

Registration with University of Lancashire (UCLan) for Module MB4023 - PGCert Personal and Professional Development in General Practice



Assignments to Gain Credits through PED

PED is accredited with University of Lancashire to gain credits towards a PGCert or towards another other postgraduate qualification, through submission and passing of written assignments. If you wish to take part, please read the information below so you know what is involved. You will need to register with the University, and let me (Jess) know before **9am 20th July 2026**.

Costs

We have a heavily subsidised annual registration fee with University of Lancashire (cost at time of producing this guide = £375) which you would need to pay directly to them to take part. This is optional, and you do not need to take up this offer in order to do PED.

This fee is in addition to the PED course and hotel fees outlined in the PED information documentation, and is non-refundable if you decide later that you are not able to submit the assignments or complete the PED course. It is not possible to claim any credits unless you submit and pass all of the assignments as outlined.

Please read the following carefully before you enrol for the PGCert. Please consider if your particular circumstances (particularly if you are working as a locum) will allow you to access the information required for this work from one of your workplaces.

Total number of credits available = 60 (enough for a PGCert)

(noting that this equates to 600 hours of participation)

Number of Assignments = 3

- **Personal Education Plan – 20% of overall module mark = 2000 words**
- **Practice Plan – 20% of overall module mark = 2000 words**
- **Portfolio – 60% of overall module mark = 5000 words**

Further Detail

Assignment 1

Personal Education Plan

Submission Date: Monday 11th January 2027 1pm

The Personal Education Plan should identify your personal specific learning needs that should be based upon the learning log you have been keeping throughout the programme. The Plan should include the following:

- A critical analysis of the processes that led you to identify your learning needs and what you learned from the processes.
- Clear aims and objectives that will attempt to meet your identified learning needs. Please justify your choice of aims and objectives.
- An explanation of how you will know when you have achieved (or not) your set aims and objectives, including the methodology. Substantiate the choice of methodology.
- A brief account of the options open to you should you be unable to carry through the plan.

References and Bibliography should be included at the end of the work.

Word Limit: 2000 words

Assignment 2

Practice Plan

Submission Date: Monday 22nd March 2027, 1pm

The practice plan should include the following:

- A synopsis of your practice's current situation.
- An assessment of the needs of the practice based upon the current situation, to include the methodology used to carry out the assessment and the justification for selecting the methodology. In addition, include an evaluation of the assessment method used.
- An outline plan for the future development of the practice
- How the practice plan will be evaluated.

References and Bibliography should be included at the end of the work.

Additional evidence to support your plan; e.g. practice audits, practice profiles etc., can be provided as an appendix and will not be included in the word limit.

Word Limit: 2000 words

Assignment 3

Portfolio of Learning Experiences

Submission Date: Monday 19th July 2027 1pm

The portfolio should be a demonstration of the learning you have achieved over the year and will comprise of 4 components, with a **total word count of 5000**. This is broken down into:

1. A Learning and Development Analysis

The analysis will be based on your learning experience. Included in the analysis should be an account of the processes that occurred and be backed by appropriate research and references.

Word Limit: 2500 words. 50% of the marks for the overall Portfolio scoring.

2. Practice Plan Evaluation

The evaluation will be based upon the Practice Plan you submitted in April. Within the evaluation there should be an account of progress to date and a critical analysis of the strengths and weaknesses of your plan. Summarise the effects upon the practice to include both the positive and negative aspects. References & Bibliography should be included at the end of the Analysis. You may use abstracts from your submitted Practice Plan as an appendix to this part of the portfolio and should not be included in the main text. Append any evidence to support your evaluation.

Word Limit: 1000 words. The Practice Plan will account for **20%** of the marks for the overall Portfolio scoring.

3. Effects of Your Own Development

This is an account of the effects of your own development on the other practice staff including both positive and negative aspects. The account should include a rationalisation of the effects and what benefits have been achieved for the service. Append any evidence to support your account.

Word Limit: 1000 words. This component will account for **20%** of the marks for the overall Portfolio scoring.

4. Learning Statement

This is a concise reflective summary of your learning achievements over the year based upon your Personal Education Plan and reflections made within your learning log. Within the statement give a brief indication of your future learning plans. Append the appropriate abstracts from your Personal Education Plan at the end of the statement and do not include it in the statement.

Word Limit: 500 words. This component will account for **10%** of the marks for the overall Portfolio scoring.

How to Enrol

Once you are offered a place on the PED course, you will need to notify me (jess.grundy@nhs.net) no later than **9am 20th July 2026**, if you wish to undertake the assignments and gain the 60 credits for PED. You will be contacted directly by our colleagues at University of Lancashire to complete the process, and collect your payment of £375 (cost correct at time of production of this guide), which must be done within the following week.

Please be aware that if you don't let us know that you wish to join as above, you cannot join later, or gain any credits retrospectively, but of course will still gain a lot from the PED course.