



www.coursetopia.co.uk

Education and Training



Level 3 Award in Education and Training

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Thank you for choosing or considering Coursetopia as your learning and development partner towards achieving the Level 3 Award in Education and Training (RQF) Qualification. This guide outlines the purpose of the qualification, course structure, entry requirements, delivery and assessments.

About the course

The Level 3 Award in Education and Training (AET) has replaced both the Level 3 and 4 Preparing to Teach in the Lifelong Sector (PTLLS) awards. This course is designed for candidates who are thinking of starting a teaching career or those who have limited access to teaching opportunities.

You are not expected to be already teaching as the practical element of the course is assessed by a micro-teach session lasting at least an hour. The practical element can alternatively be assessed in the workplace instead of the micro teach if you work with individuals or a group of learners. Learners thinking of becoming an NVQ Assessor can complete the assessor theory unit as part of this course. You are usually expected to complete this course within 1 to 12 weeks depending on the mode of course delivery and the combination of units you choose.

If you are thinking of completing the Level 4 Certificate in Education and Training or the Level 5 Diploma in Education and Training, there is no requirement for you to complete this qualification prior.

Learners have to achieve a minimum of 12 credits to achieve the Level 3 Award in Education and Training. There is a 60 guided learning (estimate of the number of support hours you might need) requirement and a recommended total qualification time (estimate of the number of hours you might require to complete the course) of 120 hours.

The Teaching Role

The role of a teacher requires you to demonstrate compliance when it comes to legislation, regulations, codes of practice, policies and procedures. You are required to treat all your learners fairly and promote inclusive practice.

Teachers are expected to be positive role models. You should not judge or impose your own values and beliefs on others. It is essential that you remain professional, value and respect your learners and all the professionals you work with.

Teachers should have good communication skills which includes listening. You are expected to network and have very good subject knowledge and expertise. You need to have a good understanding of the impact of social, economic, technological and other factors on your learners.

Teachers need to have skills which includes planning, facilitating learning using a range of methods. You are expected to strive to meet the needs of your learners and create a conducive learning environment. Links between theory and practice should be made whenever possible.

Level 3 Award in Education and Training

12 credits

Group A
3 credits must be achieved from this group

Understanding roles, responsibilities and relationships in education and training
3 credits
Level 3
Mandatory unit
Education and Training unit

Group B
6 credits must be achieved from this group

Understanding and using inclusive teaching and learning approaches in education and training
6 credits
Level 3
Optional unit
Education and Training unit

OR

Facilitate learning and development in groups
6 credits
Level 3
Optional unit
Learning and Development unit

OR

Facilitate learning and development for individuals
6 credits
Level 3
Optional unit
Learning and Development unit

Group C
3 credits must be achieved from this group

Understanding assessment in education and training
3 credits
Level 3
Optional unit
Education and Training unit

OR

Understanding the principles and practices of assessment
3 credits
Level 3
Optional unit
Learning and Development unit

The course is made up of the following 3 units:

Unit 1: Understanding roles, responsibilities and relationships in education and training

Unit 2: Understanding and using inclusive teaching and learning approaches in education and training

Unit 3: Understanding assessment in education and training

If you are currently working in any learning and development setting and can provide evidence of supporting an individual learner or a group of learners you are welcome to complete either Unit 4 or Unit 5 highlighted below instead of the micro-teach (Unit 3). A £30 charge apply for this option.

Unit 4: Facilitate learning and development in groups

Unit 5: Facilitate learning and development for individuals

If you want to complete the assessor theory you will need to complete unit 6 highlighted below instead of unit 3. A £30 charge apply for this option. Please note that the assessor unit normally cost £150 as a standalone qualification.

Unit 6: Understanding the Principles and Practices of Assessment

Entry Requirements

There is no requirement for you to be practicing or working as a teacher. You should be able to work at level 2 numeracy and literacy standard to successfully complete all coursework.

You are also expected to have access to the internet, computer and a word processor. Zoom will be used for all online tutorials.

Course Delivery and Support

The Level 3 Award in Education and Training course is delivered by either distance or blended learning which will involve some face-to-face contact. You are expected to meet course requirements regardless of the method of delivery.

