

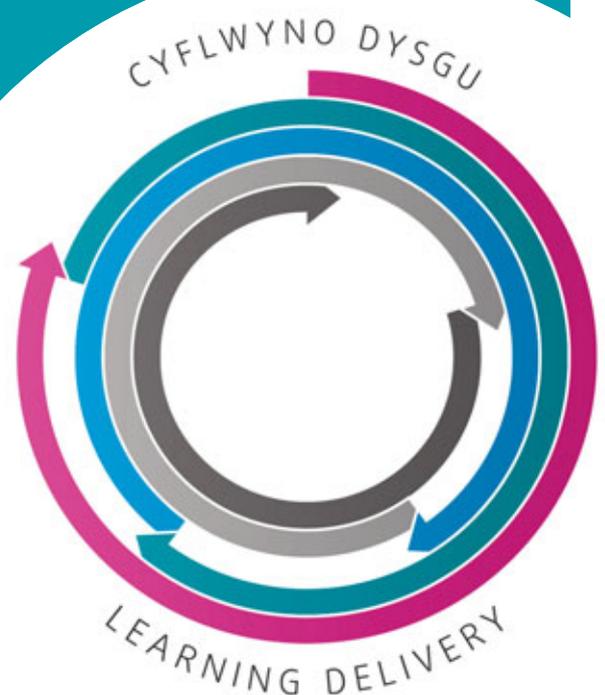
Qualification
Guide

Level 3

Award in Education
and Training (QCF) – (601/2295/X)

Level 4

Certificate in Education
and Training (QCF) – (601/2294/8)





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Introduction

Agored Cymru Qualifications

Agored Cymru is a QCF awarding organisation offering a range of flexible and responsive provision designed to help learners of every age achieve their potential.

Agored Cymru is the only awarding organisation to focus entirely on developing qualifications and credit to meet the needs of learners in Wales. We have over 20 years' experience and, have awarded over 6 million credits to learners across Wales.

Because we work exclusively in Wales, we are ideally placed to respond to the demands of our learners and centres. Our qualifications are uniquely tailored to the needs and priorities of individuals, communities, employers and the aims of a modern Wales. As **the** Welsh awarding organisation, working for the benefit of Wales, our dedicated team of specialists is committed to promoting the Welsh language by encouraging assessment through the medium of Welsh.

All our units and qualifications are credit based, and flexible enough to meet the needs of learners in any setting – from schools to FE and from offender learning to training in the workplace.

We offer our recognised centres the opportunity to deliver effective lifelong learning, widen opportunity and enable progression within current education and training frameworks.

At all times, we are committed to providing a high quality, responsive service to all our centres and learners.

Agored Cymru Qualifications:

- are charged at certification not at registration which means you pay for units achieved by learners not the units you register learners for;
- are available through the medium of Welsh, including certification;
- enable accreditation of continuing professional development (CPD), by unit, from qualifications where the whole qualification is not required;
- meet the needs of learners in Wales by developing qualifications that respond directly to the Welsh agenda;
- provide a range of flexible and responsive provision designed to help learners of every age and level achieve their potential;
- are designed to suit the needs and priorities of individuals, communities, employers and the national aims of a modern Wales;
- recognise individual learner achievement by awarding units achieved even if learners did not complete the whole qualification.



Qualification Information

Recognised centres are required to adhere to the quality assurance requirements (QA) of delivering these qualifications, or any unit(s) from these qualifications. The QA requirements, which may require assessors and/or internal verifiers to have specific competencies, can be found at the back of this qualification guide. Failure to comply with the QA requirements may result in your learners not being certificated and/or your centre losing recognition status. You will be notified of this when you add these qualifications or units from these qualifications to your framework.

Qualification Overview

Level 3 Award in Education and Training (QCF)

This qualification replaces the QCF [Level 3 Award in Preparing to Teach in the Lifelong Learning Sector](#) and the [Level 4 Award in Preparing to Teach in the Lifelong Learning Sector](#) (PTLLS) introduced in 2007 and updated in 2011.

