



# Step Up Training and Care

From Training to Caring, we deliver excellence

Qualification Name	<b>Level 4 Certificate in Education and Training</b>
Qualification achieved	Highfield Level 4 Certificate in Education and Training (RQF) 601/1695/X

## Qualification Structure

This qualification is assessed by portfolio of evidence:

- Individual self-study, research and evidence gathering at home under the guidance of your personal assessor
- Telephone assessment appointments to discuss your evidence and/or submitting written evidence to your assessor
- Completion of an e-portfolio wherever requested

This qualification requires you to submit a teaching log and evidence that you have or can complete a minimum of 30 hours classroom-based teaching experience

You will be required to submit written evidence of at least 3 x one hour teaching session

You will be required to submit written assignments that include theory and relate to real workplace and teaching settings to support valid relevant points.

An observation of you in practice is required to complete this qualification. If you require, we can help arrange teaching sessions in which you demonstrate your skills as part of your assessment. This practical element can be done on as a classroom-based style assessment or via a remote platform like zoom or teams with a group of learners attending the training session you are leading.

There are no exams required to achieve the qualification

## Qualification Duration

The duration of the qualification depends on what units you pick. On top of that, if you have had prior learning or prior achievements, this may reduce the needed time to prepare for the assessment. However, the estimated total qualification time is 360 hours. 140 of these hours are recommended as guided learning hours.

This equates to approximately a 6-month timescale but is dependent on a learner being engaged in their studies, submitting evidence to match the learning criteria usually on a weekly basis to your personal assessor.

<b>Costs</b>
This course is £600 50% is payable at point of enrolment with the remaining 50% payable upon completion of the qualification.
<b>Who can enrol for this course?</b>
<p>Must be aged 19+.</p> <p>Learners wishing to enrol should also:</p> <ul style="list-style-type: none"> <li>• be qualified, proficient or experienced in the subject which they intend to teach.</li> <li>• have sufficient personal skills to complete the academic and other requirements of the programme.</li> <li>• They will also need to be able to support their learners at the appropriate level whilst delivering their subject specialism.</li> <li>• demonstrate the potential to study at minimum academic level 4 – the same level of study as the first year of a degree course.</li> <li>• take an initial assessment of their maths, English and ICT skills. The teaching programme will support further development of these skills, recorded in a personal development log. It is recommended that trainee teachers will have been assessed as competent at level 2 in English and maths prior to the completion of this qualification</li> </ul>
<b>Entry requirements</b>
<p>There are no other formal entry requirements. However, there is a requirement to carry out an initial assessment of a trainee teacher's personal skill in Maths, English and ICT.</p>
<b>Who is this qualification suitable for?</b>
<p>The Highfield Level 4 Certificate in Education and Training (RQF) has been designed to prepare trainee teachers to teach in a wide range of contexts. It is ideal for anyone who has completed the level 3 course and is now looking to expand on their knowledge and skills.</p> <p>This qualification will prepare trainee tutors to teach in a wide range of settings.</p> <p>You do not need to be currently teaching or in an education setting to complete this qualification but you will be required to log at least 30 hours of teaching practice in a real classroom environment by the end of this qualification. It is for this reason typical candidates do tend to be in a placement or a suited job role before starting the qualification.</p> <p>It requires observation and assessment of practice and the range of optional units available provide opportunities to contextualise the qualification for different learning environments.</p> <p>This qualification is suitable for individuals who:</p> <ul style="list-style-type: none"> <li>• want a qualification focused on practical teaching</li> <li>• want a choice of optional units that reflects the context in which they teach</li> <li>• are currently teaching and want to have their practice and experience accredited</li> <li>• are not currently teaching but can meet the minimum teaching practice requirement of 30 hours</li> <li>• are able to undertake a qualification of medium size</li> <li>• have the potential to study at this level which equates to the first year of an undergraduate degree</li> <li>• are willing to undertake an initial assessment of their skills in maths, English and ICT</li> </ul> <p>The objective of the qualification is to support a role in the workplace and prepare learners to progress to a qualification in the same subject area but at a higher level. The qualification is supported by the Education and Training Foundation.</p>

**Certification**

Upon successful completion of this qualification, you will be issued with a hard copy of your certificate.