On enrolment every learner will be allocated an assessor who will also be their tutor and the first port of call for all assessments and learning needs. You will have access to resources, coursework, learning opportunities and tutorials.

You will be expected to participate in an induction meeting (usually within a week from enrolment) to discuss your needs, ground rules, targets and any prior learning you might want considered. The tutor will also discuss about your job role and explore if this will be suitable for you to meet all learning outcomes and the assessment criteria. Your assessor will demonstrate how to use our portal, locate resources and your coursework. The induction meeting will also be a good opportunity to ask questions and fully understand course requirements. The assessor will also outline your assessment plan.

This is not a self-study course. You will be required to engage with your tutor and demonstrate learning as you progress. Your assessor will be available throughout your course for tutorials and support sessions. Each session will be an opportunity for guidance, support, learning, to discuss feedback and progress. You are normally expected to complete at least two units per month. A tutorial will be required for each unit.

Coursetopia strives to support you to gain the Level 3 Award in Education and Training. Our commitment includes mentoring, providing resources and creating a conducive learning environment. You are expected to take responsibility and be committed to achieving your qualification. Teachers are expected to have dedication, complete course tasks and utilise all the support and resources available.

Assessments

The course is assessed by a portfolio using a range of assessment methods. Coursetopia encourages learners to submit naturally occurring evidence from their work environment to demonstrate competency against both knowledge and practical requirements of the course. We welcome other evidence such as prior learning, work products and witness testimonies.

We require all learners to maintain the confidentiality of their clients and employers. We will not accept evidence that contains personal details of clients, trading and organisational secrets. We encourage you to utilise expert witnesses such as managers where sensitive information is involved.

Learners completing units 1, 2 and 5 are assessed by short questions, discussions and a micro-teach. Learners completing units 1, 2 and 6 are assessed by short questions, discussions and a micro-teach session.

Learners completing unit 5 will be expected to take part in a micro teach activity for at least an hour. This can be accomplished by delivering your own session on any subject or topic for 15 minutes and observing others for the remaining 45 minutes. You can also deliver an extended micro teach for up to an hour if you do not want to observe others. If you are currently teaching we might be able to accept evidence of your normal teaching as long as the observed session is at least an hour. Observations can be by any live media such as Zoom or videos in circumstances where the observer and candidate cannot be present in the same room.

Learners can deliver a one-to-one training session, providing they meet the requirements of the qualification.

Learners completing a combination of either units 1, 2 and 4 or units 1, 2 and 5 will be assessed by short questions, recorded discussions and observation of work-based evidence.

How long is the course?

We are often asked how quick someone can complete this course? This depends on a number of factors, which includes your own commitment, time, assessment opportunities and the ability to study at a higher level. It will also help if you have evidence of prior learning and have access to resources that will enable you to actively participate in course activities.

Learners joining the course with evidence of prior learning and credits will obviously be able to complete quicker than someone without. If you invest more time on the course such as 15 hours a week then you will most likely complete earlier compared to someone who commits less time over the same period. You will be expected to complete the course within 1 to 12 weeks.



Enrolment and Payments

You can enrol at any time when you are ready and committed to reserving some time for the course. You will need to book online. The system will generate an invoice and give you the option of paying online if you prefer. We are also happy to receive payment by purchase orders. There are no hidden charges.

The inclusive payment for the standard Level 3 Award in education and Training (units 1,2 and 3) qualification is £200 by distance learning. The course can also be paid by a payment plan made up of two monthly payments at £110 per instalment. You can also complete this course fast track, over three days (classroom based at our Walsall Training Centre) at £255.

The inclusive payment for the Level 3 Award in education and Training with assessor unit (units 1, 2 and 6) qualification is £260 by distance learning. The course can also be paid by a payment plan made up of two monthly payments at £145 per instalment.

The inclusive payment for the Level 3 Award in education and Training (units 1, 3 and either 4 or 5) qualification is £250 by distance learning. The course can also be paid by a payment plan made up of two monthly payments at £140 per instalment.

Discounts are available for multiple course and group bookings. Group bookings should be a minimum 4 learners while multiple bookings should include a minimum two courses. You are only fully enrolled when we have received payment for the course.