

Level 4 Certificate in Education and Training

Overview

The Level 4 Certificate in Education and Training replaces the 'Continuing to Teach in the Lifelong Learning Sector' (CTLLS) qualification. This Certificate prepares trainee teachers to teach in a wide range of contexts. It requires observation and assessment of practice. It can meet the needs of a range of trainee teachers, including:

- Individuals who are not currently teaching and training but who can meet the practice requirements, including the observed and assessed practice requirements, of the qualification;
- Individuals who are currently teaching and training (including those who have just begun teaching and training) who can meet the practice requirements, including the observed and assessed practice requirements, of the qualification;
- Individuals currently working as assessors who wish to achieve a teaching qualification.

Some units from the Learning and Development suite of qualifications may be achieved within this qualification. These units require practice to be assessed.

Practice requirement

The practice component is a vital component of high-quality initial training. There is a requirement for a minimum of 30 hours of practice for this qualification. There is no requirement to evidence working with groups of learners to achieve this qualification unless units are undertaken which specify that purpose. However, where trainee teachers are working solely with individuals, a programme may also include support and preparation for working with groups. The practice requirements for the optional units are detailed in the separate optional unit guidance criteria and you will need to seek guidance on this before commencing on the programme. Effective teaching practice experience should ideally include:

- Different teaching practice locations/settings/contexts;
- Teaching across more than one level;
- Teaching a variety of learners;
- Teaching individuals and groups;
- Experience of non-teaching roles; and
- Gaining subject-specialist knowledge through workplace mentoring

Observed and assessed practice requirements

There must be a minimum of three observations totalling a minimum of three hours. This excludes any observed practice completed as part of the Level 3 Award in Education and Training. Any single observation must be a minimum of half an hour.

Observations should be appropriately spaced throughout the whole programme and take into account a trainee teacher's progress. For the Education and Training units, practice must be in a teaching and learning environment. As stated above, there is a requirement for a minimum of three observations of practice. The three observations will be linked to the following mandatory units:

- Delivering education and training (Level 4)
- Assessing learners in education and training (Level 4)
- Using resources for education and training (Level 4).

Transfer of practice

There is no transfer of practice, including observed and assessed practice, from a previously achieved Level 3 Award in Education and Training. Trainee teachers who have achieved the Level 4 Certificate in Education and Training can transfer twenty hours of practice and two hours of observed and assessed practice towards the practice requirements for the Level 5 Diploma in Education and Training.

The benefits of this qualification to the candidate

For candidates this qualification provides an opportunity:

- To gain an qualification in teaching
- For continual professional development

The benefits of this qualification for business

For business the benefits include:

- It offers new and existing employees the opportunity to improve their skills and gain a recognised qualification.
- By providing employees with training and formal qualifications, the business will directly benefit through increased productivity and an improvement in business performance.
- Investing in employees will also make them feel valued and will increase morale, leading to an improvement in staff retention rates.

Who is this qualification suitable for?

This qualification is suitable for individuals who:

- want a qualification which focuses on practical teaching;
- want a course which reflects the context in which they teach;
- are able to undertake a qualification of medium size;

Delivery

This qualification is competence based, this means that it is linked to a candidate's ability to completely perform a range of tasks connected with their work. Assessments will be carried out on their daily activities using a range of planned assessment methods.

Support

Candidates will be allocated a tutor who is a subject specialist within the field of learning and development. Their tutor will support and advise candidates throughout their qualification and will:

- Provide a comprehensive induction to the qualification
- Support candidates to select the most appropriate optional units
- Discuss with candidates the most appropriate methods of assessment, these may include: work products, witness testimonies, discussion, written questions and answers
- Support candidates in developing their knowledge and understanding
- Plan with candidates how to meet the qualification requirements
- Review and feedback on the work candidates complete

Learning and assessment

Candidates are required to demonstrate that they meet the requirements of the qualification by producing a portfolio of evidence. Candidates will be given an account for our web based learning and assessment system (iLearner). Via this system candidates will be able to:

- Progress at a pace that best suits them
- View up-to-date, on-going progress
- Study when, and where, they want
- Have instant access to all of the learning materials needed to develop their knowledge and understanding
- Communicate with those important to them in achieving their qualification
- Use more exciting and innovative forms of evidence.

Qualification duration

This is dependent upon the candidate's individual circumstances but generally the qualification duration is between 6 - 9 months.

Qualification content

To be awarded the Level 4 Certificate in Education and Training (QCF), the learner must achieve a minimum of 36 credits.

