

City & Guilds 9297 Certificate in Adult Learning Support - Level 2 

This course is designed to aid frontline workers and volunteers with signposting and supporting people who have literacy, language or numeracy needs. The certificate consists of three units, the first of which may be taken as a stand-alone unit and is either a 12 or a 36-hour programme.

There are no entry requirements for those wishing to undertake the first unit only. For those who wish to complete the full award, proof of Level 2 competence in both literacy and numeracy will be required; however, these may be studied alongside the qualification if necessary. A short work placement is a requirement for the full certificate. All applicants will be interviewed prior to enrolment.

DAY	Wednesday
DATE	01/10/08
TIME	0930-1230
WEEKS	12
FEE	£675
DISCOUNTED FEE	£250
CODE	15540 D08MA

City & Guilds 7303 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) 

This is an introductory qualification that confers a 'threshold licence to teach'. All new teachers in the learning and skills sector must complete this qualification. This award is also suitable for those who work or wish to work as:

- Teachers in adult community education
- Teachers/trainers in the voluntary sector
- Training personnel in commerce, industry, the public sector or HM forces.

Progression from this qualification could be made to the Certificate in Teaching in the Lifelong Learning Sector (CTLLS). The course is assessed by two assignments, one theory and one practical, both of which are broken down into smaller, prescriptive assignment tasks. The award has a value of six credits.

You will need to have a good command of written and spoken English and a qualification in a vocational subject at least one level higher than the one at which you wish to teach. Attendance at an initial assessment and guidance interview is essential.

This course leads on to the Certificate in Lifelong Learning (CTLLS), (see page 74).

DAY	Tuesday	Wednesday	Wednesday
DATE	07/10/08	08/10/08	25/02/09
TIME	1900-2100	1315-1515	1315-1515
WEEKS	15	15	15
FEE	£195	£195	£195
DISCOUNTED FEE	N/A	N/A	N/A
CODE	22352 E08MA	22352 D08MA	22352 E08MB

The award is designed to enable students to:

- Adopt an integrative approach to the theory and practice of teaching
- Reflect on their own previous/current levels of experience, practice and skills and areas for development
- Identify principles of learning, teaching, assessment and evaluation
- Develop an awareness of their professional role.

The five units of study include:

- The role of the teacher
- Learning and teaching approaches in the specialist area
- Session/lesson planning skills
- Inclusivity and how to motivate learners
- The use of different assessment methods and the need for record keeping.

Foundation Degrees

Foundation Degree (FdA) Educational Practice 

The course is aimed at candidates who are working in a learning support role and who may like to work towards a BA in Educational Studies, thereby having the option of becoming a trained teacher. The course aims to equip you with the skills needed to support learning, to develop your ability to reflect on your own practice and to enable you to relate your work in learning support to the wider educational context.

Course modules include:

- The Role of the Teaching Assistant
- Supporting Language and Literacy
- Supporting Mathematical Development
- Education in Practice (Planning, Monitoring and Assessment)

- Behaviour Management and Inclusion
- Supporting Numeracy and Literacy
- Research Skills
- Personal, Social and Emotional Development
- Supporting Effective Learning Using ICT
- Disability and Special Needs Education or The Creative Curriculum in the Foundation Stage
- Disability and Special Needs Education in Practice or The Young Child in Education
- Supporting Personal, Social and Emotional Development and Creativity.

On successful completion of the course, you have the opportunity of progressing to the final year of the BA in Educational Studies at the University of Bedfordshire. There are no specific entry requirements, although you should normally be appropriately employed in a learning support role. Assessment varies for each module and is carried out through observation, completing assignments and by examination.

This course is studied part-time over two years. If you would like further information about this course, please request the relevant Higher Education Course Leaflet.

DAY	Monday
DATE	29/09/08
TIME	0930-1500
WEEKS	30
FEE	£1,255
DISCOUNTED FEE	N/A
CODE	15940 D18MA

Please note: the fee shown is per annum.

