



DuttonFisherAssociatesLtd

**CIEH Level 3 Award in Education  
and Training**

**Information**

### Level 3 Award in Education and Training

In response to recommendations made by a government-commissioned independent review panel, teaching qualifications have been simplified and renamed. This qualification replaces the Level 3 Award in Preparing to Teach in the Lifelong Learning Sector.

The Level 3 Award in Education and Training is an introduction to teaching that will give an insight into the roles, responsibilities and relationships in education and training, how to plan and deliver inclusive teaching sessions and how to assess and give constructive feedback.

This is a short, introductory, knowledge-based teaching qualification and has no minimum teaching practice requirement – except to engage in a short microteaching session – so may be undertaken by individuals who are not in a teaching role or who have just started a teaching role.

Candidates who successfully complete this qualification will have a fundamental understanding of the roles and responsibilities of a teacher/trainer in relation to legislation, equality, diversity, inclusivity and meeting the needs of learners. They will be able to sequence learning, plan and deliver sessions, using appropriate resources and teaching methods. They will also be able to identify the characteristics of effective assessment and feedback.

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The qualification covers the knowledge and skills required by teachers/trainers in the further education and training skills sector;

- the roles, responsibilities and relationships in education and training
- inclusive teaching and learning approaches
- assessment of learners
- facilitating learning and development for individuals
- facilitating learning and development in groups
- understanding principles and practices of assessment

## Qualification Structure

The CIEH Level 3 Award in Education and Training comprises three mandatory units, with a total value of 12 credits.

**Unit 1** 'Understanding roles, responsibilities and relationships in education and training' covers the following topics:

- ✓ the teaching role and responsibilities in education and training, including:
  - key aspects of legislation, regulatory requirements and codes of practice
  - ways to promote equality and value diversity
  - identifying and meeting individual learner needs
- ✓ ways to maintain a safe and supportive learning environment, including:
  - how to promote appropriate behaviour and respect for others
- ✓ the relationships between teachers and other professionals in education and training, including:
  - working with other professionals
  - boundaries between the teaching role and other professional roles
  - points of referral to meet the individual needs of learners

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**Unit 2** 'Understanding and using inclusive teaching and learning approaches in education and training covers the following topics:

- ✓ inclusive teaching and learning approaches in education and training, including:
  - the features of inclusive teaching and learning
  - the strengths and limitations of teaching and learning approaches in relation to meeting individual learner needs
  - why it is important to provide opportunities for learners to develop their English, mathematics, ICT and wider skills
- ✓ ways to create an inclusive teaching and learning environment, including:
  - selecting teaching and learning approaches, resources and assessment methods to meet individual learner needs
  - engaging and motivating learners
  - establishing ground rules
- ✓ planning inclusive teaching and learning, including:
  - devising an inclusive teaching and learning plan
  - justifying the selection of teaching and learning approaches, resources and assessment methods in relation to meeting individual learner needs
- ✓ delivering inclusive teaching and learning, including:
  - using teaching and learning approaches, resources and assessment methods to meet individual learner needs

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- communicating with learners in ways that meet their individual needs
- providing constructive feedback to learners to meet their individual needs
- ✓ evaluating the delivery of inclusive teaching and learning, including:
  - reviewing the effectiveness of the delivery of inclusive teaching and learning
  - identifying areas for improvement in the delivery of inclusive teaching and learning.

**Unit 3** Understanding assessment in education and training covers the following topics:

- ✓ types and methods of assessment, including:
  - the purposes of types of assessment
  - the characteristics of different methods of assessment
  - the strengths and limitations of different assessment methods in relation to meeting individual learner needs
  - how different assessment methods can be adapted to meet individual needs
- ✓ how to involve learners and others in the assessment process, including:
  - the role and use of peer and self-assessment
  - identifying sources of information that should be made available
- ✓ the role and use of constructive feedback in the assessment process, including
  - the key features of constructive feedback
  - how constructive feedback contributes to the assessment process
  - ways to give constructive feedback to learners
- ✓ requirements for keeping records of assessment.

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### Delivery of the Programme

Training will be provided by Dutton Fisher Associates via interactive workshops and will usually take place at Client premises.

Suggested programme outline;

Session	Topic	Tutor	Assessment
1	Understanding roles, responsibilities and relationships in education and training	Jo Fisher	15 multiple choice question examination paper.
2	Understanding and using inclusive teaching and learning approaches in education and training	Jo Fisher	1,000-word outline of subject specialism and a one-hour microteaching session, including peer assessment
3	Understanding assessment in education and training	Jo Fisher	15 multiple choice question examination paper.
4	Delivery of Micro Teaching Sessions	Jo Fisher	

### Costs

Fully inclusive of registration and certification with CIEH, all workshop materials and assessment.

£895 pp plus VAT

Jo Fisher  
May 2015