



*Developing
managers
who shine*

Level 4 Certificate in Education and Training



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The Level 4 Certificate in Education and Training prepares trainee teachers and trainers to teach in a wide range of contexts – classroom and work based.

It is suitable for individuals who are currently teaching and training as well as those who aspire to such roles. However applying theory to practice is a mandatory requirement of the qualification so learners must be able to complete 30 hours of teaching practice.

Qualification Structure

There is a wide range of units within this qualification covering the whole learning and assessment cycle and enabling learners to customise it to meet their own needs.

Units carry credits and to achieve this qualification learners must successfully complete a minimum of **36 credits**. These are made up of 21 credits from the mandatory units and a further 15 from the optional units - note that at least 6 of the optional credits must be at level 4 or above.

Minimum number of credits that must be achieved	36
Number of mandatory credits that must be achieved	21
Number of optional credits that must be achieved	15
Minimum number of credits that must be achieved at level 4+	21
Teaching practice hours	30

Mandatory Units		Level	Credit
1	Understanding Roles, Responsibilities and Relationships in Education and Training	3	3
2	Delivering Education and Training	4	6
3	Using Resources for Education and Training	4	3
4	Assessing Learners in Education and Training	4	6
5	Planning to Meet the Needs of Learners in Education and Training	4	3

Optional Units – select 15 credits (6 at level 4+)		Level	Credit
6	Action Learning for Teaching in a Specialist Area of Disability	5	15
7	Action Research	5	15
8	Action learning to support development of subject specific pedagogy	5	15
9	Assess Occupational Competence in the Work Environment	3	6
10	Assessment and Support for the Recognition of Prior Learning through the Accreditation of Learning Outcomes	3	6
11	Delivering Employability Skills	4	6
12	Develop Learning and Development Programmes	4	6
13	Developing, Using and Organising Resources within a Specialist Area	5	15
14	Effective Partnership Working in the Learning and Teaching Context	4	15
15	Engage Learners in the Learning and Development Process	3	6
16	Engage with Employers to Develop and Support Learning Provision	3	6

Optional Units - Continued		Level	Credit
17	Engage with employers to facilitate workforce development	4	6
18	Equality and Diversity	4	6
19	Evaluating Learning Programmes	4	3
20	Identify the Learning Needs of Organisations	4	6
21	Inclusive Practice	4	15
22	Internally Assure the Quality of Assessment	4	6
23	Preparing for the Coaching Role	4	3
24	Preparing for the Mentoring Role	4	3
25	Preparing for the Personal Tutoring Role	4	3
26	Specialist Delivery Techniques and Activities	4	9
27	Teaching in a Specialist Area	4	15
28	Understanding and Managing Behaviours in a Learning Environment	4	6
29	Understanding the Principles and Practices of Externally Assuring the Quality of Assessment	4	6
30	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment*	4	6
31	Using Study Skills Approaches and Techniques to Enhance the Learning of Others	4	6
32	Working with Individual Learners	4	15
33	Working with the 14-19 age range in education and training	4	9
34	Engage with employers to facilitate workforce development	4	6

How does it work?

You will have an **initial meeting** with your personal tutor who will introduce his/herself, get to know you and your role and confirm that this is the most suitable qualification for you. Where appropriate recognition will be given for any relevant prior learning. This meeting is a great opportunity for you to ask questions to gain a clear understanding of what is required. Throughout your studies your tutor will provide you with support and direction to develop your skills and knowledge as per your selected units.

At **induction** your tutor will provide you with a **qualification handbook** which contains a variety of useful information together with the **syllabus** – this is the units with much more detail about what you need to know and be able to do. Your tutor will talk through these documents with you and will guide you in selecting the most appropriate optional units. You will also receive a **text book** to support your learning and for future reference once you are qualified.

Your first **tutorial** is when you will start to work with your tutor to develop your knowledge and understanding around your first unit. Tutorials are usually 4 – 6 weekly but this is flexible to accommodate your needs and availability. It is important to allow time between tutorials for you to complete agreed actions – learning, writing and of course putting it into practice. The number of tutorials you have will be dependent upon your needs and to some extent the optional units you have selected. In addition to providing guidance and direction to build your knowledge, understanding and skills, during these sessions your tutor will also support you in moving towards assessment.

Tutorials are a great opportunity to **discuss your learning and plan your assessment** and/or next steps. Be assured that your whole programme will be tailored to meet your needs with **unlimited telephone and email support** throughout.

How will you be assessed?

Assessment is usually through a **portfolio of evidence**. This is likely to include written reports (especially for units 1 and 2), reflections on your teaching practice, observation records, examples of session plans and a scheme of work. It may also include recorded discussion, answers to questions and examples of you carrying out assessments, providing feedback to your learners and anything else that you and your tutor consider appropriate to demonstrate your competence.

There will be a minimum of **three observations** totalling a minimum of **three hours** which will cover many aspects of your qualification (depending on what you are doing and your learners). As a minimum, observations will be presented as evidence towards the mandatory units 3, 4 and 5.

You will of course have the opportunity to discuss all aspects of your assessment with your tutor – including those methods most appropriate to your situation. We encourage portfolio building to be an on-going process and to be shared with your tutor.

Target dates are agreed for assessment with written and verbal feedback provided afterwards. If there is further work to do, your tutor will discuss this with you and support you in completing it; if everything is complete you will agree the next steps towards achieving your qualification.

The overall grade for the qualification is a 'pass'. You must achieve all the required units and to pass each unit you must:

- achieve **all** the specified learning outcome
- satisfy **all** the assessment criteria by providing sufficient and valid evidence for each criterion
- show that your evidence is authentic and your own work.

When your portfolio is assessed by your tutor as being complete it will be subject to final internal and external quality assurance checks before a claim is made for you to be awarded your certificate.

Certification

Upon successful achievement of the qualification you will achieve the **Level 4 Certificate in Education and Training.**

Equivalences

Qualifications at Level 4 portray practical skills and competences that are rated in academic terms as being comparable in level to foundation degrees.

Progression

Progression may be to other level 4 qualifications or to the Level 5 Diploma in Education and Training – credit will be given for units achieved within this Level 4 Certificate. Many of our learners choose to broaden their expertise and go on to achieve assessing qualifications.

Entry Requirements

It is recommended that all those wishing to join this qualification demonstrate that they have achieved at level 2 as a minimum in English, mathematics and ICT.

Your tutor will need to agree that this qualification is appropriate for your existing role or aspirations and that you can realistically achieve it – this includes a **minimum of thirty hours of teaching and training practice at least three hours of which will be observed.**

Duration

As this qualification is tailored to meet your requirements you can start at any time. A target completion date will be agreed to reflect your needs. As a guide, it is realistic to aim to achieve this qualification within twelve months but it could be much shorter or longer depending on circumstances.

Cost

Level 4 Certificate in Education and Training.

£1,395

Fees include all assessment and coaching within a 12 month period, registration and certification plus a text book but are exclusive of VAT.

Next Steps

For a no obligation chat please contact Helen on 07712 043483 or email helen@helios-online.co.uk