University of Bedfordshire Diploma in Post Compulsory Education 14-19 Education  **NEW**

This Diploma offers Continuing Professional Development opportunities for those working in the Lifelong Sector. You can take this Diploma as a stand-alone qualification or use it to build credit towards a BA (Hons) Lifelong Learning. The course is vocational and designed to be directly relevant to your work. This allows you, as a

teacher in the Lifelong Learning Sector, to focus on key aspects of your role and apply theory to current practice. To take this course, you will need a Cert Ed/PGCE or you must demonstrate the ability to work at HE2/NQF Level 5. You must also be currently teaching 14-19 year old learners for a minimum of 30 hours.

DAY	TBA
DATE	TBA
TIME	TBA
WEEKS	30
FEE	TBA
DISCOUNTED FEE	N/A
CODE	TBA

Please contact the Course Team Leader for Teacher Education to discuss this programme.

University of Bedfordshire Diploma in Post Compulsory Education Mentoring in Education  **NEW**

This Diploma offers Continuing Professional Development opportunities for those working in the Lifelong Sector. You can take this Diploma as a stand-alone qualification or use it to build credit towards a BA (Hons) Lifelong Learning. The course is vocational and designed to be directly relevant to your work. This allows you, as a teacher in the Lifelong Learning

Sector, to focus on key aspects of your role and apply theory to current practice. This course provides an opportunity for you to develop your mentoring capabilities, your understanding of relevant theory, research and practice, and to enhance your ability to contribute to organisational effectiveness.

To take this course, you will need a Cert Ed/PGCE or you must demonstrate the ability to work at HE2/NQF Level 5. You must also be a qualified teacher and currently in a mentoring role in an educational establishment.

DAY	TBA
DATE	TBA
TIME	TBA
WEEKS	30
FEE	TBA
DISCOUNTED FEE	N/A
CODE	TBA

Please contact the Course Team Leader for Teacher Education to discuss this programme.

**Professional Graduate Certificate in Education (PGCE)/Certificate in Education (Cert.Ed.)**



This University of Bedfordshire course provides core professional training in teaching for those working in the area of Lifelong Learning; it is based on the new LLUK National Standards for Teaching and Learning.

- GCSE English and Maths at C grade or above or equivalent
- a degree from a UK university (normally of class 2:2 or above)
- for those who have successfully completed Stage 1 and Stage 2 of the 7307 (FAETC) you can submit a bridging assignment which can allow direct entry onto Year 2 of the programme
- to attend an interview to demonstrate personal skills appropriate for a member of the teaching profession.

The course is suitable for anyone teaching in:

- further education
- higher education
- training and education in industry and commerce
- training in public sector services such as the NHS, the police and social services.

Progression is possible on to a M.Ed. course at the University of Bedfordshire or you may study for Diplomas in CPD.

- To take this course you will need:
- to be engaged in teaching in post-compulsory (further, higher or adult) education for at least 75 hours a year
  - a subject specialist qualification at NQF Level 3 or above

The modules you will study reflect the domains of the new teaching standards:

- Professional Values and Practice
- Learning and Teaching
- Planning for Learning
- Assessment for Learning
- Access and Progression.

You will also be required to complete a programme of observed teaching which links practice to course theory.

This programme is a part-time course studied over two years. Sessions are weekly with opportunities to meet students from other centres on at least two mandatory study days on Saturdays throughout the year. The taught sessions need to be supplemented with extensive private study.

	YEAR 1	YEAR 2
DAY	Monday	Friday
DATE	15/09/08	TBA
TIME	1315-1730	0930-1400
WEEKS	30	30
FEE	TBA	TBA
DISCOUNTED FEE	TBA	TBA
CODE	22942 D18MA	TBA

**City & Guilds Certificate in Teaching in the Lifelong Learning Sector (CTTLS)**



NEW

This qualification is required for all those whose job role or career aspirations are covered by the Associate Teacher role. Achievement of PTTLS is a mandatory requirement.

The course comprises three mandatory units and at least one optional unit.

Candidates must have access to 30 teaching practice hours in a recognised location.

All candidates will be interviewed for this course.