The purpose of the qualification in the QCF is to 'prepare for employment in a specific occupational area' (C2).

Level 4 Award in Education and Training (QCF)

This qualification replaces the QCF [Level 3 Certificate in Teaching in the Lifelong Learning Sector](#) and the [Level 4 Certificate in Teaching in the Lifelong Learning Sector](#) qualifications (CTLLS) introduced in 2007 and updated in 2011.

The purpose of the qualification in the QCF is to 'confirm occupational competence' (D1).



Qualification Information

Qualification Target Group

Level 3 Award in Education and Training (QCF)

The [Level 3 Award in Education and Training](#) provides an introduction to teaching. It can meet the needs of a range of trainee teachers, such as:

- individuals not currently teaching or training – achievement of the qualification does not require practice other than microteaching unless units from the Learning and Development suite of qualifications are selected;
- individuals currently teaching and training (including those who have just begun teaching and training) – although the qualification does not require practice other than microteaching (unless units from the Learning and Development suite of qualifications are selected), opportunities may be made available to observe and provide feedback on a trainee teacher's practice;
- individuals currently working as assessors who wish to achieve a qualification that provides an introduction to teaching.

Level 4 Certificate in Education and Training (QCF)

The [Level 4 Award in Education and Training](#) prepares trainee teachers to teach in a wide range of contexts. It requires observation and assessment of practice.

It can meet the needs of a range of trainee teachers, including:

- individuals who are not currently teaching and training but who can meet the practice requirements, including the observed and assessed practice requirements, of the qualification;
- individuals who are currently teaching and training (including those who have just begun teaching and training) who can meet the practice requirements, including the observed and assessed practice requirements, of the qualification;
- individuals currently working as assessors who wish to achieve a teaching qualification.



Qualification Information

Entry Requirements

Learners must be:

- at least 19 years of age to achieve this qualification.

All trainee teachers joining this qualification programme should undertake an initial assessment of skills in English, mathematics and ICT. They should record their development needs and, where applicable, agree an action plan to address them. If trainee teachers join the qualification programme having already undertaken an initial assessment of their English, mathematics and ICT skills, their record of development needs and any previous actions taken to address them should be reviewed and updated as required.

There are no other nationally agreed entry requirements

The 'minimum core of literacy, language, numeracy and ICT' details the knowledge, understanding and personal skills in English, mathematics and ICT expected of all teachers in the sector.

There is no requirement in relation to the minimum core in the Award qualification. However, there is a requirement to carry out an initial assessment of a trainee teacher's personal skills in English, mathematics and ICT.

Providers may wish to base this initial assessment on the personal skills requirements for literacy, language, numeracy and ICT identified in the document, [Addressing Literacy, Language, Numeracy and ICT needs in education and training: Defining the minimum core of teachers' knowledge, understanding and personal skills](#). 'A guide for initial teacher education programmes' (LLUK, 2007; updated LSIS, 2013).

Requirements for knowledge and understanding elements level 4 certificate

Elements of the minimum core should be selected appropriate to the context and needs of each cohort of trainee teachers. The selected elements should be delivered and assessed across the following mandatory units:

- Planning to meet the needs of learners in education and training A/505/1189 (Level 4)
- Delivering education and training M/505/0122 (Level 4)
- Assessing learners in education and training F/505/0125 (Level 4)
- Using resources for education and training L/505/0127 (Level 4).



Qualification Information

All trainee teachers joining this qualification programme should undertake an initial assessment of skills in English, mathematics and ICT. If trainees join the qualification programme having already completed a [Level 3 Award in Education and Training](#), their record of development needs and any previous actions taken to address them should inform opportunities to continue to develop their skills as required by the appropriate minimum core elements.

Opportunities to develop these personal skills should be made available across the mandatory units as a minimum. Teacher education teams should ensure that the personal skills developed by trainees are those most appropriate for their professional role as teachers.

Delivery Languages

These qualifications are available in English and Welsh. If these qualifications are required in other languages, please contact the Business Development team at Agored Cymru.

