



## The BTEC Level 3 Award in Education and Training (formerly PTLLS)

This qualification has been designed for you if you're a presenter, group work facilitator, if you run workshops or aspire to be a teacher or trainer. It's ideal if you're looking to boost your confidence in your role and gain accreditation at the same time! The Level 3 is an introductory teaching qualification that will give you the necessary skills and knowledge to prepare, plan, deliver and evaluate basic teaching and learning sessions in a variety of workshop, teaching or training contexts.

This introductory, knowledge-based teaching qualification has no minimum teaching practice requirement. Therefore, you *can* take part if you're not in a teaching role. However, there is a minimum requirement to take part in at least one micro-teaching session.

### Qualification structure:

The Level 3 Award has been aligned to the Qualification and Credit Framework (QCF). In order to gain the full qualification a minimum number of credits must be achieved:

<b>Minimum number of credits that must be achieved</b>	<b>12</b>
<b>Number of mandatory credits that must be achieved</b>	<b>3</b>
<b>Number of optional credits that must be achieved</b>	<b>9</b>

<b>Mandatory Units</b>	<b>Level</b>	<b>Credit value</b>	<b>Guided Learning Hours</b>
Understanding Roles, Responsibilities and Relationships in Education and Training	3	3	12
<b>Optional Units</b>	<b>Level</b>	<b>Credit value</b>	<b>Guided Learning Hours</b>
Understanding and Using Inclusive Teaching and Learning Approaches in Education and Training	3	6	24
Understanding Assessment in Education and Training	3	3	12

### What are Guided Learning Hours?

Guided learning hours are the times when a tutor or trainer offers you support towards achieving a particular Unit(s). This definition covers lectures, tutorials and supervised study in learning centres, workshops and at work. It also includes assessment by staff where learners are present. SKYPE, telephone, email, tutor mentoring and your own research and study time are also included.

## How will the programme be delivered?

By education and training experts! We adopt a flexible approach to delivery and take into account all learning styles. You may be involved in small group sessions with other professionals, or take part in individual distance learning. We offer classroom-based delivery (either at our training centre just outside Shrewsbury, a venue accessible to the group, or on your own premises) and/or a mix of assignments, projects, recorded Professional Discussions, one-to-one meetings, observations, tutor mentoring, evidence from the workplace, email, phone, SKYPE, webinars, online file sharing, e-Learning and Social Media support. All to suit you and your circumstances! If you decide to go for the classroom-based option, the programme is usually delivered as two full-day workshops and a half-day session for the micro-teach, spanning three months. We'll provide you with the dates.

## What's this "micro-teaching" session you've mentioned?

You must deliver at least one 20-minute micro-teach session, which will be observed and assessed by a member of the delivery team. If you're currently employed in a teaching or training role, you can be observed in an actual session in place of the micro-teach. If the logistics of observing you becomes difficult, we *can* use video, with your learners' permission, or a qualified colleague can assess for us.

## Can I progress from the Level 3 Award?

When you've achieved the Level 3 Award in Education and Training you can progress with us to the Level 4 Certificate in Education and Training, or the Level 5 Diploma in Education and Training.

## How much does the qualification cost?

We've done our research and priced ourselves competitively. The Level 3 Award costs £500 + VAT. We offer a Payment Plan if you're self-funding. You pay a deposit to cover the cost of registration with the Awarding Body, you then agree with us an affordable monthly amount. We can discuss a discount if your organisation is considering a cohort of staff for training. Let us know if your company has charity status. The qualification usually takes between three and six months to achieve.

## I'm ready to go! What happens next?

Get in touch and we'll have a chat over the phone for starters. We'll determine how the programme will be delivered to suit your needs and circumstances and discuss the course in more detail. You'll complete a registration form and then we'll take you through an induction into our Centre and the qualification. Email Adrian at [adrian@develop-meant.com](mailto:adrian@develop-meant.com) or phone 07979 525 708.

*"After three failed attempts at starting the Level 3 with other providers, due to appalling trainers and a complete lack of support, I've learnt more in your first workshop than I ever did previously!"*

**Natalie Cooper, Riverside Training, Hereford**

*"I've really enjoyed doing the course and meeting different people. Looking at the various education and training roles has been very helpful. While on holiday, I was reflecting on what I can offer and I'm thinking about developing a mentoring service".* **Fiona Bottrill, recent Level 3 Education and Training delegate**

