

Guidance for evidencing achievement

Award Unit: *Understanding roles, responsibilities and relationships in education and training*

Learning Outcomes The learner will:	Assessment Criteria The learner can:		Example evidence
1. Understand the teaching role and responsibilities in education and training	1.1	Explain the teaching role and responsibilities in education and training	An explanation of the roles and responsibilities of a teacher in education and training, such as: teaching and assessing; acting professionally; carrying out relevant administrative requirements; communicating appropriately; completing attendance records/registers. A copy of your job description if you are currently in a teaching role, which highlights your role and responsibilities.
	1.2	Summarise key aspects of legislation, regulatory requirements and codes of practice relating to own role and responsibilities	A list of legislation, regulatory requirements and codes of practice relevant to your role and responsibilities as a teacher/trainer such as the: Equality Act (2010); Health and Safety at Work etc Act (1974). A summary of the key aspects of each.
	1.3	Explain ways to promote equality and value diversity	An explanation of what equality and diversity mean. An explanation of how you could promote equality and value diversity with your learners, with examples, such as discussing current topics in the news. A summary of the Equality Act (2010) and how it could impact upon teaching, learning and assessment.
	1.4	Explain why it is important to identify and meet individual learner needs	An explanation of why it is important to identify your learners' needs, such as to give appropriate support. An explanation of how to identify needs, such as using initial assessments; interviews and discussions. A list of examples of learners' needs such as: dyslexia; English as a second or other language; financial issues; health concerns. An explanation of how you could help meet these needs. A case study of how you have met a particular learner's needs (anonomised).

2. Understand ways to maintain a safe and supportive learning environment	2.1	Explain ways to maintain a safe and supportive learning environment	<p>An explanation of what you consider is a safe and supportive learning environment i.e. how you can ensure the physical, social and learning aspects are appropriate, accessible and free from hazards.</p> <p>An explanation of how you can maintain a safe and supportive learning environment. For example, carrying out risk assessments.</p> <p>Copies of relevant organisational policies and procedures, highlighting aspects relating to safety, and support for learners.</p> <p>Records of risk assessments.</p> <p>Records of training attended such as Health & Safety and Safeguarding.</p> <p>A case study of how you have established and maintained a safe and supportive learning environment for your learners (anonimised).</p>
	2.2	Explain why it is important to promote appropriate behaviour and respect for others	<p>An explanation of what you consider appropriate behaviour and respect for others to be, such as interacting and communicating in an acceptable way.</p> <p>An explanation of why it is important to promote appropriate behaviour and respect for others, for example, to create an appropriate atmosphere in which learning can effectively take place.</p> <p>Written examples of ways you could promote appropriate behaviour and respect for others such as; agreeing ground rules; challenging inappropriate behaviour.</p> <p>Copies of relevant organisational codes of practice and/or policies, highlighting aspects relating to behaviour and respect.</p>
3. Understand the relationships between teachers and other professionals in education and training	3.1	Explain how the teaching role involves working with other professionals	<p>A list of other professionals with whom you might work as part of your teaching role, such as: administration staff; internal quality assurers; learning support staff; managers.</p> <p>An explanation of how your role would involve working with the other professionals you have identified in your list, for example, communicating information.</p> <p>A case study of how your teaching role has involved working with other professionals (anonimised).</p>
	3.2	Explain the boundaries between the teaching role and other professional roles	<p>An explanation of the boundaries which you might encounter between your teaching role and your other professional roles, such as not blurring the teaching role with your supportive role i.e. by becoming too friendly with your learners.</p> <p>A case study of boundaries you have encountered between your roles, and how you have overcome them (anonimised).</p>
	3.3	Describe points of referral to meet the individual needs of learners	<p>A list of individual needs of learners such as; childcare concerns; limited basic skills; transport problems.</p> <p>A description of relevant points of referral and support systems available to meet these needs, such as; people; agencies; organisations; websites.</p> <p>A case study regarding points of referral you have used to meet the individual needs of learners (anonimised).</p>