Offering the Qualifications

These qualifications are only available through Agored Cymru recognised centres. If you would like to find out more about either becoming a recognised centre or working in partnership with a recognised centre, please access the 'join us' area of the website or contact a member of the Business Development team for more information.

Progression Opportunities

An LSIS review of qualifications for teachers and trainers in the further education and skills sector was undertaken in 2012. The proposal for an Award at Level 3 was supported as part of a suite of generic teaching and training qualifications including Certificate at Level 4 and Diploma at Level 5 qualifications.

Links to other qualifications in the Education and Training suite

Individuals are not required to have achieved a [Level 3 Award in Education and Training](#) before undertaking a [Level 4 Certificate in Education and Training](#) or a [Level 5 Diploma in Education and Training](#). However, some individuals undertaking a [Level 4 Certificate in Education and Training](#) may already have achieved a [Level 3 Award in Education and Training](#).



Qualification Information

Access to Fair Assessment

Agored Cymru has systems and procedures in place to ensure that assessment strategies for qualifications enable valid, reliable and consistent judgements to be made about the achievement of all learning outcomes against the stated assessment criteria. To ensure that inclusive assessment strategies are in place, that respond to individual learner needs, it may be necessary for centres to adapt assessments. Centres should consult the guidance within the 'Access to Fair Assessment Policy and Procedures' (available within the centre handbook) which provides clear guidelines about the way in which reasonable adjustments and special considerations can be applied to Agored Cymru qualifications.

All prescribed assessment methods are stated in the relevant unit. Where there is no prescribed assessment methodology stated, the deliverer should apply the method most suitable to the learners. The method should comply with the 'Access to Fair Assessment Policy and Procedures' and must be confirmed via the internal verification process.

Embedding Education for Sustainable Development and Global Citizenship (ESDGC)

Agored Cymru is committed to embedding ESDGC within learning activities in Wales. ESDGC recognises that everyone's actions are interlinked; that the decisions and lifestyles of learners impact on the lives of other people throughout the world.

The integration of ESDGC within the curriculum offers opportunities for Learning and Development practitioners to present impartial and practical views that allow learners to make informed choices. ESDGC is not an 'additional subject'; it should be integrated into all areas of the curriculum wherever possible.

There are seven interconnected key themes that have been identified within ESDGC: further information can be found on the Agored Cymru website.

An indication about the opportunity each unit offers for embedding the different ESDGC themes is included in the unit. Please note that this is for guidance only and is not intended to restrict the ways in which ESDGC can be incorporated.



Qualification Information

NOS and other Standards

The Professional Standards for Teachers, Tutors and Trainers in the Lifelong Learning Sector (LLUK, 2006) continue to underpin practice in the sector alongside the 2013 teaching qualifications.

Funding and Charges

Current funding information is available at the Database of Approved Qualifications in Wales (DAQW). <http://www.daqw.org.uk>

Agored Cymru qualifications are charged by the current cost per credit. A minimum charge of £5 applies to any award of 1 credit.

More information can be found on the charges section of the Agored Cymru website.

A discounted charge may be available for organisations registering learners for the full qualification from the outset. Please note where an organisation exercises this option we will charge the full discounted qualification fee irrespective of learner achievement. See our website for details.



Qualification Content

Structure and content

Level 3 Award in Education and Training (QCF)

There is a minimum requirement for trainee teachers to engage in observed and assessed microteaching for the following optional unit:

- [Understanding and using inclusive teaching and learning approaches in education and training D/505/0052 \(Level 3\)](#).

For this unit, trainee teachers must be involved in at least one hour of microteaching. Each trainee teacher must deliver at least one 15-minute microteaching session that is observed and assessed by a member of the delivery team. For the additional 45 minutes, trainee teachers can either deliver additional microteaching sessions or observe the microteaching sessions of other trainee teachers.

Trainee teachers who are currently teaching may prefer to use their practice instead of microteaching to meet the requirements of this unit.

