

Teacher Training and Professional Development

City & Guilds 7407 Stage 2 Certificate in Further Education Teaching **Level 4**



To enrol on this course, you must have City & Guilds 7407 Stage 1 or equivalent, a professional qualification in a vocational subject at least one level higher than that being taught, a minimum of 40 hours further education or equivalent teaching and a good command of written and spoken English. Attendance at an initial assessment and guidance interview is essential.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Wed	03/10/07	1315-1730	30	£400	£175	22346 D17MA

City & Guilds 7407 Stage 3 Certificate in Further Education Teaching **Level 4**



To enrol on this course, you will need a City & Guilds 7407 Stage 2 or equivalent, a professional qualification in a vocational subject at least one level higher than that being taught, a minimum of 60 hours further education or equivalent teaching. Attendance at an initial assessment and guidance interview is essential.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Wed	03/10/07	1315-1830	30	£425	£175	22347 D17MA



Enrol by post or in person



Interview required, please complete Application Form on page 115.

Teacher Training and Professional Development

Assessor Awards

Learning and Development NVQ Assessor Award (A1)

Level 3



Initially, there will be a number of group workshop sessions followed by individual tutorials and observation. The final group sessions will be to support candidates in portfolio building. To enrol on the course, you will need a nationally recognised vocational qualification at Level 2/3 and access to NVQ candidates in a work setting. The course leads to the V1 Internal Verifier Award. All candidates will be required to be interviewed prior to enrolment.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Thu	04/10/07	1400-1700	30	£400	£175	22349 D17MA

City and Guilds Award in Assessing Candidates updating D32/33 to A1



This is a one day course to enable candidates with existing D32/33 Assessor Awards to update their qualification and comply with the new NVQ Level 3 Assessor Award (A1) standards. Many assessors need to update their existing qualifications to comply with the new A1 Assessor Award standards.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Fri	tba	0930-1630	1	£180	£90	22348 D07MA

City and Guilds Award in Conducting Internal QA (V1) Verifier Award



There will be four initial group workshop sessions followed by individual tutorials and observation. The final group sessions will be to support students in portfolio building. All candidates are required to be interviewed prior to enrolment.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Fri	05/10/07	0930-1630	30	£400	£175	22350 D17MA

City and Guilds Award in Conducting Internal QA updating D34 to V1



This is a one day course to enable candidates with existing D34 Assessor Awards to update their qualification and comply with the new NVQ Level 3 Verifier Award (V1) standards. Many Verifiers need to update their existing qualifications to comply with the new V1 Verifier Award standards.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Fri	tba	0930-1630	1	£180	£90	22351 D17MA



Enrol by post or in person



Interview required, please complete Application Form on page 115.

Teacher Training and Professional Development

CELTA Module Two (Cambridge Certificate of Education in FE Teaching and Certificate in ESOL Subject Specialists)


NEW

To meet UK government requirements for teaching English in Further, Adult and Community Education in England and Wales (the Learning and Skills Sector), you need two qualifications:

- Level 5 Certificate in Further Education Teaching at Stage 3
- Certificate for ESOL Subject Specialists (Level 4 or above)

CELTA Module Two is an integrated two-module course, leading to the award of both these qualifications.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Mon	24/09/07	0900 – 1530	30	£850	£475	15547 D17MA

CELTA Certificate in English Language teaching to Adults



CELTA is an internationally recognised teacher training qualification in teaching English as a foreign language to Adults. Students, who successfully complete the course, are able to seek work teaching English to non-native speakers within the UK or abroad.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Thu	27/09/07	0930 – 1730	21	£650	£250	15544 D17MA

C&G 9375 Certificate in Delivering Basic Skills to Adults

Level 3

NEW

This qualification is for Skills for Life practitioners in Further, Adult and Community Education, and Learning Support Assistants, who already hold a Level 2 basic skills qualification. Participants develop an understanding of the barriers that exist to learning experienced by students with Literacy, Numeracy and/or ESOL needs, and develop a range of strategies to support those students.

