



# Global Training Centre

Room SE13, 101 Lockhurst Lane, Coventry, CV6 5SF

Course Name	<b>Level 4 Certificate in Education and Training</b>
Qualification achieved	ICQ Level 4 Certificate in Education and Training 601/6200/4

<b>Course Structure</b>
<p>This course is completed partially as a distance learning qualification by:</p> <ul style="list-style-type: none"><li>• Individual research at home under the guidance of your personal assessor</li><li>• Telephone assessment appointments to discuss your evidence and/or submitting written evidence to your assessor</li></ul> <p>An observation of teaching and learning delivery practice within a classroom environment against a lesson plan, is required to complete this qualification. We can give you the opportunity to complete this observation of practice within our classrooms.</p> <p>There are no exams required to achieve the qualification</p>
<b>Course Duration</b>
<p>This course can be completed in as little as 13 weeks. Depending on the units taken the Average learning time is between 140-195 hours. This course has a limit of 9 months to complete from enrolment date.</p>
<b>Costs</b>
<p>This course is non funded and costs £700 to undertake. We are able to offer an instalment plan to those that require it but release of certification is not possible until the cost of the course is paid in full.</p>
<b>Who can enrol for this course?</b>
<p>Must be aged 19+. The qualification is for those who work, or want to work as teachers or trainers in the further education and skills sector and who wish to further their understanding of this role</p>
<b>Entry requirements</b>
<p>Learners must have a minimum of level 2 in literacy and numeracy and ICT to undertake this course.</p>
<b>Who is this course suitable for?</b>
<p>This course is designed for</p> <ul style="list-style-type: none"><li>• Anyone employed in education or training sectors</li><li>• Anyone with employment where training of others is integral to their role</li><li>• Anyone looking to make a career move into the education or training sector</li></ul>
<b>Certification</b>
<p>Upon successful completion of this course you will be issued with a hard copy of your certificate.</p>

## What will I learn by taking this course

To achieve this qualification, learners must attain at least 36 credits. Learners must attain 21 credits by achieving the mandatory units contained in Group A and at least 15 credits from the units contained in the optional Group B. At least 21 credits must be at Level 4 or above.

### **Mandatory Units**

- Planning to meet the needs of learners in education and training
- Assessing learners in education and training
- Understanding roles, responsibilities and relationships in education and training
- Using resources for education and training
- Delivering education and training

### **Group B Optional Units**

- Internally assure the quality of assessment (Level 4, Credit Value 6)
- Engage with employers to facilitate workforce development (Level 4, Credit Value 6)
- Working with the 14-19 age range in education and training (Level 4, Credit Value 9)
- Engage learners in the learning and development process (Level 3, Credit Value 6)
- Assessment and support for the recognition of prior learning through the accreditation of learning outcomes (Level 3, Credit Value 6)
- Understanding the principles and practices of externally assuring the quality of assessment (Level 4, Credit Value 6)
- Identify the learning needs of organisations (Level 4, Credit Value 6)
- Developing, using and organising resources in a specialist area (Level 5, Credit Value 15)
- Assess occupational competence in the work environment (Level 3, Credit Value 6)
- Preparing for the coaching role (Level 4, Credit Value 3)
- Action learning for teaching in a specialist area of disability (Level 5, Credit Value 15)
- Teaching in a specialist area (Level 4, Credit Value 15)
- Using study skills approaches and techniques to enhance the learning of others (Level 4, Credit Value 6)
- Evaluating learning programmes (Level 4, Credit Value 3)
- Inclusive practice (Level 4, Credit Value 15)
- Preparing for the mentoring role (Level 4, Credit Value 3)
- Develop learning and development programmes (Level 4, Credit Value 6)
- Action learning to support development of subject specific pedagogy (Level 5, Credit Value 15)
- Delivering employability skills (Level 4, Credit Value 6)
- Working with individual learners (Level 4, Credit Value 15)
- Specialist delivery techniques and activities (Level 4, Credit Value 9)
- Action research (Level 5, Credit Value 15)
- Preparing for the personal tutoring role (Level 4, Credit Value 3)
- Understanding the principles and practices of internally assuring the quality of assessment (Level 4, Credit Value 6)
- Engage with employers to develop and support learning provision (Level 3, Credit Value 6)
- Effective partnership working in the learning and teaching context (Level 4, Credit Value 15)
- Equality and diversity (Level 4, Credit Value 6)
- Understanding and managing behaviours in a learning environment (Level 4, Credit Value 6)

The benefits of taking this course will provide you with the knowledge and understanding of

- Be able to use initial and diagnostic assessment to agree individual learning goals with learners
- Be able to plan inclusive teaching and learning in accordance with internal and external requirements
- Be able to implement the minimum core in planning inclusive teaching and learning
- Be able to evaluate own practice when planning inclusive teaching and learning
- Be able to use types and methods of assessment to meet the needs of individual learners
- Be able to carry out assessments in accordance with internal and external requirements
- Be able to implement the minimum core when assessing learners
- Be able to evaluate own assessment practice
- 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
- Be able to use resources in the delivery of inclusive teaching and learning
- Be able to implement the minimum core when using resources in the delivery of inclusive teaching and learning
- Be able to evaluate own use of resources in the delivery of inclusive teaching and learning
- Be able to use inclusive teaching and learning approaches in accordance with internal and external requirements
- Be able to communicate with learners and other learning professionals to promote learning and progression
- Be able to use technologies in delivering inclusive teaching and learning
- Be able to implement the minimum core when delivering inclusive teaching and learning
- Be able to evaluate own practice in delivering inclusive teaching and learning