There is a requirement to undertake observed and assessed practice in a real work environment for the following optional units from the Learning and Development suite that are included in this qualification:

- [Facilitate learning and development for individuals J/502/9549 \(Level 3\)](#)
- [Facilitate learning and development in groups F/502/9548 \(Level 3\)](#).

For these units, practice should be in the appropriate context – with groups of learners or with individual learners. The number of hours of practice required and the number of hours to be observed and assessed are not specified for these units.

Some units from the Learning and Development suite of qualifications may be achieved within this qualification. These units require practice to be assessed.

Individuals are not required to have achieved a [Level 3 Award in Education and Training](#) before undertaking a [Level 4 Certificate in Education and Training](#) or a [Level 5 Diploma in Education and Training](#). However, some individuals may choose to do so.

The Level 3 unit [Understanding roles, responsibilities and relationships in education and training](#) in this qualification is also a mandatory unit in the [Level 4 Certificate in Education and Training](#). It is recommended that this unit be delivered before other units in both the Award and Certificate qualifications in order to support progression. For those achieving this unit as part of the Award, credit transfer will apply when undertaking the Certificate qualification.

No credit from the award qualification can be transferred to the [Level 5 Diploma in Education and Training](#), as there are no common units of assessment within the rules of combination.



Qualification Content

Level 4 Certificate in Education and Training (QCF)

Practice requirement

The practice component itself is a vital component of initial training.

There is a requirement for a minimum of 30 hours of practice for this qualification. There is no requirement to evidence working with groups of learners to achieve this qualification unless units are undertaken which specify that purpose. However, where trainee teachers are working solely with individuals, a programme may also include support and preparation for working with groups.

An effective teaching practice experience should include:

- different teaching practice locations/settings/contexts
- teaching across more than one level
- teaching a variety of learners
- teaching individuals and groups
- experience of non-teaching roles
- gaining subject-specialist knowledge through workplace mentoring.

Agored Cymru supports any endeavour of ITE providers to ensure that trainee teachers have access to as many of these elements as possible during their teaching practice.

Observed and assessed practice requirements

There must be a minimum of three observations totalling a minimum of three hours. This excludes any observed practice completed as part of the Level 3 Award in Education and Training. Any single observation must be a minimum of half an hour.

Observations should be appropriately spaced throughout the whole programme and take into account a trainee teacher's progress. [Handbook for the Inspection of Further Education and Skills \(Ofsted, 2012\) – Part 2, Section B: Quality of Teaching, Learning and Assessment](#) will provide guidance to enable providers to make a judgement about whether a trainee teacher has met the required standard of practice in an observation.

For the Education and Training units, practice must be in a teaching and learning environment. As stated above, there is a requirement for a minimum of three observations of practice. The three observations must be linked to the following mandatory units:

- Delivering education and training L/505/0122 (Level 4)
- Assessing learners in education and training F/505/0125 (Level 4)
- Using resources for education and training L/505/0127 (Level 4).



Qualification Content

Agored Cymru recommends that a holistic approach should be taken to observed and assessed practice so that each observation and assessment of practice enables trainee teachers to provide evidence for all of the three units identified above.

Note that, to be eligible for the award of credit for any one of the above three units, a trainee teacher must be able to provide evidence of a minimum of one assessed observation of practice that meets the required standard of practice. To be eligible for the award of credit for all three units, a trainee teacher must be able to provide evidence of a minimum of three assessed observations of practice that meet the required standard of practice.

There are additional practice, including observed and assessed practice, requirements for some optional units that belong to the Education and Training suite. These requirements are in addition to the observed and assessed practice requirements identified above for the mandatory units and are summarised below.

For some optional units taken from the Learning and Development qualifications, practice must be in a real work environment and in the appropriate context – with groups of learners or with individual learners. The number of hours of practice required and the number of hours to be observed and assessed are not specified for the Learning and Development units. These requirements are in addition to the observed and assessed practice requirements for the mandatory units identified above.

Transfer of practice

There is no transfer of practice, including observed and assessed practice, from a previously achieved [Level 3 Award in Education and Training](#).

