



Frequently Asked Questions (FAQs) for the accreditation element of the 2014-2015 Practitioner-led Action Research programme

1. Q: What accreditation will I gain if I decide to undertake this path?

The Level 5 accreditation is an optional QCF unit which provides all of the 15 optional credits needed to complete the Certificate in Education and Training and one third of the required 45 optional credits required to complete the Diploma in Education and Training.

This unit covers the following areas of activity and underpinning knowledge:

1. understanding the purpose and nature of action research;
2. initiating action research;
3. understanding ways of carrying out action research;
4. carrying out action research;
5. presenting the outcomes of action research; and;
6. a critical evaluation of your practice in carrying out action research.

Candidates will undertake their accreditation through a blended learning model. You can find out more by accessing the programme's [eCPD module](#): Introduction to Action Research.

2. Q: When does my portfolio need to be submitted?

A: Your **evidence** needs to be submitted so it reaches emCETT/Jo Byrne by **Monday 20 July 2015**. This could be electronically or a hard copy and could be presented in the form of a portfolio. Please make sure your evidence is clearly cross-referenced against specific learning outcomes for the Action Research QCF module T/503/5380. You may want to use the **Accreditation Evidence Guide** to help you to complete this cross referencing exercise.

NB. The Accreditation Calendar will provide you with the key dates and activities you need to undertake for accreditation.

3. Q: What should my evidence consist of?

A: We suggest in the [eCPD module](#) that the following sources of evidence may be helpful:

- Self assessment results/ analysis
- Research/ action plan
- Research diary
- Research report
- Portfolio

We recommend you include a checklist, and ensure all evidence is cross referenced to specific learning outcomes. A template and further guidance can be found in the **Accreditation Evidence Guide**.

4. Q: How do I register for the Level 5 Award?

A: By completing an emCETT [enrolment form](#) by **Monday 12 January 2015**, and paying a contribution of £200 towards the accreditation fee to emCETT. Please see the [Accreditation Calendar](#) for key dates.

5. Q: I wish to undertake the award with a different awarding body other than Skills for Justice; can I?

You are able to do this and make use of all of emCETT's support material i.e. eCPD module, Multimodal eGuide, Webinars, etc. However you will need to make your own registration, payment and assessment arrangements with the Awarding Body.

6. Q: Who do I ask if I have any questions about accreditation?

In the first instance consult the [accreditation page](#) of the programme website, as you are most likely to find the answer to your query.

If not, you can also use the accreditation forum to post your question. We will provide you with the relevant forum link, passwords etc once you decide to pursue the accreditation option. The **Accreditation Evidence Guide** is also a very helpful resource.

7. Q: How do I access advice before I submit my evidence?

Once you have completed your enrolment form and arranged for your £200 fee to be paid you will be:

(a) allocated an Accreditation buddy from within the programme who is also undertaking the accreditation route. We encourage you to work with him/ her and undertake a formal peer review using their completed accreditation checklist in May 2015, before formal submission.

(b) During June 2015, we will open up a booking system so you can book a virtual 1:1 or small group tutorial with one of the tutors from the programme. He/she will be able to help with pre-submission queries related to the evidence you plan to submit.

(c) Also you will have access to Accreditation video 2 on 31 March and a Top Tips for portfolio development resource on 30 April. Both resources will help you build and put together your cross-referenced portfolio of evidence.

8. Q: Do I still have to submit my research report on 1 June?

Yes. However you can develop your research report further for accreditation purposes, and the **Multimodal Action Research and Reporting Techniques e-Guide** has a useful section to help you do this. Have a look at: **Key considerations when designing an action research report.**

Sections 13: Report Contents and 14: Reporting styles will be of particular interest.

9. Q: Is it worthwhile for me to do Level 5 accreditation if I already have my Level 4/5 Initial Teacher Training (ITT) qualification?

Yes, this is good to have on your CV as evidence of CPD. It is also beneficial for your action research project and your personal development as you are required to think about, for example, prior research and reflect on your methods. Additionally, the accreditation can help demonstrate to your employer how you have evidenced the 2014 Professional Standards.

10. Q: Do I need to worry about word count?

There is no need to worry about word limits for your research report - the clarity of format, the quality of content and making it engaging is more important.

11. Q: Can I still undertake accreditation when the project ends?

The accreditation is offered by many awarding bodies. We will be using Skills for Justice Awarding Body (with In Touch Care as our centre) but other centres and awarding bodies offer this unit too, and will continue to do so after the project ends.