



Level 3 Award in Education and Training (RQF)

Learner Guide



DEDICATED TUTOR SUPPORT



**FULLY ONLINE, START
IMMEDIATELY AND STUDY
FROM HOME**



**FORMAL & NATIONALLY
RECOGNISED DISTANCE
LEARNING QUALIFICATION**



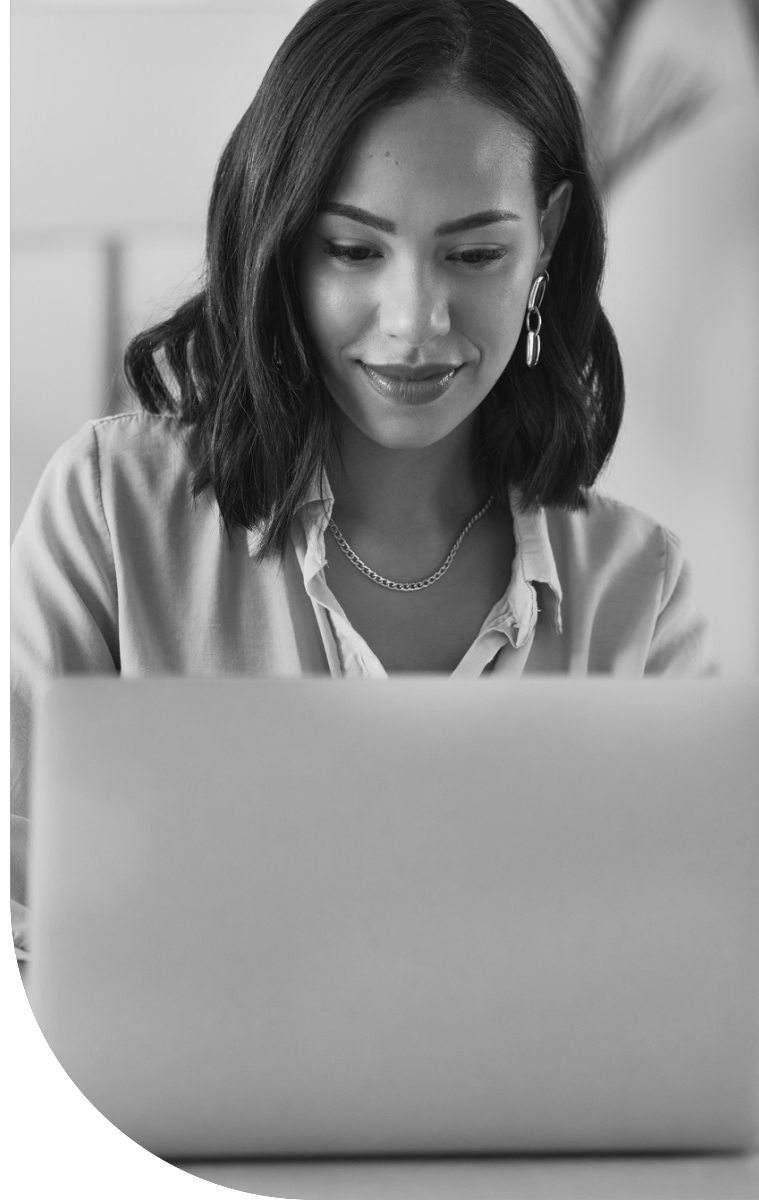
**TEACH IN THE ADULT
LEARNING SECTOR**



ACCESS TO ADDITIONAL CPD

Overview

This OFQUAL regulated distance learning qualification is an introductory, knowledge-based teaching qualification which can be undertaken by individuals who are not yet in a teaching role (pre-service) or are currently teaching (in-service). The Level Three Award in Education and Training will equip you with the necessary skills and certification to teach or train post sixteen learners. However, there is a minimum requirement to take part in micro-teaching. Micro-teaching is an activity where trainee teachers prepare and deliver a short teaching and learning session to their peers and then evaluate their practice. You will have the full support and guidance from a personal tutor for the duration of the course.



Who is this course for?

This course is suitable for learners who are;

- Not yet in a teaching role (pre-service).
- Are in a teaching role, or who have just started a teaching role (in-service).
- Who have classroom-based teaching experience but no formal qualifications.

The L3 AET will provide you with a firm foundation to teach in the Further Education and Skills Sector and will allow you to gain a recognised qualification with little or no previous teaching or training experience.

Entry Requirements:

This qualification is suitable for learners aged nineteen and above. There are no specific entry requirements and you do not require teaching practice hours to achieve the qualification. However, it is recommended that you hold GCSE's in English and Maths at grades 4-9 (A-C) or a Level 2 Functional Skills qualification. A proficient level of spoken and written English is essential. Although you do not require a DBS to study this qualification, it is your responsibility to seek clarification from your employer surrounding any requirements for teaching or employment.

