

An introduction to the Level 3 Award in Education and Training

This handout will cover:

- The Award in Education and Training
- The teaching, learning and assessment cycle
- Assessment for the Award
- Micro-teaching
- Mentors
- Progression
- Reading list
- Website list

The Award in Education and Training

The Award is an introductory qualification for anyone wanting to teach or train others in the further education and skills sector. As it's an introductory qualification it will not fully qualify you as a teacher, but it will give you a good idea of what it's like to teach. You can then take a further teaching qualification if required. The Award is ideal if you are not yet in a teaching role, have just started teaching, or just want to know what's involved. It is the first step on the teaching qualifications' ladder and is offered at level 3.

It is for anyone who wants to teach or train in the following contexts:

- adult education
- armed, emergency and uniformed services
- charitable organisations
- community education
- further education colleges
- higher education institutions and universities
- immigration and detention centres
- on site learning centres
- prisoner and offender centres
- private sector learning
- probation services
- public sector learning
- schools and academies
- sixth form colleges
- voluntary sector learning
- work based learning.

To take the Award, you should:

- be aged 19 or over
- have a reasonable command of English, maths, and information and communication technology (ICT)
- be prepared to study in your own time i.e. reading, research and completing assessment activities
- have a specialist subject in mind that you would like to teach

The Award is made up of the following three units at level 3:

- Understanding roles, responsibilities and relationships in education and training
- Understanding and using inclusive teaching and learning approaches in education and training
- Understanding assessment in education and training

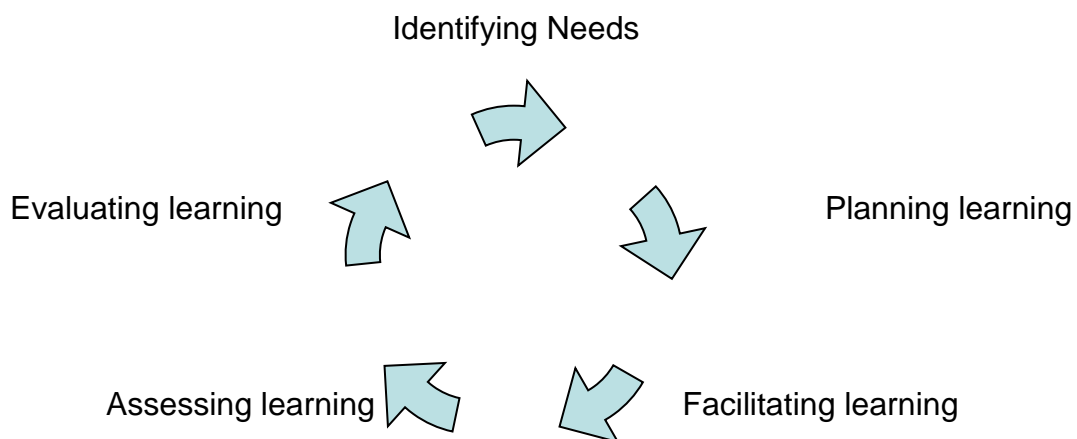
There are also equivalent units from the Learning and Development qualification, which you might be able to take instead of some of those above:

- Facilitate learning and development for individuals
- Facilitate learning and development in groups
- Understanding the principles and practices of assessment.

There are *rules* which state which of the equivalent units can be used instead of unit two and three of the Award units. You will need to discuss these with your tutor.

The teaching, learning and assessment cycle

Your role will cover aspects of the teaching, learning and assessment cycle:



Your role might follow the cycle, with all aspects focusing on the learner, and will briefly involve:

- identifying needs – finding out what your organisation’s, your own, and your potential learners’ needs are, finding out why learners are taking the programme and what their expectations are, carrying out initial and diagnostic assessments, agreeing individual learning plans, ensuring learners are capable of achieving their goals and progressing to their chosen destination
- planning learning – preparing schemes of work, session plans and materials to ensure you cover the requirements of the programme, liaising with others

- facilitating learning – teaching, training and facilitating learning using a variety of approaches, activities and resources to motivate, engage and inspire learners
- assessing learning – checking your learners have gained the necessary skills, knowledge and understanding at all stages throughout their time with you, using formal and informal types and methods of assessment
- evaluating learning – obtaining feedback from others, reflecting on your role, and all aspects involved with the learning process in order to make improvements.

Assessment for the Award

How you are assessed towards achievement of the Award will differ depending upon who you are registered with. The organisation you are taking the qualification with will register you with an awarding organisation (AO). Each AO will specify how you will be assessed, for example, assignments, case studies, written work and projects. Some might have a more academic focus, i.e. require formal writing and the use of research and referencing. Others might assess holistically, i.e. assess aspects of more than one unit at the same time. Whilst the delivery and assessment methods might differ, the content of the qualification will be the same no matter who you are registered with.

Each unit consists of learning outcomes and assessment criteria. You will need to complete various assessment activities to demonstrate your skills, knowledge and understanding throughout your time taking the Award. Some of your work will be sampled by an internal quality assurer (IQA) and possibly an external quality assurer (EQA) to ensure it meets the requirements.

Micro-teaching

You will be required to deliver a short session, usually to your peers, known as micro-teaching, and then evaluate your practice. If you are currently in a teaching role, it may be possible to be observed with your own learners in your teaching environment.

Mentors

If you are already teaching, known as *in-service* it would be useful to have a mentor. This is someone who is a teacher in the same subject area as yourself. They can give you ongoing support and advice throughout your time working towards the Award.

Progression

You can progress to either the Level 4 Certificate or the Level 5 Diploma in Education and Training if you wish. There are also Specialist Diplomas for those who will teach English and maths.

Note:

You do not have to start with the Award and then progress to the Certificate and Diploma. You can go straight into the Certificate or the Diploma if you wish. The first mandatory unit of the Award is also the first mandatory unit of the Certificate (both are at level 3).

The five mandatory units of the Certificate can be accepted in place of the Teaching, Learning and Assessment unit in the Diploma.

Reading list

Gravells A (2014) *The Award in Education and Training (Revised)* London Learning Matters SAGE

Gravells A (2013) *Passing Assessments for the Award in Education and Training* London Learning Matters SAGE

Website list

Information for new teachers <http://www.anngravells.com/information>

Reading list for the Award <http://www.anngravells.com/reading-lists/award>

Reading lists and blogs for new teachers <http://www.anngravells.com/reading-lists/index>

Useful short videos for new teachers <http://www.anngravells.com/videos1/index>