**Enrolment**

Full details of how to enrol on this qualification can be found on our website, under the section Enrolment.

**Module Content**

In order to achieve the Highfield Level 4 Certificate in Education and Training (RQF) learners must achieve a minimum of 36 credits overall. In order to complete this, learners must achieve the following rules of combination:

- Mandatory Group A - 21 credits must be achieved from this group
- Optional Group B - 15 credits must be achieved from this group

**Mandatory Group A Learners must achieve 21 credits from this group.**

- Understanding roles, responsibilities and relationships in education and training (Credit Value 3)
- Planning to meet the needs of learners in education and training (Credit Value 3)
- Delivering education and training (Credit Value 6)
- Assessing learners in education and training (Credit Value 6)
- Using resources for education and training (Credit Value 3)

**Optional Group B Learners must achieve a minimum of 15 credits from this group.**

- Action learning to support development of subject specific pedagogy (Credit Value 15)
- Action research (Credit Value 15)
- Assess occupational competence in the work environment (Learning and Development unit) (Credit Value 6)
- Assess vocational skills, knowledge and understanding (Learning and Development unit) (Credit Value 6)
- Assessment and support for the recognition of prior learning through the accreditation of learning outcomes (Credit Value 6)
- Delivering employability skills (Credit Value 6)
- Develop and prepare resources for learning and development (Learning and Development unit) (Credit Value 6)
- Develop learning and development programmes (Learning and development unit) (Credit Value 6) Developing, using and organising resources within a specialist area (Credit Value 15)
- Effective partnership working in the learning and teaching context (Credit Value 15)
- Engage learners in the learning and development process (Learning and development unit) (Credit Value 6)
- Engage with employers to develop and support learning provision (Learning and Development unit) (Credit Value 6)
- Engage with employers to facilitate workforce development (Learning and Development unit) (Credit Value 6)
- Equality and diversity (Credit Value 6)
- Evaluating learning programmes (Credit Value 3)
- Identify individual learning and development needs (Learning and development unit) (Credit Value 3)
- Identify the learning needs of organisations (Learning and Development unit) (Credit Value 6)
- Inclusive practice (Credit Value 15)

- Internally assure the quality of assessment (Learning and Development unit) (Credit Value 6)
- Manage learning and development in groups (Learning and Development unit) (Credit Value 6)
- Preparing for the coaching role (Credit Value 3)
- Preparing for the mentoring role (Credit Value 3)
- Preparing for the personal tutoring role (Credit Value 3)
- Principles and practice of lipreading teaching (Credit Value 12)
- Specialist delivery techniques and activities (Credit Value 9)
- Teaching in a specialist area (Credit Value 15)
- Understanding and managing behaviours in a learning environment (Credit Value 6)
- Understanding and managing behaviours in a learning environment (Credit Value 6)
- Understanding the principles and practices of externally assuring the quality of assessment (Learning and Development unit) (Credit Value 6)
- Understanding the principles and practices of internally assuring the quality of assessment (Learning and Development unit) (Credit Value 6)
- Working with the 14-19 age range in the learning environment (Credit Value 9)

**Units from the Award in English for Literacy and Language Teaching**

- Analysing English language for literacy and language teaching (Credit Value 3)
- Reading skills for literacy and language teaching (Credit Value 3)
- Speaking and listening skills for literacy and language teaching (Credit Value 3)
- Writing skills for literacy and language teaching (Credit Value 3)

**Units from the Award in Mathematics for Numeracy Teaching**

- Using mathematics: academic subjects (Credit Value 6)
- (Using mathematics: personal and public life (Credit Value 6)
- Using mathematics: professional and vocational contexts (Credit Value 6)