

## **CERTIFICATE IN TEACHING IN THE LIFELONG LEARNING SECTOR (CTLLS)**

### **City and Guilds course 7304 (Level 3/4)**

<b>Duration</b>	<b>37 weeks at 3hrs per week</b> (1 academic year, Sept - July) (If the PTLLS has been successfully completed previously this is reduced to 27 weeks beginning November – date TBA)
<b>Time</b>	<b>Wednesday 1800 – 2100</b>
<b>Location</b>	<b>GCFE</b> (Room TBA)
<b>Cost</b>	<b>£935</b> (£875 course fee + £50 registration with C&G + £10 Admin fee) (If the PTLLS has been successfully completed previously this is reduced to <b>£645</b> )

This course will be free to teachers teaching over 2 hours per week – please discuss with Programme Manager

The following points are taken directly from the City and Guilds Guidance documentation.

#### **Introduction to the qualification**

The Level 3/4 Certificate in Teaching in the Lifelong Learning Sector (CTLLS) is for Pre-service or In-service Teachers or Associate Teachers, and is aimed at candidates who:

- are deemed to be in an Associate Teacher role **or**
- would like or require an introduction to teaching in the Lifelong Learning Sector **or**
- are seeking career progression within their area of work **and**
- have access to **30 teaching practice hours** (whether pre-service or in-service)
- teach on a one-to-one and/or group basis
- are trainers in industry.

The qualification is suitable for those who work or want to work as:

- teachers in the Lifelong Learning Sector, ie further, adult and community education, work-based learning and the voluntary sector, provided they are qualified/experienced in the subject they intend to teach at the appropriate level. The decision as to what constitutes entry qualifications/experience is at the discretion of the centre
- technicians and support staff in further and adult education.

The qualification is designed to contribute towards the skills, knowledge and understanding for the new professional standards for teachers, tutors and trainers in the Lifelong Learning Sector.

The qualification is designed to enable candidates to:

- adopt an integrated approach to the theory and practice of teaching/training and tutoring
- reflect on their own previous/current levels of experience, practice and skills, and areas for development
- identify principles of learning, teaching, assessment and evaluation
- develop communication and inter-personal skills
- develop an awareness of their professional role and responsibilities.

## Structure of the qualification

This is a minimum 4 unit qualification, comprising the following:

- Unit 1: Preparing to Teach in the Lifelong Learning Sector (PTLLS) – 6 credits
- Unit 2: Planning and enabling Learning – 9 credits
- Unit 3: Principles and Practice of Assessment – 3 credits
- Optional Unit(s) from a variety – 3/6 credits

*(Note:*

*Units 1, 2 and 3 are mandatory*

*The PTLLS may have been successfully completed earlier;*

*The optional Unit(s) may comprise 1 or 2 units which may carry 3 or 6 credits*

*Total credit requirement – 24)*

To achieve the qualification, candidates must successfully complete both the theory and practical assessments covering **all** mandatory units **plus** assessments for the chosen optional units.

## Entry requirements

Candidates should be qualified/experienced in the subject they intend to teach, **have access to 30 teaching practice hours** and possess reasonable levels of language, literacy and numeracy.

In addition, the nature of both the learning and assessment required for the qualification is such that candidates should have the ability to manage the requirements of the level of the qualification they are taking, read and interpret written tasks, and to write answers in a legible and understandable form. Evidence of this should be recorded as part of their initial assessment. Candidates will also need to be able to organise written information clearly and coherently.

It is good practice to embed Skills for Life personal skills: literacy, numeracy and ICT within the programme delivery; and centres should provide candidates with access to support in these areas where necessary. **The Minimum Core of language, literacy, maths and ICT must be embedded within Unit 2 Planning and enabling learning.** Candidates will be expected to have maintained and completed their continuing professional development (CPD) in accordance with regulations.

## Initial assessment

Centres must ensure that each prospective 7304 candidate undergoes initial assessment before entry onto the course; this is to determine their suitability to undertake the course, in terms of aptitude and basic skills. The format and content of this assessment should be decided by the centre. *(This will be carried out through investigating previous experience/learning and interview)*

## Equal opportunities

Access to this qualification is open to all, irrespective of gender, race, religion or creed, age or special needs.

preparing staff for a professional role