

## PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR (PTLLS)

### City and Guilds course 7303

**Duration**        9 weeks

(Tuesdays 1800 – 2100; plus one Saturdays 0930 – 1630.

**Location**        GCFE (Seminar room, Delancey Campus)

**Cost**             £360 (2010)

### Introduction to the qualification

The qualification is designed to contribute towards the skills, knowledge and understanding for the Lifelong Learning Sector (LLUK) introductory standards, it is the first unit of the CTLLS and DTLLS.

The programme provides an introduction for those new to teaching and training or those wishing to teach or train.

It enables learners 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.

### . Assessment strategy

To achieve the qualification, learners must successfully complete a theory and practice assignment. The assessment consists of: seven short written tasks; a Scheme of Work, Session Plan (and delivery – see **Micro-teaching** below); evaluation of own and others delivery; a reflective learning journal; an action plan. All are internally assessed and verified and then sampled by an external verifier from City and Guilds.

### Micro-teaching

Learners are required to deliver a minimum of 30 minutes micro-teaching.

### 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. Learners will also need to be able to organise written information clearly and coherently.

### Inclusion

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

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