

**TEACHING & TRAINING  
QUALIFICATIONS**

**A GUIDE FOR NEW CENTRES**

## Summary of Teaching and Supporting Learning qualifications currently available



### Supporting & delivering Teaching, Training and Quality Assurance

A range of flexible QCF qualifications that meet individual learning needs.

For further information about these qualifications please refer to the qualification webpages available via [www.cityandguilds.com](http://www.cityandguilds.com)

#### Qualification options

Range of Awards, Certificates and Diplomas qualifications across all levels covering: Teaching Support, different areas of specialisms, Teaching & Training,

	SUPPORTING	SPECIALIST	TEACHING	TEACHING & TRAINING	QUALITY ASSURANCE	Professional Recognition Awards (9200)
<b>LEVEL 5</b>		Education and Training (6502)	Education and Training (6502)			
<b>LEVEL 4</b>			Education and Training (6502)	Learning and Development (6318)	Assessment and Quality Assurance (6317)	Professional Recognition Awards (9200)
<b>LEVEL 3</b>	Learning Support (6259)  Supporting Teaching and Learning in Schools (5329)	Learning Support (6259)  English for Literacy and Language Teaching and Mathematics for Numeracy Teaching (6255)  Essential Skills Practitioners (8375)	Education and Training (6502)	Learning and Development (6318)  Principles of Delivering Learning (6258) Trainer  skills 7300	Assessment and Quality Assurance (6317)	
<b>LEVEL 2</b>	Learning Support (6259)  Supporting Adults and Young people in Essential Skills (9300)  Supporting Teaching and Learning in Schools (5329)					

**This guide aims to provide information and support to new centres offering the teaching and learning & development qualifications.**

The qualifications covered in this guide are:

- **6502** Education and Training Award, Certificate and Diploma
- **6318** Learning and Development
- **6317** Assessment and Quality Assurance
- **6258** Delivering Training and Presentation qualifications

# INITIAL QUESTIONS YOU MAY HAVE

1

What generic documents do I need to download?

2

What qualification - specific documents do I need to download ?

3

What resources are available to me?

4

Who can help me?

# DOCUMENTS

# YOU WILL

# NEED

City & Gulls



# GENERIC DOCUMENTS AVAILABLE TO SUPPORT YOU

Guilts

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The City and Guilds website has a wealth of information available for Centres new to providing City & Guilds qualifications which can be viewed or downloaded. The generic documents provided will support you in designing, delivering and quality assuring the qualifications as a centre. To find these documents go to <http://www.cityandguilds.com/provide-training/centre-support>

Of the documents, the most significant for new centres are :

- **Supporting Customer Excellence – a quality assurance model and support package**
- **Policies and Procedures – a wide range of documents including Appeals, Access to Assessment and Qualifications, Assessment Malpractice etc.**
- **In addition, within the Quality Assurance section of Policies and Procedures, you will find the essential ‘Our Quality Assurance Requirements’ document**

# QUALIFICATION-SPECIFIC DOCUMENTS AVAILABLE TO SUPPORT YOU

- The City and Guilds website also has a webpage dedicated to each qualification, and it is here that you will be able to find important documents and support for the delivery of individual qualifications at various levels.
- The documents vary according to the qualification, but all pages give information on the structure of the qualification, what is required at each level and provide links to further information and support.

Go to <http://www.cityandguilds.com/> and put the qualification number into the search box.

# QUALIFICATION SPECIFIC DOCUMENTS AVAILABLE TO SUPPORT YOU



## Education and Training (6502)

Information

Documents

*Last Updated: 10 Jan 2014*

It is an introductory teaching qualification which prepares learners for teaching and training in a wide range of contexts. There is no requirement to be in a teaching role as assessment may be by observed microteaching.

### Webinar (audio)

- [Changes to ITT qualifications](#)
- [Launch of the TAQA e-learning](#)

These files should be opened using Windows Media Player. Power Point presentations are within Additional Documents. This qualification is for candidates who work, or want to work as teachers/trainers in the further education and skills sector.

For candidates who are not in a teaching role, or who have just started a teaching role, for those who want a short qualification to enable them to make career choices.

Candidates who have already achieved some Learning and Development units that can be carried forward into this qualification.

Available in the following:

- England
- Wales
- Scotland
- Northern Ireland
- Ireland

### General Information

**+** WHAT'S INVOLVED IN STUDYING THIS COURSE

### LIKE TO OFFER THESE QUALIFICATIONS?

To offer this qualification please submit an application and we'll help you get set up - you can become a City & Guilds qualification provider within 30 days.

