

EDI Level 3 Award in Preparing to Teach in the Lifelong Learning Sector
QCA Accreditation Number –500/1522/9

EDI Level 4 Award in Preparing to Teach in the Lifelong Learning Sector
QCA Accreditation Number – 500/1927/2

OVERVIEW

For those who need an initial award for their role as a teacher, tutor or trainer in the lifelong learning sector or those who want to teach in an FE College, tutor in an Adult and Community Learning Centre or be a trainer for a Learning Provider.

This award certifies that those delivering learning have a good understanding of the essential aspects of their role, can organise and manage effective learning and have developed professionally through evaluation and reflection.

Entry requirements

Candidates need to have the personal qualities and abilities to gain the award. They will need to be able to communicate accurately in spoken and written English and normally hold a specialist qualification one level above that of their (proposed) learners.

Initial Assessment and Individual Learning Plan

It is recommended that all candidates should have an initial assessment on entry to the qualification, which should include an assessment of individual needs in relation to the minimum core of language, literacy and numeracy. The outcomes of the initial assessment should be recorded in each candidate's individual learning plan, which should also include individual goals and targets, target dates for completion and a section for recording on-going monitoring and review.

Candidates should have access to support for any identified language, literacy and numeracy needs.

APL

APL is specified in the tariff of legacy qualifications on the SVUK website;
www.lluk.org.uk/svuk/index.html

Delivery and Contact hours

Face-to face 30 contact hours, which includes face-to-face learning sessions, individual or group tutorials or preparation for and feedback on observed sessions. Micro teaching can be included in the 30 contact hours.

There also needs to be evidence for another 30 hours of learner self directed learning.

Blended learning Where this form of delivery is proposed, there needs to be a minimum of three face-to face sessions at the commencement and during the programme, coupled with the use of the EDI learner guide. E-mail support also needs to be available to each learner

We recommend completion of the programme over 10 weeks; but the qualification cannot be completed in less than 2 weeks.

Wherever possible, a **mentor** who has knowledge and ideally experience in the subject area should be allocated to each learner.

Staffing

At least one member of the delivery team needs to have a full teaching qualification, eg Cert Ed, PGCE, B Ed. It is acceptable for other members of the team to hold a Level 4 NVQ in Learning and Development. Additionally all members of the delivery team should have a subject specific qualification at level 3 or above and three years teaching experience with evidence of effective practice. The Internal Moderator should preferably, also hold an Internal Moderator qualification.

Learning Resource and Assessment Requirements

Teaching rooms should enable discussions, presentation and completion of written work and be equipped with presentation facilities. Trainees will need access to computers with applications software and the internet.

Guidance and Support for Centres

This can be given by the EDI External Moderator at centre visits or at training events organised by EDI or LLUK. Guidance on procedures and regulations is given in the EDI Guide to Centres. A list of books and useful websites is provided in the specification and a **learner guide** for the programme is available to purchase from EDI.

Structure

This qualification comprises one mandatory unit with five learning outcomes and related assessment criteria. The unit which has the title is “Preparing to Teach in the Lifelong Learning Sector”, is at level 3, and has a credit value of 6 (ie 60 learner hours).

Content

- Own role and boundaries of role in relation to teaching
- Key aspects of legislative requirements and codes of practice
- Points of referral to meet the potential needs of learners
- Issues of equality and diversity
- The need for record keeping
- Appropriate teaching and learning approaches in the specialist area
- Ways to embed elements of functional skills
- Session planning skills
- Justification of selection of teaching and learning approaches for a specific session
- Justification of selection of resources for a specific session
- Establishing ground rules with learners which underpin appropriate behaviour and respect for others
- Appropriate and effective teaching and learning approaches to engage and motivate learners
- Good practice in giving feedback
- Communicating appropriately with learners
- Reflecting on and evaluating the effectiveness of own teaching
- Different assessment methods
- The use of different assessment methods in different contexts
- The need for keeping records of assessment

Assessment Strategy

Candidates will need to complete a **pro-forma** for each of the five mandatory assignments. They need to complete all parts of each assignment satisfactorily in order to pass. Results are not graded.

Level 3 assessments involve description, explanation and some evaluation.

Level 4 assessments are more theoretical and involve discussion, critical analysis and reflection

Teaching Practice

This is included in assignment 4. Candidates need to be involved in at least one hour of micro teaching. They need to deliver a micro teaching session to a group for a minimum of 15 minutes, observed and assessed by a member of the delivery team. For the additional 45 minutes, they can either deliver additional micro teaching sessions or observe those delivered by other candidates.

Where candidates have access to real teaching practice, this can be used to meet the requirements for teaching practice and assessed observation.

Registration, Internal and External Moderation

Centres need to be registered with EDI. Candidates need to be registered with EDI prior to the commencement of the programme. Following assessment by the centre a sample of at least 10% of candidate work, including teaching practice, needs to be internally moderated.

When all candidates have completed the assessments please contact EDI to arrange an external moderation visit . At the visit the External Moderator will sample candidate work and may require to view teaching practice.

The assessment record for each candidate, counter signed by the External Moderator, should then be sent to EDI for certification to take place.

Qualification

The EDI Level 3 Award in Preparing to Teach in the Lifelong Learning Sector will be awarded to all candidates who have successfully completed all the assessments for the one mandatory level 3 unit.

The EDI Level 4 Award in Preparing to Teach in the Lifelong Learning Sector will be awarded to all candidates who have successfully completed all the assessments for the one mandatory level 4 unit

Progression

- The Level 3 or Level 4 Certificate in Teaching in the Lifelong Learning Sector whilst carrying out the associate teacher role
- The Level 5 Diploma in Teaching in the Lifelong Learning Sector whilst carrying out the full teacher, tutor or trainer role