



## QUALIFICATION OUTLINE

**QUALIFICATION TITLE: Certificate in Education and Training**

**QUALIFICATION LEVEL: Level 4**

### Introduction

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This is a recognised qualification for those wishing to become teachers or trainers in adult education and replaces the older CTLLS (Certificate to teach in the Lifelong Learning Sector) teaching course. The course is generic in that holders of the qualification can teach or train any subject in which they are deemed to be occupationally competent.

It is recommended that all practising assessors and anyone who delivers in-house or external training to workers gains this qualification. The typical timeframe for completion of this qualification is 9-12 months and it carries 36 credits.

### Who should take this qualification?

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The qualification is suitable for anyone who is occupationally competent in at least one subject. We require the learner to have at least a Level 2 in English and can offer an online screening for this if the learner cannot evidence prior achievement.

### Qualification Content and Assessment Information

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**Study Location:** Work based

**How is the qualification delivered?** The qualification is delivered via an e-portfolio supported by a number of theory based taught sessions undertaken at our training centre in Crewe, Cheshire. Learners are also required to deliver a minimum of 30 hours of teaching practice/experience during the qualification to meet the unit requirements.

**Assessment and Exams:** There are no exams for this qualification. The qualification is on-going assessment of learners work plus Observation, Discussion, Expert Witness and Assignments. Learners are allocated an experienced assessor who will have competency in your particular field and will support and guide the learner and ensure that the range of evidence produced fulfils the following criteria;

**Valid** is relevant to the standards for which competence is claimed

**Authentic** is produced by the learner

**Reliable** indicates that the learner can consistently perform at this level

**Current** is sufficiently recent to create confidence that the same skill, understanding or knowledge persist at the time of the claim

**Sufficient** fully meets the requirements of the standards

**Units:** There are **5 mandatory units** which are;

- Understanding roles, responsibilities and relationships in education and training
- Planning to meet the needs of learners in education and training
- Delivering education and training
- Assessing learners in education and training
- Using resources for education and training

**Optional Units:** From **28 optional units**, learners select units that total 15 credits which are;

- Action learning for teaching in a specialist area of disability
- Action learning to support development of subject specific pedagogy
- Action research
- Assess occupational competence in the work environment
- Assessment and support for the recognition of prior learning through the accreditation of learning outcome
- Delivering employability skills
- Develop learning and development programmes
- Developing, Using, and Organising resources in a specialist area
- Effective partnership working in the learning and teaching context
- Engage learners in the learning and development process
- Engage with employers to develop and support learning provision
- Engage with employers to facilitate workforce development
- Equality and Diversity; Evaluating learning programmes
- Identify the learning needs of organisations; Inclusive practice
- Internally assure the quality of assessment
- Preparing for the coaching role
- Preparing for the mentoring role
- Preparing for the personal tutor role; Specialist delivery techniques and activities
- Teaching in a specialist area
- Understanding and managing behaviours in a learning environment
- Understanding the principles and practices of externally assuring the quality of assessment
- Using study skills approaches and techniques to enhance the learning of others
- Working with individual learners
- Working with the 14-19 age range in Education and Training.

## General Information

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**Payment Options:** This qualification can be paid for in full or via our Flexi Payment Plan which spreads the cost over 4 consecutive equal payments.

**Start Date:** Enrolment dates are available upon request.

**Entry requirements:** There are no formal entry requirements although a good standard of English and Maths is necessary and initial assessments are offered to learners without prior achievement

## Where could this lead?

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Learners who have achieved Level 4 Certificate in Education and Training (QCF) can progress onto the Level 5 Diploma in Education and Training.