Mandatory units:

Candidates will achieve 21 credits from the 5 mandatory units:

- **Assessing learners in education and training** - the purpose of the unit is to enable the learner to use types and methods of assessment, to conduct and record assessment in accordance with internal and external processes and requirements and to evaluate their own assessment practice. It covers expectations in relation to the minimum core in assessing learners in lifelong learning. (6 credits)
- **Delivering education and training** - the purpose of the unit is to enable the learner to use inclusive teaching and learning approaches in accordance with internal processes and external requirements, to communicate with learners and to evaluate own delivery practice. It provides the learner with understanding of how technology can enhance teaching and learning and covers expectations in relation to the minimum core in delivering inclusive teaching and learning. (6 credits)
- **Planning to meet the needs of learners in education and training** - the purpose of the unit is to enable the learner to agree individual learning goals with their learners, to plan inclusive teaching and learning approaches in accordance with internal processes and external requirements, and to evaluate their own practice in planning teaching and learning. It covers expectations in relation to the minimum core in planning inclusive teaching and learning. (3 credits)
- **Understanding roles, responsibilities and relationships in education and training** - the purpose of the unit is to enable the learner to understand the role and responsibilities of a teacher in education and training and the relationship between different professionals in education and training. (3 credits)
- **Using resources for education and training** - the purpose of the unit is to enable the learner to use resources in the delivery of inclusive teaching and learning and to be able to evaluate that use. It covers expectations in relation to the minimum core in relation to using resources for inclusive teaching and learning. (3 credits)

Optional units:

Candidates need to achieve a minimum a minimum of 15 credits from the range of optional units.

- Assess occupational competence in the work environment (6 credits / level 3)
- Assess vocational skills, knowledge and understanding (6 credits / level 3)
- Develop and prepare resources for learning and development (6 credits / level 4)
- Develop learning and development programmes (6 credits / level 4)
- Engage learners in the learning and development process (6 credits / level 3)
- Engage with employers to develop and support learning provision (6 credits / level 3)
- Engage with employers to facilitate workforce development (6 credits / level 4)
- Identify individual learning and development needs (3 Credits / level 3)
- Identify the learning needs of organisations (6 credits / level 4)
- Internally assure the quality of assessment (6 credits / level 4)
- Manage learning and development in groups (6 credits / level 4)
- Understanding the principles and practices of externally assuring the quality of assessment (6 credits / level 4)
- Understanding the principles and practices of internally assuring the quality of assessment (6 credits / level 4)
- Analysing English language for literacy and language teaching (3 credits / level 3)
- Reading skills for literacy and language teaching (3 credits / level 3)
- Speaking and listening skills for literacy and language teaching (3 credits / level 3)
- Writing skills for literacy and language teaching (3 credits / level 3)
- Using mathematics: personal and public life (6 credits / level 3)
- Using mathematics: professional and vocational contexts (6 credits / level 3)
- Using mathematics: academic subjects (6 credits / level 3)
- Action learning to support development of subject specific pedagogy (15 credits / level 5)
- Action research (15 credits / level 5)
- Assessment and support for the recognition of prior learning through the accreditation of learning outcomes (6 credits / level 3)
- Delivering employability skills (6 credits / level 4)
- Developing, using and organising resources in a specialist area (15 credits / level 5)
- Effective partnership working in the learning and teaching context (15 credits / level 4)
- Equality and diversity (6 credits / level 4)
- Evaluating learning programmes (3 credits / level 4)
- Inclusive practice (15 credits / level 4)
- Preparing for the coaching role (3 credits / level 4)
- Preparing for the mentoring role (3 credits / level 4)
- Preparing for the personal tutoring role (3 credits / level 4)
- Principles and practice of lip-reading teaching (12 credits / level 4)
- Specialist delivery techniques and activities (credits / level 4)
- Teaching in a specialist area (15 credits / level 4)
- Understanding and managing behaviours in a learning environment (6 credits / level 4)
- Working with the 14-19 age range in education and training (9 credits / level 4)
- Managing behaviours in a learning environment (6 credits / level 5)

Entry requirements

All trainee teachers undertaking this qualification programme should undertake an initial assessment of skills in English, mathematics and ICT. They should record their development needs and, where applicable, agree an action plan to address them. If trainees join the qualification programme having already undertaken an initial assessment of their English, mathematics and ICT skills, their record of development needs and any previous action taken to address them should be reviewed and updated as required.

There are no other nationally agreed entry requirements

These qualifications are appropriate for learners of 19+

Qualification start date

Candidates can start this qualification at any time.

Resources

Candidates will be provided with all the resources needed to complete this qualification at no additional cost.

Progression

Candidates may wish to progress to the Level 5 Diploma in Education and Training. Trainee teachers who have achieved the Level 4 Certificate in Education and Training can transfer twenty hours of practice and two hours of observed and assessed practice towards the practice requirements for the Level 5 Diploma in Education and Training.

Questions

Please contact us:

- Call us on 0191-6600355
- Email us info@roveconsultancy.co.uk
- Visit us: www.roveconsultancy.co.uk

skills
talent
potential