Trainee teachers who have achieved the [Level 4 Certificate in Education and Training](#) can transfer twenty hours of practice and two hours of observed and assessed practice towards the practice requirements for the [Level 5 Diploma in Education and Training](#).

Some units from the Learning and Development suite of qualifications may be achieved within this qualification. These units require practice to be assessed.



Qualification Content

Rules of Combination

Level 3 Award in Education and Training (QCF)

Learners must achieve at least 12 credits to gain the qualification. To do this they must achieve all units from Mandatory Group A, at least 6 credits from Optional Group B and at least 3 credits from Optional Group C.

The qualification consists of the following units:

Level 3

Award

Group A – Mandatory Units – 3 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
H/505/0053	GA13CY020	Understanding roles, responsibilities and relationships in education and training	3	3

Level 3

Award

Group B – Optional unit group B – Minimum 6 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
D/505/0052	GA13CY019	Understanding and using inclusive teaching and learning approaches in education and training	3	6
J/502/9549	GB73CY021	Facilitate learning and development for individuals (Learning and Development unit)	3	6
F/502/9548	GB73CY022	Facilitate learning and development in groups (Learning and Development unit)	3	6

Level 3

Award

Group C – Optional unit group – Minimum 3 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
R/505/0050	GB83CY027	Understanding assessment in education and training	3	3
D/601/5313	GB83CY019	Understanding the principles and practices of assessment (Learning and Development unit)	3	3



Qualification Content

Level 3

Award

Summary of practice, including observed and assessed practice, requirements

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements	
Mandatory unit				
Group A Understanding roles, responsibilities and relationships in education and training (D/505/0053) Level 3 (Mandatory unit)	No	No	This will allow trainee teachers to start on programmes and achieve a unit without a practical teaching element.	
Optional units				
Group B Understanding and using inclusive teaching and learning approaches in education and training (D/505/0052) Level 3 (Education and Training unit)	Yes	Yes	For this optional unit there is a requirement to undertake microteaching for assessment purposes.	
	Facilitate learning and development for individuals (J/502/9549) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment.
		Facilitate learning and development in groups (F/502/9549) Level 3 (Learning and Development unit)	Yes	Yes



Qualification Content

Level 3
Award

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements	
Optional units				
Group C	Understanding assessment in education and training (R/505/0050) Level 3 (Education and Training unit)	No	No	This will allow trainee teachers to start on programmes and achieve a unit without a practical teaching element.
	Understanding the principles and practice of assessment (D/601/5313) Level 3 (Learning and Development unit)	No	No	This will allow trainee teachers to start on programmes and achieve a unit without a practical teaching element.



Qualification Content

Level 4 Certificate in Education and Training (QCF)

Learners must achieve at least 36 credits to gain the qualification. To do this they must achieve all units from Mandatory Group A and at least 15 credits from Optional Group B. A minimum of 21 credits must be at Level 4 or above.

The qualification consists of the following units:

Level 4
Certificate

Group A – Mandatory Units – 21 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
H/505/0053	GA13CY020	Understanding roles, responsibilities and relationships in education and training	3	3
A/505/1189	GB84CY015	Planning to meet the needs of learners in education and training	4	3
M/505/0122	GB84CY016	Delivering education and training	4	6
F/505/0125	GB84CY017	Assessing learners in education and training	4	6
L/505/0127	GB84CY018	Using resources for education and training	4	3

Level 4
Certificate

Group B – Optional Units Group – Minimum 15 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
Y/505/7050	GA53CY004	Welsh Education Policy in Practice	3	3
M/503/5376	GB85CY001	Action learning to support development of subject specific pedagogy	5	15
T/503/5380	GB85CY002	Action research	5	15
H/601/5314	GB83CY020	Assess occupational competence in the work environment (Learning and Development unit)	3	6



