



## The BTEC Level 4 Certificate in Education and Training (formerly CTLLS)

This qualification has been designed for you if you're a teacher or trainer working in, or aiming to work in, the Work-Based Learning, Further Education and independent Training Provider sectors. It will prepare you to teach in a wide range of contexts and develop practical teaching skills. Topics covered include planning, delivery, learner assessment and using resources in education and training. The Certificate can meet the needs of a range of trainee teachers, including:

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

### Qualification structure:

The Level 4 Certificate 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>36</b>
<b>Number of mandatory credits that must be achieved</b>	<b>21</b>
<b>Number of optional credits that must be achieved</b>	<b>15</b>
<b>Minimum number of credits that must be achieved at Level 4 or above</b>	<b>21</b>
<b>Teaching practice hours</b>	<b>30</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
Planning to Meet the Needs of Learners in Education and Training	4	3	15
Delivering Education and Training	4	6	24
Assessing Learners in Education and Training	4	6	24
Using Resources for Education and Training	4	3	15

Optional Units	Level	Credit value	Guided Learning Hours
Understanding and Managing Behaviours in a Learning Environment	4	6	20
Developing, Using and Organising Resources within a Specialist Area	5	15	50

### 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, tutor mentoring, email support 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, evidence from the workplace, tutor mentoring, 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 three full-day sessions, one workshop per quarter. We'll provide you with the dates.

### So, I have to undertake teaching practice?

Yes! You must be able to demonstrate you can provide evidence of 30-hours practice. Any appropriate location that allows you to meet the required standards is permitted. If you work with a qualified teacher or trainer, ask them if they'd be your "Mentor" during the qualification. They can provide feedback on your development, observe you, comment on your preparation and planning and provide evidence of your practice for your Assessor.

You'll be observed three times across the programme by your Assessor and/or qualified Mentor. Your sessions may be of varying length, however - across the three - must total three hours of observed practice. Mandatory Units 3, 4 and 5 must be observed. If you have undertaken PTLLS or the Level 3 Award in Education and Training and have any documented teaching practice and/or observations, we can use this evidence.

### Anything extra in the programme?

Yes! At the start of your programme, you will be DiSC profiled. DiSC (it stands for Dominance, Influence, Steadiness and Compliance by the way!) utilises a method to help you understand your behaviour, temperament and personality. The profile provides a comprehensive overview of the way you think, act, and interact. It helps you consider your communication and interpersonal skills and how effectively you can adapt these when working with learners and colleagues.

## Can I progress from the Level 4 Certificate?

Yes you can! When you've achieved the Level 4 Certificate in Education and Training you can progress to the Level 5 Diploma in Education and Training. We offer this qualification.

## How much does the qualification cost?

We've done our research and priced ourselves competitively. The Level 4 Certificate costs £1000 + VAT (includes DiSC profile).

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 is usually completed in around nine months, however, can take up to 12 months, depending on your circumstances.

## 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. We'll then agree when you're ready to start!

Email Adrian at [adrian@develop-meant.com](mailto:adrian@develop-meant.com) or phone 07979 525 708.

*"After three failed attempts at starting 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**