**MAKE AN APPLICATION**

### FOR LEARNERS

Where can you take this course?

Postal code, town or city

**FIND A CENTRE**

### RELATED QUALIFICATIONS

These are some related qualifications:

- > [\(6258\) Delivering Learning](#)
- > [\(6255\) English for Literacy and ...](#)
- > [\(6503\) Level 5 standalone specia...](#)
- > [\(6302\) Preparing to Teach in the...](#)
- > [\(6304\) Teaching in the Lifelong ...](#)
- > [\(6305\) Teaching in the Lifelong ...](#)
- > [\(1106\) Teaching, Training and As...](#)

# WHAT IS AVAILABLE FOR EACH QUALIFICATION AREA

6502

6318

6317

6258

## Under the document tab you will find:

- ADDITIONAL DOCUMENTS
- ASSESSMENT MATERIALS
- CENTRE DOCUMENTS
- A general information tab and a tab with all of the documents
- The qualification information can be found under each level of the qualification
- Under the general information section at the bottom of the pages, it indicates if smartscreen resource materials is available.

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WHAT WE OFFER	QUALIFICATIONS & APPRENTICESHIPS	DELIVERING OUR QUALIFICATIONS	NEWS & INSIGHT	HELP & SUPPORT
PROGRAMME PLANNER	APPRENTICESHIPS	QUALIFICATIONS EXPLAINED	SUPPORT	

Home > Qualifications & apprenticeships > Learning > Teaching > **Education and Training**

## Education and Training (6502)

Information Documents

Here you can find all documents related to this suite of qualifications.

The general expandable sections contain documents that cover multiple levels and the level-specific expandable sections contain documents that cover that particular level.

Some documents may be password protected. Passwords can be retrieved by logging in to [WalledGarden.com](#) and visiting the Administration section of the relevant qualification catalogue page.

6502 Level 3



6502 Level 4



6502 Level 5



Additional documents



Centre documents



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### 6502 Level 3

+ ADDITIONAL DOCUMENTS

+ ASSESSMENT MATERIALS

+ CENTRE DOCUMENTS

### 6502 Level 4

#### LIKE TO OFFER THESE QUALIFICATIONS?

To offer this qualification please submit an application and we'll help you get set up - you can become a City & Guilds qualification provider within 30 days.

MAKE AN APPLICATION

#### FOR LEARNERS

Where can you take this course?

Postal code, town or city

FIND A CENTRE

#### RELATED QUALIFICATIONS

These are some related qualifications:

> (6258) Delivering Learning

> (6255) English for Literacy and ...

> (6503) Level 5 standalone  
specia...

> (6302) Preparing to Teach in  
the

## 6502 Level 3

## 6502 Level 4

### ADDITIONAL DOCUMENTS

 Changes to the Level 4 Certificate v1 pptx 196 KB 15 Nov 2013 

### ASSESSMENT MATERIALS

 6502 Level 4 Forms v1-3 doc 208 KB 03 Apr 2014 

 6502 L4 Answer pack v1-1 pdf 639 KB 16 Dec 2013 

 6502 L4 Assessment pack v1-1 pdf 1 MB 03 Dec 2013 

 Centre devised forms v1 doc 859 KB 04 Apr 2014 

 Optional units guidance pack v1 pdf 299 KB 04 Apr 2014 

### CENTRE DOCUMENTS

 6502 Certificate Fast Track Approval from 6304 and 6305 doc 116 KB 06 Dec 2013 

 6502 Diploma Fast Track Approval from 6305 doc 113 KB 06 Dec 2013 

Where can you take this course?

**FIND A CENTRE**

### RELATED QUALIFICATIONS

These are some related qualifications:

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  - > [\(6255\) English for Literacy and ...](#)
  - > [\(6503\) Level 5 standalone specia...](#)
  - > [\(6302\) Preparing to Teach in the...](#)
  - > [\(6304\) Teaching in the Lifelong ...](#)
  - > [\(6305\) Teaching in the Lifelong ...](#)
  - > [\(1106\) Teaching, Training and As...](#)
- [See more related qualifications >](#)

## The web page for the 6502 Award, Certificate and Diploma in Education and Training includes:

- Links to webinars about the qualifications
- Qualification handbooks for all levels
- Option unit guidance
- Assessment and Answer packs for City & Guilds devised assessments
- A guidance pack for centres who wish to devise their own assessments
- Forms packs
- Pricing and pathway guidance
- FAQs
- Guidance for employers and practitioners