Qualification Content

Level 4 Certificate

Group B – Optional Units Group – Minimum 15 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
F/601/5319	GB83CY021	Assess vocational skills, knowledge and understanding (Learning and Development unit)	3	6
F/505/0187	GB83CY026	Assessment and support for the recognition of prior learning through the accreditation of learning outcomes	3	6
M/505/1089	GB84CY019	Delivering employability skills	4	6
A/502/9547	GB84CY011	Develop and prepare resources for learning and development (Learning and Development unit)	4	6
M/502/9545	GB84CY020	Develop learning and development programmes (Learning and development unit)	4	6
H/505/1090	GB85CY003	Developing, using and organising resources within a specialist area	5	15
Y/503/5310	GB84CY021	Effective partnership working in the learning and teaching context	4	15
F/502/9551	GB73CY017	Engage learners in the learning and development process (Learning and development unit)	3	6
Y/502/9555	GB73CY019	Engage with employers to develop and support learning provision (Learning and Development unit)	3	6
D/502/9556	GB84CY022	Engage with employers to facilitate workforce development (Learning and Development unit)	4	6
Y/503/5789	GA74CY001	Equality and diversity	4	6
K/505/1091	GB84CY023	Evaluating learning programmes	4	3



Qualification Content

Level 4 Certificate

Group B – Optional Units Group – Minimum 15 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
K/502/9544	GB83CY024	Identify individual learning and development needs (Learning and development unit)	3	3
H/502/9543	GB84CY024	Identify the learning needs of organisations (Learning and Development unit)	4	6
L/503/5384	GB84CY025	Inclusive practice	4	15
A/601/5321	GB84CY003	Internally assure the quality of assessment (Learning and Development unit)	4	6
A/502/9550	GB74CY018	Manage learning and development in groups (Learning and Development unit)	4	6
J/505/0188	GB74CY014	Preparing for the coaching role	4	3
L/505/0189	GB74CY015	Preparing for the mentoring role	4	3
T/505/1093	GB74CY016	Preparing for the personal tutoring role	4	3
L/504/0231	KB64CY001	Principles and practice of lipreading teaching	4	12
R/504/0229	GC14CY001	Specialist delivery techniques and activities	4	9
J/505/1096	GB84CY026	Teaching in a specialist area	4	15
Y/505/1099	GB84CY027	Understanding and managing behaviours in a learning environment	4	6
L/505/1102	GB85CY004	Understanding and managing behaviours in a learning environment	5	6



Qualification Content

Level 4 Certificate

Group B – Optional Units Group – Minimum 15 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
F/601/5322	GB84CY013	Understanding the principles and practices of externally assuring the quality of assessment (Learning and Development unit)	4	6
T/601/5320	GB84CY002	Understanding the principles and practices of internally assuring the quality of assessment (Learning and Development unit)	4	6
D/505/1105	GB24CY001	Working with the 14-19 age range in education and training	4	9

Level 4 Certificate

Units from the Award in English for Literacy and Language Teaching

Group B – Optional Units Group – Minimum 15 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
J/503/4850	GB63CY025	Analysing English language for literacy and language teaching	3	3
R/503/4852	GB63CY026	Reading skills for literacy and language teaching	3	3
D/503/4854	GB63CY027	Speaking and listening skills for literacy and language teaching	3	3
K/503/4856	GB63CY028	Writing skills for literacy and language teaching	3	3



Qualification Content

Level 4 Certificate

Units from the Award in Mathematics for Numeracy Teaching

Group B – Optional Units Group – Minimum 15 Credits

QCF Reference Number	Agored Cymru Unit Code	Unit Title	Level	Credit Value
T/503/4861	RB13CY028	Using mathematics: academic subjects	3	6
A/503/4859	RB13CY029	Using mathematics: personal and public life	3	6
F/503/4863	RB13CY030	Using mathematics: professional and vocational contexts	3	6

Level 4 Certificate

Summary of practice, including observed and assessed practice, requirements for the mandatory units