Key Information:

- Made up of three units.
- 48 guided learning hours (guided learning hours are the awarding bodies estimate of how long a student will need to spend studying to complete their qualification).
- 12 credits at Level 3 (credits can be used for “credit transfer” towards other qualifications. They can be added together and built up over time).
- No placement required.
- This is a **distance learning** qualification that can be completed in your own time.
- Assignments will be accessed via the **online learning portal** where they are to be completed and returned to the course tutor for assessment.
- You will **receive timely feedback** to improve your work should you need to.
- **Personal Tutoring** and coaching from a qualified teacher (the importance of this cannot be underestimated).
- You are required to complete a ‘micro-teach’ session of up to one hour.
- After the successful completion of the course, you will receive a nationally recognised certificate.
- Suggested completion time – 120 hours Total Qualification Time (TQT)* with completion taking up to six months.

**TQT is the total amount of time, in hours expected to be spent by a student to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study, and assessment.*

Additional Course Requirements:

- Engage in an initial assessment interview with one of our tutors to find out more about you, your role, your future plans. Your teaching experience will also be discussed alongside options for the micro-teach aspect of the course.
- Complete our CPD course in British Values.
- Complete our CPD course in Advanced Safeguarding, Child Protection and PREVENT



Overview

Unit 1

Understanding roles, responsibilities and relationships in education and training

30

GLH

4

Credit Value

This is an introductory unit which will help you to understand what teaching is and the roles and responsibilities you will fulfil. It will provide you with a deeper understanding of health and safety, equal opportunities, and safeguarding. You will also find out more about the roles of other professionals with whom you may work.

In this unit learners will:

- Understand the teaching role and responsibilities in education and training.
- Understand ways to maintain a safe and supportive learning environment.
- Understand the relationships between teachers and other professionals in education and training.

Unit 2

Understanding and using inclusive teaching and learning approaches in education and training

24

GLH

6

Credit Value

In this unit you will find out how individuals learn and the ways in which they communicate. You will find out how to use a range of different teaching and learning methods and resources to support you in developing and meeting individual learner needs.

In this unit learners will:

- Understand inclusive teaching and learning approaches in education and training.
- Understand ways to create an inclusive teaching and learning environment.
- Be able to plan inclusive teaching and learning.
- Be able to deliver teaching and learning.
- Be able to evaluate the delivery of inclusive teaching and learning.

**TQT is the total amount of time, in hours expected to be spent by a student to achieve a qualification. It includes both guided learning hours (which are listed separately) and hours spent in preparation, study, and assessment.*

Unit 3

Understanding assessment in education and training

12

GLH

3

Credit
Value

In this unit learners will:

- Understand types and methods of assessment used in education and training.
- Understand how to involve learners and others in the assessment process.
- Understand the role and use of constructive feedback in the assessment process.
- Understand requirements for keeping records of assessment in education and training.

Progression Opportunities:

After completing the Level 3 Award in Education and Training it is possible to progress to the Level 4 Certificate in Education and Training or to the Level 5 Diploma in Education and Training. The progression pathway is outlined below:

Qualification QCF		Role
Level 3 Award in Education and Training		New to training and teaching
Level 4 Certificate in Education and Training		Part time trainer/teacher
Level 5 Diploma in Education and Training	↓	Full-time teacher

Assessment

The course has two elements that are assessed:

1. A portfolio based on written assignments, case studies, self-reflection, and worksheets.
2. A micro-teach lesson of up to 60 minutes that will be delivered by the learner and observed by the tutor/assessor. This can be completed remotely and will be discussed further during the tutoring process.

Course Dates

- This is a **distance learning course**, that can be studied in your own time. However, it is expected that you will complete it **within a minimum of six months with a maximum timeframe of one year.**
- Assignments will be sent via the **online learning portal** where they are to be completed and returned to the course tutor/assessor for marking.
- You will receive **timely feedback** in order to improve your work if necessary.
- After successful course completion you will receive your **nationally recognised digital certificate**. A paper certificate can be issued on request at an additional administration fee of £40. Please allow 15 working days for issue.

Micro-Teach

There are two different ways that the micro-teach can be undertaken (***this will be discussed with your course tutor in the initial discussion at registration***):

- The **micro-teaching** session must take place in 'real time' and must be observed by your Assessor as part of **Unit 2 'Understanding and Using Inclusive Teaching and Learning Approaches in Education and Training.'** You will be required to participate in the teaching being carried out by other learners and participate in providing them with feedback on their 'micro-teach' sessions. Your Assessor will provide you with a list of available dates for the micro-teach to take place. You will be required to show the Assessor your ID at the start of the micro-teach session. Micro-teach sessions will be recorded to provide feedback and may be viewed by either the internal or external verifier for quality assurance purposes.
- If you are currently teaching (sixth form learners) or training then you can be observed by someone from your own organisation and will not need to participate in the micro-teach. **Remember this observation needs to occur in an adult education environment.** In addition, you will be required to prove that the member of staff observing you has the required qualifications, and you will also need to submit your lesson plan, lesson recording and accompanying material for assessment.



If you need more help, please get in touch. We're more than happy to assist you!



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