require advice on visas and immigration.

Telephone: 01224 273935

Email: [student.support@abdn.ac.uk](mailto:student.support@abdn.ac.uk)

[student.disability@abdn.ac.uk](mailto:student.disability@abdn.ac.uk) or

[student.international@abdn.ac.uk](mailto:student.international@abdn.ac.uk)

The website has lots of great information which is updated regularly with support service updates, and resources for students to access online: [www.abdn.ac.uk/students/support](http://www.abdn.ac.uk/students/support).

Our Student Helpline is available 24 hours a day and free-of-charge. It offers the opportunity to speak with a counsellor when the University Counselling Service is closed.

If you are feeling stressed, anxious or low, or are experiencing a difficult personal issue, you can phone to arrange to speak to a counsellor.

* Student Helpline freephone number (UK) 0808 196 2707
* Outside of UK 00353 1518 0277
* Student Helpline WhatsApp - Text "Hi" to 00353 87 369 0010

The University also uses an app which connects you to the University campus security team in an emergency.

The University can send you important campus information.

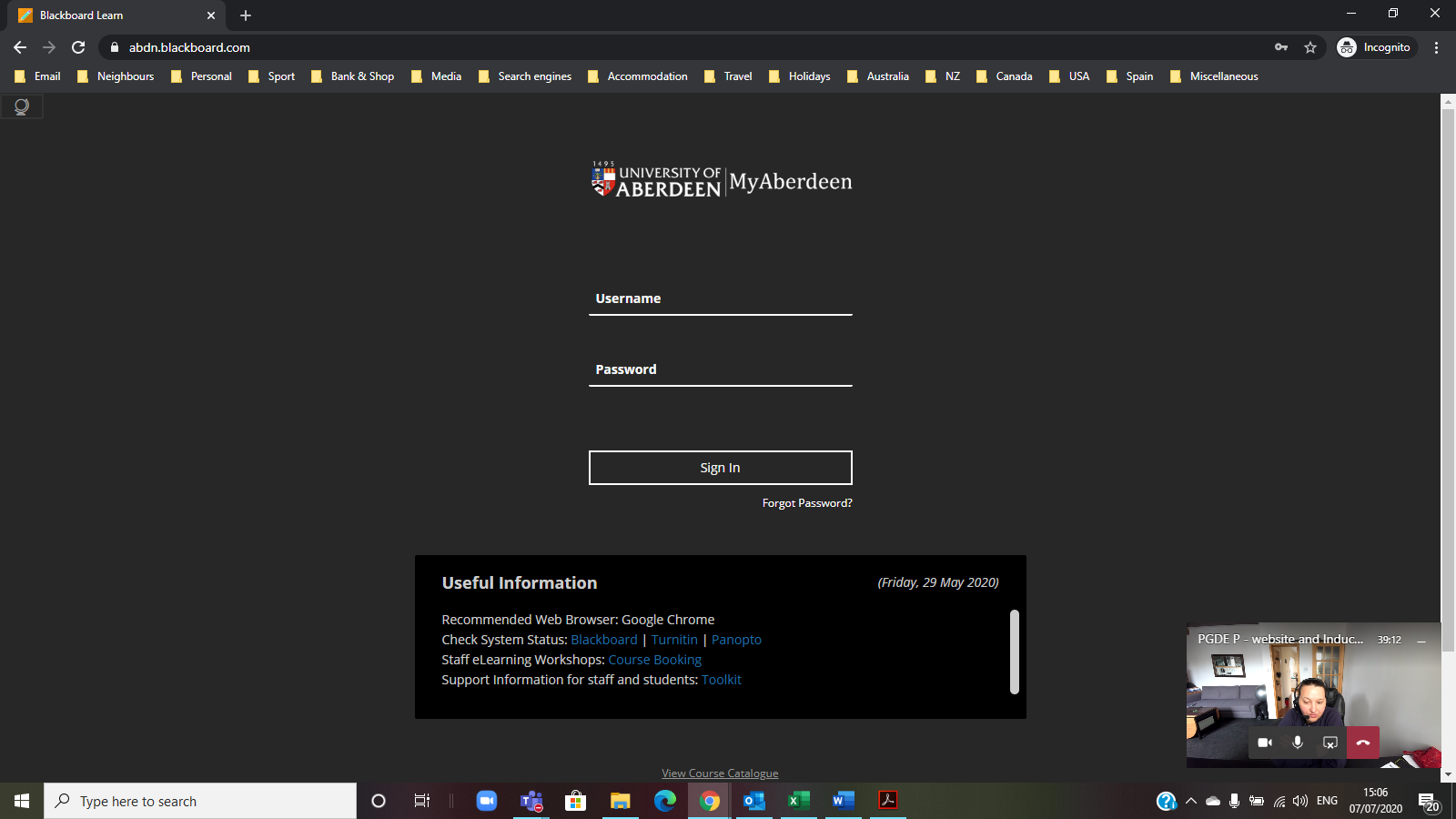
You can download the app on Android or iOS and register with your University email.

