

Awarding Organisation Guidance

Level 3 Award in Preparing to Teach in the
Lifelong Learning Sector

Level 4 Award in Preparing to Teach in the
Lifelong Learning Sector

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Skills for Learning Professionals

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Glossary

This table gives definitions for each of the terms used and acronyms found in this document.

Acronym	Definition
ACL	Adult and community learning
AO	Awarding organisation
BIS	Department for Business, Innovation and Skills
Credit	One credit is equates to ten notional hours of learning
CTLLS	Certificate in Teaching in the Lifelong Learning Sector
DTLLS	Diploma in Teaching in the Lifelong Learning Sector
FE	Further education
GLH	Guided Learning Hours (as defined by the Skills Funding Agency)
HEI	Higher education institution
LLUK	Lifelong Learning UK
LSIS	Learning and Skills Improvement Service
PTLLS	(Award in) Preparing to Teach in the Lifelong Learning Sector
Framework	Qualifications and Credit Framework
QTLS	Qualified Teacher, Learning and Skills
ROC	Rules of Combination
RPL	Recognition of prior learning
SSC	Sector Skills Council
WBL	Work based learning

Section 1 - Introduction

1.1 Purpose of this document

This document has been written by Lifelong Learning UK to guide awarding organisations wishing to develop the Level 3 and 4 Awards in Preparing to Teach in the Lifelong Learning Sector. These qualifications will replace the Qualifications and Credit Framework qualifications introduced in 2007. The qualifications were developed to meet the requirements of everyone involved, (or wishing to become involved) in a teaching¹ role in the further education (FE) sector in England. The proposed revisions have been made in response to sector demand for updating the qualifications and provide increased flexibility to respond to the changing demands made of the further education sector.

During 2010/11, over 300 organisations and individuals contributed to a review of the existing generic and subject specific qualifications. It should be emphasised that the qualifications were reviewed as an integrated suite, and that changes in one qualification were reflected in others. This is especially true of the generic qualifications, where certain design features of the Awards will be reproduced in the Certificates, and in turn reproduced in the overall structure of the Diploma. This is particularly important to note for awarding organisations which currently may be offering only a limited number of the qualifications.

During the review period, a number of significant reviews were commissioned nationally which could have an impact on the qualifications for the further education sector. These included, for example, Alison Wolf's review of vocational education, as well as reviews of adult and community learning and basic skills. For this reason, Lifelong Learning UK agreed with the key stakeholders - the Department of Business, Innovation and Skills (BIS), the Institute for Learning (IfL) and the Learning and Skills Improvement Service (LSIS) - that implementation of the reviewed qualifications should be phased to enable the outcomes of these important reviews to be taken into consideration, and where necessary, adjustments made to the qualifications before being made available.

As a consequence, and notwithstanding the integrated nature of the qualifications, it was agreed that the first phase of roll out from April 2011 would be for the Level 3 and 4 Awards in Preparing to Teach in the Lifelong Learning Sector (PTLLS) only.

¹ 'Teacher' is used in the document as a generic term that covers teachers, tutors, trainers, lecturers and instructors who are required, under the 2007 reforms or by virtue of their contractual requirements to be qualified or working towards being qualified as Associate Teacher in the Lifelong Learning Sector (ATLS) or Qualified Teacher in the Lifelong Learning Sector (QTLS).

This document provides the technical information needed by awarding organisations to develop the Level 3 and 4 Awards in Preparing to Teach in the Lifelong Learning Sector (PTLLS) qualifications. It does not include general guidance to be made available to the sector.

1.2 How to use this document

The document is arranged as follows:

Section 1 provides background and brief design principles for the qualification suite as a whole.

Section 2 describes the rules of combination for the Level 3 Award in Preparing to Teach in the Lifelong Learning Sector.

Section 3 describes the rules of combination for the Level 4 Award in Preparing to Teach in the Lifelong Learning Sector.

The units that make up the new PTLLS qualifications are now available for Awarding Organisations in the Regulatory Information Technology System (RITS) of Ofqual. For Higher Education Institutions they are available directly from LSIS. The guidance for CTLLS and DTLLS qualifications (including those for literacy, numeracy and ESOL) will be available from LSIS at the end of September 2011.

1.3 The design features of the qualifications

The design features of the updated qualifications are consistent with the main design features of the Qualifications and Credit Framework. Knowledge of the Framework is a pre-requisite for awarding organisations to be able to specify the qualification requirements. An up to date introduction to the Framework can be found on the Ofqual website www.ofqual.gov.uk.

Section 2

Level 3 Award in Preparing to Teach in the Lifelong Learning Sector

The Level 3 Award in Preparing to Teach in the Lifelong Learning Sector is an introductory teaching qualification. It prepares learners for teaching in a wide range of contexts and does not require learners to be teaching. An award in Preparing to Teach in the Lifelong Learning Sector at level 4 is also available. The purpose and content of the qualifications is the same. Candidates should choose the level of study appropriate for themselves. This may be influenced by their plans for progression to other teaching qualifications.

The Level 3 qualification has been developed to meet a requirement of the Further Education Teachers' Qualifications (England) Regulations 2007 and related contractual requirements introduced by the funding agency at the same time. Achieving the qualification will provide sufficient evidence that an individual has acquired the necessary skills and knowledge to enable them to teach beyond an initial year in the FE sector.