This course can be taken modularly. All candidates will need to demonstrate personal language, literacy or numeracy skills at Level 3 by the end of the course.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Fri	28/09/07	0930 – 1230	30	£450	£216	15548 D17MA


Enrol by post or in person

Interview required, please complete Application Form on page 115.

Teacher Training and Professional Development

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	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Wed	26/09/07	0930-1230	12	£150	£75	15540 D07MA

City & Guilds 9485 Certificate in Adult Literacy Subject Specialists

Level 4



This qualification is aimed at two major groups of full or part-time staff in the post-16 sector; these are teachers who already hold QTS, but who wish to teach adult literacy as a specialism and who are able to prove competence in literacy to Level 3. In addition, the certificate is for QTS staff, who already teach adult literacy, but who wish to gain a specialist qualification. The qualification is at Level 4 of the NQF, is in the 120 guided learning hour range and there will be a requirement of 30 hours of teaching practice. All applicants will be interviewed prior to enrolment.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Thu	27/09/07	0930-1530	24	£500	£220	15542 D17MA

City & Guilds 9486 Certificate in Adult Numeracy Subject Specialists

Level 4



This qualification is aimed at two major groups of full or part-time staff in the post-16 sector; these are teachers who already hold QTS, but who wish to teach adult numeracy as a specialism and who are able to prove competence in numeracy to Level 3. In addition, the certificate is for QTS staff, who already teach adult numeracy, but who wish to gain a specialist qualification. The qualification is at Level 4 of the NQF, is in the 120 guided learning hour range and there will be a requirement of 30 hours of teaching practice. All applicants will be interviewed prior to enrolment.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Fri	28/09/07	0930-1530	24	£500	£220	15543 D17MA

City & Guilds 9488 Certificate in Adult ESOL Subject Specialists

Level 4



This qualification is aimed at two major groups of full or part-time staff in the post-16 sector; these are teachers who already hold QTS, but who wish to teach adult ESOL as a specialism and who are able to prove competence in ESOL to Level 3. In addition, the certificate is for QTS staff, who already teach adult ESOL, but who wish to gain a specialist qualification. The qualification is at Level 4 of the NQF, is in the 120 guided learning hour range and there will be a requirement of 30 hours of teaching practice. All applicants will be interviewed prior to enrolment.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Mon	24/09/07	1800-2100	30	£500	£220	15545 E17MA

Teacher Training and Professional Development

City & Guilds 7303 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)(6 credits)

Level 3 & Level 4



NEW

Course Description

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.

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 5 units of study include:

1. The role of the teacher.
2. Teaching and learning approaches
3. Lesson planning and lesson evaluation
4. Classroom management, motivation, communication and feedback
5. Assessment.

Progression from this qualification could be made to the Certificate in Teaching in the Lifelong Learning Sector (CTLLS).

Assessment

The course is assessed by two assignments, one theory and one practical, both of which are broken down into smaller, prescriptive assignment tasks.

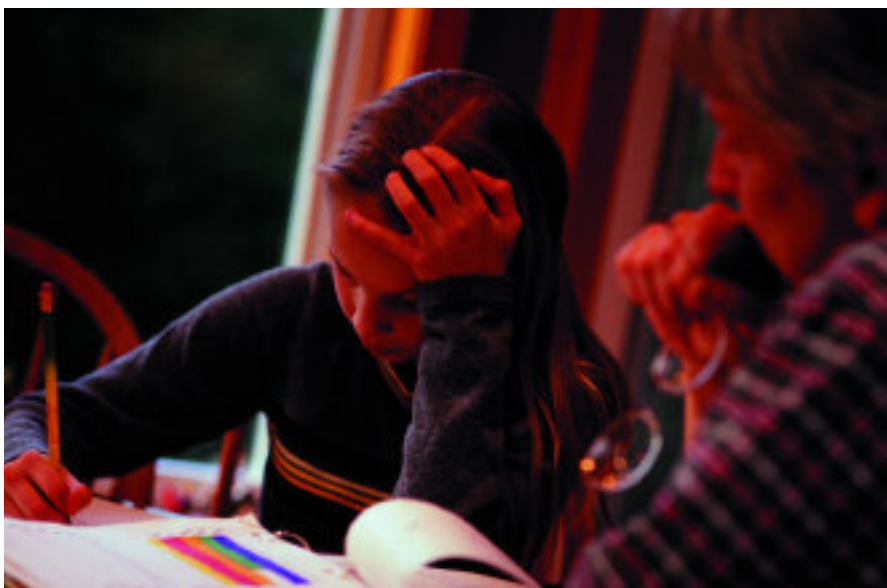
The award has a value of six credits.