*This is not the total list - other information is also available*

## The web page for the 6318 Learning and Development suite includes

- A recorded webinar
- Qualification Handbooks for the various pathways
- Unit pack
- The Sector Skills Council Assessment Strategy

*This is not the total list - other information is also available*

## The web page for the 6317 TAQA qualifications includes:

- Qualification handbooks
- Mapping guide
- Assessment and Answer packs for City & Guilds devised assessments
- Candidate Logbooks
- The National Occupational Standards (NOS) for assessment and quality assurance - D09 and D11
- Skills Scans
- ‘Product updates/preferences’
- fact sheets
- Information on an E-Learning package for Unit 301
- TAQA guide

*This is not the total list - other information is also available*

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## The web page for the 6258 includes:

- A delivery resource pack
- Qualification handbooks covering all 5 qualifications
- Assessment and Answer pack for City & Guilds devised assessments
- MS 'Word' Forms
- Pathway guide

*This is not the total list - other information is also available*

# RESOURCES

# AND

# SUPPORT

City & Gulls



## INTRODUCING

City & Guilds' first  
end-to-end e-learning  
programme  
experience for the  
Level 3 Award in  
Understanding the  
Principles and  
Practice of  
Assessment

The screenshot shows a digital learning environment. At the top left is the 'TEACHING & LEARNING' logo. At the top right, a blue bar contains the text 'Functions of assessment'. The main content area is titled 'Meet Darren' and contains a short paragraph: 'Mike often has trainees on site that he helps towards gaining qualifications. He's just taken on two new ones recently - Darren and Jo. First, let's hear from one of the new trainees, Darren.' Below this text is a prompt: 'Select the images to find out more.' The interface features two polaroid-style photos of men in high-visibility vests and hard hats. The first photo is labeled 'Darren - trainee' and has a play button icon. The second photo is labeled 'Mike - assessor' and also has a play button icon. To the left of the photos is a black MP3 player with a blue circular display and earbuds. At the bottom of the interface, there are two green buttons labeled 'GLOSSARY' and 'TRANSCRIPT', and a small page indicator 'Page 4/5'.

6317 - The one unit award is available through smartscreen and is charged per learner licence. Contact our direct sales team for more information.

# NEW SUPPORT MATERIALS – TEXT BOOKS

ADVANCED INFORMATION SHEET

THE CITY & GUILDS

PRACTICAL GUIDE TO  
QUALITY ASSURANCE



The City & Guilds Practical Guide to Quality Assurance is an ideal resource for anyone involved in quality assurance in learning. Whether you are a tutor, assessor, TAQA candidate, IQA or EQA you will benefit from the practical real-life examples and case studies, along with the comprehensive overview and explanation of quality assurance.

You'll discover what quality assurance means in the context of learning - why it is so important? You will be given practical tools and advice to assist the quality assurance process, whether internally or externally and understand the learning cycle from planning and preparation right through to record keeping and evaluation.

Candidates for 6317 and 6312 awards will find plenty of helpful information and support. Keep this handbook with you at all stages of the process!

**The author:**

**Karen Pontin** has 30 years' experience in the field of training and quality assurance. She is currently the qualification group advisor for all City & Guilds learning qualifications and the qualification advisor for TAQA.