It should be noted that the units in this award will also form part of the Certificate and Diploma qualifications for teaching in the lifelong learning sector. It is expected that the majority of teachers, tutors and trainers that fall under the FE teachers regulations will meet requirements by enrolling on one of these qualifications (appropriate to teaching role).

The purpose of the qualification in the Framework is to prepare for employment in a specific occupational area (C2).

Credit value of the qualification

12

Age range for Skills Funding Agency Purposes

These qualifications are listed as appropriate for learners of 19+

Teaching practice hours

There is no requirement to undertake teaching practice other than as micro teaching for assessment purposes.

Observed and assessed practice

Candidates should be involved in at least one hour of microteaching. Each candidate must deliver at least one 15 minute microteaching session which should be observed and assessed by a member of the delivery team. For the additional 45 minutes, candidates can either deliver additional microteaching sessions or observe the microteaching sessions of other candidates.

Rules of combination

To be awarded this qualification the learner must achieve a total of 12 credits.

3 credits from Group A

6 credits from Group B

3 credits from Group C

Level 3 Award in Preparing to Teach in the Lifelong Learning Sector			
Total credit value of qualification: 12 credits			
Credit value at Level 3	12 credits		
Credit value of mandatory units	3 credits		
Credit value of optional units	9 credits		
Unit title	Level	Credit Value	GLH
Group A			
<i>Three (3) credits must be achieved from this group</i>			
Roles, responsibilities and relationships in lifelong learning	3	3	12
Group B			
<i>Six (6) credits must be achieved from this group</i>			
Understanding inclusive learning and teaching in lifelong learning	3	3	12
Using inclusive learning and teaching approaches in lifelong learning	3	3	12
Facilitate learning and development for individuals	3	6	25
Facilitate learning and development in groups	3	6	25
Group C			
<i>Three (3) credits must be achieved from this group</i>			
Principles of assessment in lifelong learning	3	3	12
Understanding the principles and practices of assessment	3	3	24

Section 3

Level 4 Award in Preparing to Teach in the Lifelong Learning Sector

The Level 4 Award in Preparing to Teach in the Lifelong Learning Sector is an introductory teaching qualification. It prepares learners for teaching in a wide range of contexts and does not require learners to be teaching. An award in Preparing to Teach in the Lifelong Learning Sector at level 3 is also available. The purpose and content of the qualifications is the same. Candidates should choose the level of study appropriate for themselves. This may be influenced by their plans for progression to other teaching qualifications.

The Level 4 qualification has been developed to meet a requirement of the Further Education Teachers' Qualifications (England) Regulations 2007 and related contractual requirements introduced by the funding agency at the same time. Achieving the qualification will provide sufficient evidence that an individual has acquired the necessary skills and knowledge to enable them to teach beyond an initial year in the FE sector.

It should be noted that the units in this award will also form part of the Certificate and Diploma qualifications for teaching in the lifelong learning sector. It is expected that the majority of teachers, tutors and trainers that fall under the FE teachers regulations will meet requirements by enrolling on one of these qualifications (appropriate to teaching role).

The purpose of the qualification in the Framework is to prepare for employment in a specific occupational area (C2).

Credit value of the qualification

12

Age range for Skills Funding Agency Purposes

These qualifications are listed as appropriate for learners of 19+

Teaching practice hours

There is no requirement to undertake teaching practice other than as micro teaching for assessment purposes.

Observed and assessed practice

Candidates should be involved in at least one hour of microteaching. Each candidate must deliver at least one 15 minute microteaching session which should be observed and assessed by a member of the delivery team. For the additional 45 minutes, candidates can either deliver additional microteaching sessions or observe the microteaching sessions of other candidates.

Observed and assessed practice can be within an appropriate teaching practice location.

Rules of Combination

To be awarded this qualification the learner must achieve a minimum of 12 credits.

3 credits from Group A

6 credits from Group B or Group C

(If Group B then 3 credits from B1 and 3 credits from B2)

3 credits from Group D

Learners must achieve a minimum of 9 credits at Level 4 to achieve the Level 4 qualification.

Level 4 Award In Preparing to Teach In The Lifelong Learning Sector			
Total credit value of qualification: 12 credits			
Credit value at Level 4	Minimum 9 credits		
Credit value of mandatory units	There are no mandatory units in this qualification		
Credit value of optional units	12 credits		
Unit title	Level	Credit Value	GLH
Group A			
<i>Three (3) credits must be achieved from this group</i>			
Roles, responsibilities and relationships in lifelong learning	3	3	12
Roles and responsibilities and relationships in lifelong learning	4	3	12
Group B			
<i>Six (6) credits must be achieved from Group B or Group C 3 credits from sub group B1 and 3 credits from sub group B2</i>			
Sub group B1			
Understanding inclusive learning and teaching in lifelong learning	3	3	12
Understanding inclusive learning and teaching in lifelong learning	4	3	12
Sub group B2			
Using inclusive learning and teaching approaches in lifelong learning	3	3	12
Using inclusive learning and teaching approaches in lifelong learning	4	3	12
Group C			
<i>Six (6) credits must be achieved from Group B or Group C</i>			
Manage learning and development in groups	4	6	30

Group D <i>Three (3) credits must be achieved from this group</i>			
Principles of assessment in lifelong learning	3	3	12
Principles of assessment in lifelong learning	4	3	12
Understanding the principles and practices of assessment	3	3	24