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Understanding roles, responsibilities and relationships in education and training (D/505/0053) Level 3	No	No	This will allow trainee teachers to start on programmes and achieve a unit without a practical teaching element.
Planning to meet the needs of learners in education and training (A/505/1189) Level 4	No	No	Although there is no requirement for practice for this unit, it may be possible to use evidence from assessed observations towards meeting some of the learning outcomes for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Delivering education and training (M/505/0122) Level 4	Yes	Yes	<p>The minimum number of practice hours for this unit is not specified. However, it is not possible to achieve this unit without completing some hours of practice.</p> <p>To be eligible for the award of credit for any one of the three units where practice is required, a trainee teacher must be able to provide evidence of a minimum of one observation of practice that has met the required standard of practice.</p>
Assessing learners in education and training (F/505/0125) Level 4	Yes	Yes	<p>The minimum number of practice hours for this unit is not specified. However, it is not possible to achieve this unit without completing some hours of practice.</p> <p>To be eligible for the award of credit for any one of the three units where practice is required, a trainee teacher must be able to provide evidence of a minimum of one observation of practice that has met the required standard of practice.</p>



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Using resources for education and training (L/505/0127) Level 4	Yes	Yes	<p>The minimum number of practice hours for this unit is not specified. However, it is not possible to achieve this unit without completing some hours of practice.</p> <p>To be eligible for the award of credit for any one of the three units where practice is required, a trainee teacher must be able to provide evidence of a minimum of one observation of practice that has met the required standard of practice.</p>



Qualification Content

Level 4 Certificate

Summary of practice, including observed and assessed practice, requirements for the relevant optional units

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Assess occupational competence in the work environment (H/601/5314) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Assess vocational skills, knowledge and understanding (F/601/5319) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Assessment and support for the recognition of prior learning through the accreditation of learning outcomes (F/505/0187) Level 3	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Delivering employability skills (M/505/1089) Level 4	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Develop and prepare resources for learning and development (A/502/9547) Level 4 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Develop learning and development programmes (M/502/9545) Level 4 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Engage learners in the learning and development process (F/502/9551) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Engage with employers to develop and support learning provision (Y/502/9555) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Engage with employers to facilitate workforce development (D/502/9556) Level 4 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Facilitate learning and development for individuals (J/502/9549) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Facilitate learning and development in groups (F/502/9548) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Identify individual learning and development needs (K/502/9544) Level 3 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Identify the learning needs of organisations (H/502/9543) Level 4 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Inclusive practice (L/503/5384) Level 4	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Internally assure the quality of assessment (A/601/5321) Level 4 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Manage learning and development in groups (A/502/9550) Level 4 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Principles and practice of lipreading teaching (L/504/0231) Level 4	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Specialist delivery techniques and activities (R/504/0229) Level 4	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Teaching in a specialist area (J/505/1096) Level 4	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
Understanding and managing behaviours in a learning environment (Y/505/1099) Level 4	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
Understanding and using inclusive teaching and learning approaches in education and training (D/505/0052) Level 3	Yes	Yes	For this optional unit for the Level 3 Award in Education and Training there is a requirement to undertake microteaching for assessment purposes. A trainee teacher must be involved in at least one hour of microteaching and must deliver at least one 15-minute microteaching session that is observed and assessed. For the additional 45 minutes, the trainee teacher can either deliver additional microteaching sessions or observe the microteaching sessions of other trainee teachers.
Understanding the principles and practices of externally assuring the quality of assessment (F/601/5322) Level 4 (Learning and Development unit)	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Level 4 Certificate

Unit	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Mandatory units			
<p>Understanding the principles and practices of internally assuring the quality of assessment (T/601/5320) Level 4 (Learning and Development unit)</p>	Yes	Yes	This optional unit assesses occupational competence and requires trainee teachers to be assessed in a real work environment. The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.
<p>Working with the 14-19 age range in the learning environment (D/505/1105) Level 4</p>	Yes	Yes	The number of practice hours required and the number of hours to be observed and assessed are not specified for this unit.



Qualification Content

Recognition of Prior Learning (RPL)

For these qualifications, units can be recognised through an RPL process. Evidence can be utilised for learning outcome achievement or for whole unit achievement. There is no cap on the amount of RPL available within these qualifications but all evidence must be internally and externally verified.