# MyAberdeen/Getting yourself ready for day 1

MyAberdeen is the Virtual Learning Environment used by the University of Aberdeen. This is where you will find all your course information, materials, resources, messages, announcements and assessment. Once you have access, you will find the **Programme Handbook** here.

For MyAberdeen/Collaborate/Teams to work Chrome is the preferred browser to use. You will also need a set of headphones with a microphone (so you don’t get feedback) and if your computer doesn’t have a built-in camera, then an external webcam is required.

1. From **Quick links**, select *MyAberdeen* or type <https://abdn.blackboard.com/>.
2. At the login page, use your University computer username which you were allocated during e-registration. This is of the form **t01abc23** where the abc are your initials.



Use the **password** that you set up during e-registration.

1. By default it always goes first to ‘activity stream’, so you need to click the LHS panel ‘courses’ and look for:

ED451H (2023-24): Education in Context [for the Monday and Thursday students]

OR

ED451J (2023-24): Exploring the Curriculum [for the Friday students]

To learn more about MyAberdeen, click on this link for [Toolkit](https://www.abdn.ac.uk/toolkit/systems/myaberdeen-students/) to watch the video/read the guides.

**All together joining event in January**

NB: There will be an all together online session on Monday 8th January 2024 at 6pm for both groups of students ie the Mon/Thurs group AND the Friday group. If at all possible please put this date in your calendar now.

Further details about how/where you meet online for this one off altogether session will be emailed directly to you. We look forward to seeing you all then.

# Optional pre-course reading

If you would like to engage with some pre-programme reading, you can choose from some of the links below or take a look at some of the books on the recommended reading list. Remember to read broadly and think critically – you don’t have to understand everything or agree with everything!

GTCS Professional Standards for Teachers 2021

<https://www.gtcs.org.uk/professional-standards/professional-standards-for-teachers/>

The Curriculum for Excellence, especially the Principles and Practice Sections

<https://education.gov.scot/Documents/All-experiencesoutcomes18.pdf>

Realising the Ambition

<https://education.gov.scot/media/3bjpr3wa/realisingtheambition.pdf>

Learning for Sustainability

<https://education.gov.scot/improvement/documents/res1-vision-2030.pdf>

Reflective Practices

<https://apiar.org.au/wp-content/uploads/2017/02/13_APJCECT_Feb_BRR798_EDU-126-131.pdf>

**Welcome Event in December**

Before starting in January, the Tutor Team at the School of Education would like to invite you to an online Induction Event on **Monday 11th December at 6pm**. This initial session will run for around an hour, and its purpose is to:

* share key information about the PGDE Online Programme;
* informally let you meet some of the core Tutor Team you will be working with;
* enable you to start to network and form working relationships with your fellow peers;
* help you become aware of the University’s course guidelines;
* have any questions about the programme answered.
* Let you hear directly from some students from last year’s online cohort

If you are unable to attend this event, or if you have any programme related questions following the event, please let the Online PGDE programme coordinator know ([lorna.stewart@abdn.ac.uk](mailto:lorna.stewart@abdn.ac.uk)).

# Recommended course reading

Below is a list of books you will find useful during this year of study and beyond. Some of these books will be referred to by your tutors during the course. Your tutors will also provide links to additional sources, which they will ask you to access to support your thinking.

The books have been organised by theme to support you in identifying the readings you might find most useful at different points in the course. Please note that there is **no expectation** for you to have read each of them in their entirety before joining the course. Initially, choose the ones that interest you the most.

\*Available on-line [for free] via the library, once you have your University login

*Learning, Teaching and Pedagogy*

BATES, B., (2019). *Learning theories simplified*. 2nd edition. London: SAGE Publications.

CREMIN, T. & BURNETT, C., (2018). *Learning to teach in the primary school*. London: Routledge

\* <http://www.vlebooks.com/vleweb/product/openreader?id=Aberdeen&isbn=9780203854624>

GAUNT, A. & STOTT, A., (2019). *Transform teaching and learning through talk*. London: Rowman & Littlefield.

HATTIE, J., (2012). *Visible learning for teachers: maximizing impact on learning*. Abingdon: Routledge.