Entry requirements

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 that being taught. Attendance at an initial assessment and guidance interview is essential.

This course leads on to the Certificate in Lifelong Learning (CTLLS), (see page 101).

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Wed	03/10/07	1315 – 1530	15	£195	£90	22352 D07MA



Enrol by post or in person



Interview required, please complete Application Form on page 115.

Teacher Training and Professional Development

Certificate in Teaching in the Lifelong Learning Sector (CTLLS) (24 credits)

Level 4



NEW

Course Description

This award is essential for those with associate teacher status working in post-compulsory education and training. It largely replaces the old Certificate in Education and has been developed in conjunction with The University of Bedfordshire.

The Certificate comprises three mandatory units:

1. Preparing to Teach in the Lifelong Learning Sector (PTLLS)
2. Planning and Enabling Learning
3. Principles and Practice of Assessment.

Additional optional units to the value of 6 credits complete the award.

Progression from this qualification could be made to the Diploma in Teaching in the Lifelong Learning Sector (DTLLS), (see page 102).

Assessment

Extended essays will be one of the strategies used to assess each unit.

Entry requirements

To enrol on this course you must have a professional qualification in a vocational subject at least one level higher than that being taught. At least 30 hours further education or equivalent teaching is also required.

Attendance at an initial assessment and guidance interview is essential.

18 credits are available from the 3 mandatory units and another 6 credits are available from the optional units, therefore a minimum of 24 credits are gained with this award.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Wed	03/10/07	1315 – 1600	30	£400	£200	22353 D17MA



Enrol by post or in person



Interview required, please complete Application Form on page 115.

Teacher Training and Professional Development

Diploma in Teaching in the Lifelong Learning Sector (DTLLS) (120 credits)


NEW

Course Description

This award is essential for anyone deemed to be in a Full Teaching Role.

It largely replaces the old Post Graduate Certificate in Education (PGCE) and has been developed in conjunction with The University of Bedfordshire.

The Diploma is the main part of the requirements necessary for Qualified Teacher in Learning and Skills (QTLS) status.

The Diploma comprises seven mandatory units:

Part One

1. Preparing to Teach in the Lifelong Learning Sector (PTLLS)
2. Planning and Enabling Learning (part CTLLS)
3. Enabling Learning and Assessment
4. Theories and Principles for Planning and Enabling Learning

Plus optional units to the value of 15 credits

Part Two

5. Continuing Personal and Professional Development
6. Curriculum Design for Inclusive Practice
7. Wider Professional Practice

Plus optional units to the value of 15 credits.

Progression from this qualification could be made to a BA Degree.

Assessment

Extended essays will be one of the strategies used to assess each unit.

Entry requirements

The Certificate in Teaching in the Lifelong Learning Sector (CTLLS) will carry 15 credits forward towards Part One of the Diploma. City and Guilds 7407 Stages One and Two will provide entry qualifications to Part Two of the Diploma.

To enrol for the Diploma you must have a professional qualification in a vocational subject at Level 3 and evidence of GCSE grade 'C' or above in Mathematics and English or their equivalence.

Mandatory attendance at a whole day's induction on a Saturday in September and at least 2 other Saturdays during each academic year is another feature of the course.

The Diploma also requires at least 150 hours further education or equivalent teaching.

Attendance at an initial assessment and guidance interview is essential.

DAY	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Mon	01/10/07	1300 – 1730	30	£500	£220	22354 D17MA



Enrol by post or in person



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Teacher Training and Professional Development

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	DATE	TIME	WEEKS	FEE	DISCOUNTED FEE	CODE
Fri	21/09/07	0930-1500	30	£1225	N/A	15940 D17MA

Please note: the fee shown is per annum.



Enrol by post or in person



Interview required, please complete Application Form on page 115.