For more information centres should consult the guidance within the 'Recognition of Prior Learning (RPL) Policy and Procedure' (available within the centre handbook).

Trainee teachers who have achieved the [Level 4 Certificate in Education and Training](#) and who are progressing to an AO-accredited [Level 5 Diploma in Education and Training](#) should have their prior achievement recognised. Recognition of Prior Learning (RPL) will apply between the mandatory credit from the Certificate and the unit [Teaching, learning and assessment in education and training](#) for the [Level 5 Diploma in Education and Training](#). Trainees should not be required to present further evidence other than that required to demonstrate that their prior learning is at Level 4.

Trainee teachers who have achieved the [Level 4 Certificate in Education and Training](#) and who are progressing to HEI-accredited qualifications at Level 5 or above may have their Level 4 credit recognised in line with that HEI's arrangements for the recognition of prior learning.

Units

Agored Cymru Level 3 Award in Education and Training (QCF) - (601/2295/X)

<http://www.agored.org.uk/default.aspx?id=497&qualid=126968>

Agored Cymru Level 4 Certificate in Education and Training (QCF) - (601/2294/8)

<http://www.agored.org.uk/default.aspx?id=497&qualid=126984>



Quality Assurance Processes

Registration

Centres are required to register all learners within 40 working days of the start date of the course/learner as appropriate.

Assessment

Centres design and deliver the assessment for these qualifications. Centres must adhere to Agored Cymru's quality assurance requirements.

Centres are required to ensure that the assessment is fit for purpose and allows all learners to generate evidence to meet all assessment criteria and all learning outcomes (see Access to Fair Assessment Policy). Centres are also required to use the prescribed assessment methods where stated.

<http://www.agored.org.uk/getfile.aspx?fileid=344>

Assessors must:

- a teaching or training qualification¹;
- evidence of relevant teaching experience in an education or training context; and
- current and relevant experience in assessing.

There are additional requirements for those who assess the Learning and Development units. All those who assess these must:

- already hold the qualification they are assessing (or a recognised equivalent);
- hold one of the following qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment (QCF);
 - Level 3 Certificate in Assessing Vocational Achievement (QCF);
 - A1 Assess candidate performance using a range of methods;
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and
- show current evidence of continuing professional development in assessment.

¹ This does not include qualifications that only provide an introduction to teaching, for example, the Level 3 Award in Education and Training or the Level 3 or Level 4 PTLIS awards. However, awarding organisations may decide to accept individuals who do not meet this criterion if they have evidence of substantial and successful teaching experience in education and training.



Quality Assurance Processes

Internal Verification

Centres are required to verify all assessments through their internal quality assurance processes.

Internal verifiers must:

- have a good understanding of Agored Cymru internal verification requirements;
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF);
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF);
 - V1 Conduct internal quality assurance of the assessment process;
 - D34 Internally verify the assessment process; and
- show current evidence of continuing professional development in internal quality assurance.

Approved Internal Verifiers (AIVs)

Please see the centre handbook to ensure that you meet our AIV requirements
<http://www.agored.org.uk/CentreHandbook/CentreHandbook.aspx?id=28&lang=>

External Verification

These qualifications are subject to external verification by Agored Cymru.

Retention of Evidence

Current information on retention of evidence can be found at
<http://www.agored.org.uk/getfile.aspx?fileid=357>

Standardisation

Current information on standardisation events can be found on our website
<http://www.agored.org.uk/getfile.aspx?fileid=397>

Certification

Centres receive certificates from Agored Cymru within 20 working days of the submission of a correctly completed recommendation for the award of credit (RAC) form.

Centres are required to distribute certificates to all learners promptly.



Agored Cymru Level 3 Award in Education and Training (QCF) - (601/2295/X)

Agored Cymru Level 4 Certificate in Education and Training (QCF) - (601/2294/8)

Operational start date: 01-Jan-2014

Review date: 31-May-2017

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