

PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR (PTLLS)

City and Guilds course 7303 (Level 3/4)

Duration	14 weeks at 3hrs per week (Tues. 3 Feb. – 19 May 2009 inclusive)
Time	Tuesday 1800 – 2100
Location	GCFE (Seminar room, Delancey Campus)
Cost	£350

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

Introduction to the qualification

This qualification is pre-service or in-service and is aimed at candidates who:

- would like or require an introduction to teaching/training/tutoring in the Lifelong Learning Sector **or**
- are seeking career progression within their area of work **or**
- may not currently be teaching/training/tutoring, therefore are unable to follow the related N/SVQ programme **or**
- require evidence towards the underpinning knowledge for the N/SVQ in Learning and Development Level 3.

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

- teachers/trainers/tutors in the Lifelong Learning Sector, adult and community education, providing they are qualified/experienced in the subject they intend to teach. The decision as to what constitutes appropriate entry qualifications/experience is at the discretion of the centre
- teachers/trainers/tutors in the voluntary sector
- technicians and support staff in further and adult education
- training personnel in commerce, industry, the public sector or HM Forces.

The qualification is designed to contribute towards the skills, knowledge and understanding for the Lifelong Learning Sector (LLUK) introductory standards.

The qualification provides an introduction for those new to teaching and training or those wishing to teach or train. It is designed as a qualification which will equip a wide range of teachers/trainers/tutors and facilitators to deliver learning.

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 one unit qualification, comprising of the following sections:

- Section 1: Understand own role, responsibilities and boundaries of role in relation to teaching
- Section 2: Understand appropriate teaching and learning approaches in the specialist area
- Section 3: Demonstrate session planning skills
- Section 4: Understand how to deliver inclusive sessions which motivate learners
- Section 5: Understand the use of different assessment methods and the need for record keeping

To achieve the qualification, candidates must successfully complete **both** the theory and practice assignments covering all five Sections.

Entry requirements

There are no formal entry requirements for this qualification. However, the nature of both the learning and assessment required for the qualification is such that candidates will need reasonable literacy skills, i.e. the ability to read and interpret written tasks, and to write answers in a legible and understandable form. Candidates will also need to be able to organise written information clearly and coherently.

Initial assessment

Centres must ensure that each prospective 7303 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)*

Micro-teaching/teaching practice

Candidates not currently in a teaching role (pre-service) are required to deliver a minimum of 30 minutes micro-teaching. The minimum duration of one session must be 15 minutes, allowing candidates the flexibility to deliver either two 15 minute sessions or one 30 minute session. Candidates are permitted, in agreement with the centre, to deliver more than the minimum 30 minutes if this is deemed appropriate to their requirements. This is at the discretion of the centre.

Candidates currently in a teaching role (in-service) can deliver a minimum of one session, the duration of which must be agreed by the centre, but must not be less than 30 minutes.

Equal opportunities

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