DAY	TBA
DATE	TBA
TIME	TBA
WEEKS	TBA
FEE	TBA
DISCOUNTED FEE	TBA
CODE	15551 D18MA

**City & Guilds Diploma in Teaching in the Lifelong Learning Sector (OTTLS)**



NEW

The qualification is the appropriate one for people deemed to be in the Full Teacher Role. Candidates must have access to a minimum of 150 teaching practice hours. Entry requirements are; level 3 qualifications in the subject they teach, the Certificate in Teaching in the Lifelong learning Sector or Stages 1 & 2 of the 7407 Certificate in Further Education Teaching.

All candidates will be interviewed for this course.

DAY	Wednesday
DATE	01/10/08
TIME	1315-1600
WEEKS	30
FEE	£830
DISCOUNTED FEE	N/A
CODE	15549 D18MA

All the courses on this page take place at Main Campus, Kingsway, Dunstable.

**Diploma in Teaching English (ESOL) In the Lifelong Learning Sector**



The Diploma in Teaching English (ESOL) in the Lifelong Learning Sector (DTE(E)LLS) is a two-year, part-time teaching qualification for ESOL teachers working within this sector. The Diploma is at Level 5 on the Qualifications and Curriculum Authority (QCA) Qualifications and Credit Framework, and is a requirement for qualified status in the sector.

The course programme has 360 contact hours and 840 directed/self-directed learning hours and includes modules on:

- ESOL and the learner - Backgrounds and contexts
- Understanding language and language learning

- Understanding, developing and integrating skills
- Assessment and planning for learning
- Curriculum development for inclusive practice
- Teaching preparation, practice and evaluation
- Continuing personal and professional development
- Wider professional practice.

**Entry requirements**

- Candidates must have completed CELTA
- A standard of education which would allow access into Higher Education

- Personal language, language awareness and communication skills at Level 3
- Evidence of potential to work towards the requirements of the minimum core.

**Assessment**

Assessment will be through portfolio work and lesson observation.

Candidates must be able to complete a minimum of 150 hours teaching during the course.

**This course takes place at Main Campus, Kingsway, Dunstable.**

DAY	Friday
DATE	03/10/08
TIME	0900-1600
WEEKS	30
FEE	£850
DISCOUNTED FEE	N/A
CODE	15550 D18MA

**Trade Union**

**Trade Union Courses**

Dunstable College offers a range of courses designed especially for Trade Union and Health & Safety representatives, so that they can develop the skills and knowledge needed to represent their members. All of the courses are FREE\* as the Trade Union Congress (TUC) pays for tuition. The courses are available at different locations and at various times of the year.

If you require further information, please contact:

Mushtaq Arain or Ged Peck on 01582 477776 x 271 (or Ged Peck on 07759 943246), or e-mail: [marain@dunstable.ac.uk](mailto:marain@dunstable.ac.uk) or [gpeck@dunstable.ac.uk](mailto:gpeck@dunstable.ac.uk)

\* conditions apply

**Some examples of the type of courses we provide are:**

**Short courses**

- New employment legislation
- Pensions
- Computing skills for trade unionists
- ORGANISE! A voice in every workplace
- Health & safety updates
- Equality issues: Tackling racism; new regulations
- Tackling stress in the workplace
- Disability champions
- Domestic Violence: A trade union issue.

**Core Courses (ten day courses)**

- Union reps stage 1
- Stepping Up: Advanced course for union reps
- Health & safety stage 1
- Next steps for safety reps
- Union learning reps (five day course with additional study options available).

**Certificate Courses**

- Employment law
- Occupational Health & Safety
- Contemporary trade unionism.

The College is also able to offer tailor-made courses to trade unions and their members. Please contact Mushtaq Arain or Ged Peck if you have a request.

The courses are held at the following centres:

Dunstable  
Dunstable College, Kingsway, Dunstable, Bedfordshire LU5 4HG

Leighton Buzzard Learning Warehouse  
Leighton-Linslade, Grovebury Road, Leighton Buzzard, Bedfordshire LU7 1LS

Bedford  
Highway Agency, Bedford Training Centre, "Woodlands", Manton Lane, Bedford MK41 7LW

Watford  
Herts Trade Union Learning Centre, 27 Woodford Road, Watford WD17 1PB