\* <https://www.taylorfrancis.com/books/mono/10.4324/9780203181522/visible-learning-teachers-john-hattie>

PALMER, S., (2021). *Play is the way*. United Kingdom: CCWB Press.

*Social Justice, Inclusion and Diversity*

ARSHAD, R., WRIGLEY, T. & PRATT, L., (2020). *Social Justice Re-Examined: Dilemmas and Solutions for the Classroom Teacher*. London: Institute of Education Press.

\* <https://ebookcentral.proquest.com/lib/abdn/detail.action?docID=6403353>.

BLACK-HAWKINS, K., FLORIAN, L. & ROUSE, M., (2015). *Achievement and inclusion in schools*. 2nd edition. London: Routledge.

\* <https://www.vlebooks.com/Vleweb/Product/Index/864408?page=0>

HART, S. et al., (2004). *Learning without Limits*. Maidenhead: Open University Press.

\* <https://ebookcentral.proquest.com/lib/abdn/reader.action?docID=290385>

THOM, J., (2020). *A quiet education challenging the extrovert ideal in our schools*. United Kingdom: John Catt Educational Limited.

*Assessment*

CLARKE, S., (2014). *Outstanding Formative Assessment: Culture and Practice*. London: Hodder Education.

\* <https://www.dawsonera.com/readonline/9781471829512>

*Professional Enquiry*

BAUMFIELD, V., WALL, K. & HALL, E., (2013). *Action Research in Education: Learning through Practitioner Enquiry*. London: Sage.

\* <https://ebookcentral.proquest.com/lib/abdn/reader.action?docID=1110172>

*Learning for Sustainability*

BEAMES, S., HIGGINS, P. & NICOL, R., (2012). *Learning Outside the Classroom*. Abingdon: Routledge.

\* <https://ebookcentral.proquest.com/lib/abdn/detail.action?docID=957269>

MURRAY, P., (2011). *The Sustainable Self: A Personal Approach to Sustainability Education*. London: Earthscan.

\* <https://ebookcentral.proquest.com/lib/abdn/detail.action?docID=981647&pq-origsite=primo>

*Classroom Climate/Ethos*

DIX, P., (2017). *When the adults change everything changes: Seismic shifts in school behaviour*. Carmarthen: Crown House Publishing Limited.

\* <https://ebookcentral.proquest.com/lib/abdn/detail.action?pq-origsite=primo&docID=4871033>

WAYNE, K.R. & GRUENEWALD, D.A., (2004). *Ecojustice and Education: A Special Issue of Educational Studies*. Mahwah, NJ: Taylor & Francis Group.

\* <https://ebookcentral.proquest.com/lib/abdn/detail.action?docID=1694464>

*Academic Support*

REDMAN, P., (2017). *Good Essay Writing: A Social Sciences Guide*. 5th edition. London: SAGE.

*School Experience*

MEDWELL, J. & SIMPSON, F., (2008). *Successful teaching placement in Scotland: Primary and Early Years*. Exeter: Learning Matters.

\* <https://ebookcentral.proquest.com/lib/abdn/reader.action?docID=820164>

**Book bundle purchasing option**

Blackwells books logoPGDE Primary staff have worked with the Blackwell’s campus bookshop to share this year’s reading list and create a book bundle of 4 key frequently used titles for the Primary PGDE course, **highlighted in yellow in the reading list**.

This exclusive bundle is specially made just for this course and is discounted to be cheaper than buying the books individually anywhere else online. The bundle price of £65.00 is a saving of £16.97 on the individual books’ RRP and is now available to pre-order for collection from the shop, after your induction lecture at the start of the term or for with FREE UK delivery.

PGDE Primary Bundle: <https://blackwells.co.uk/bookshop/product/2100000195046>.

PGDE Primary Full Reading List:

<https://blackwells.co.uk/bookshop/readinglists/displaylist.jsp?fm_course=46555>

If looking to pick up the bundle in person just reserve online for click and collect or by email ([aberdeen@blackwell.co.uk](mailto:aberdeen@blackwell.co.uk)). The collection will be available directly from the shop.

If looking for free UK home delivery, please contact the shop by email ([aberdeen@blackwell.co.uk](mailto:aberdeen@blackwell.co.uk)) with a delivery address & daytime telephone number and they will organise payment over the phone by credit/debit card.

This bundle is exclusive to Blackwell’s Aberdeen, so please make sure to reserve online from the Aberdeen store so as not to miss out. All books and bundles will be available in-store and at the bookstall at the start of term if not pre-ordered.

If you have any questions at all, please contact the shop by email or phone.

Email - [aberdeen@blackwell.co.uk](mailto:aberdeen@blackwell.co.uk)

Telephone - 01224 486102