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FOR MORE INFORMATION VISIT

WWW.CITYANDGUILDSBOOKSHOP.COM



THE CITY & GUILDS TEXTBOOK

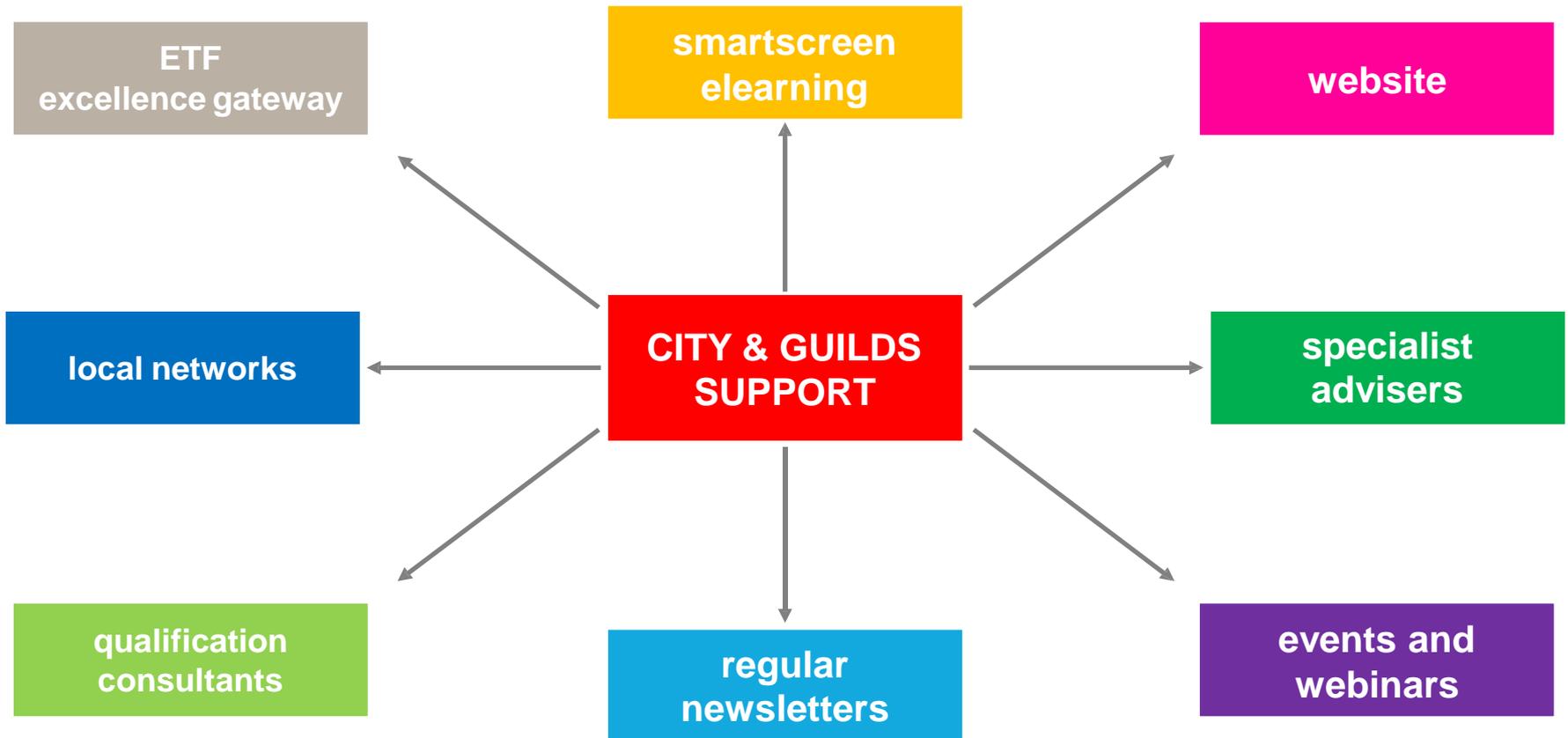
LEVEL 3 AWARD IN  
EDUCATION  
AND TRAINING



AMANDA TURNER

JOANNE WHITING

# GENERAL SUPPORT



SmartScreen is an online resource available to centres who purchase access for their chosen qualifications and is currently available for the 6502 Education and Training qualification suite and the 6317 TAQA qualification suite.

6502	6317
Schemes of work and lesson plans	Schemes of work
PowerPoint slides	PowerPoint slides
Hand-outs and learner activities	Hand-outs and learner activities
Case studies	Video clips
Assignment guidance	Assessment guidance
Suggested ILP and RLJ formats	Access to E-Learning for Unit 301

**MAKING IT EASY FOR CANDIDATES,  
ASSESSORS & IQAs**



# **LEARNING ASSISTANT E-PORTFOLIO**

**<http://www.cityandguilds.com/what-we-offer/centres/improving-teaching-learning/learning-assistant>**

**PLEASE SEE THE LINK ABOVE TO OUR LA DEMO (COPY AND PASTE IT INTO YOUR BROWSER)**

**WHO CAN HELP ME?**

# WHO CAN HELP ME?

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There are a number of people available to support you in the delivery and quality assurance of your qualifications:

## Qualification Consultant (QC)

You will be allocated a QC for each of the qualifications you offer. This person is your first point of contact for queries and this is also the person who will visit your centre to quality assure candidate work, assessment and the IQA processes.

## Portfolio Consultant

For each suite of qualifications, there is a Portfolio Consultant. This person supports QCs with queries and technical advice. The QC contacts them with any technical queries you raise and then passes the response back to you.

## Centre Support

Every centre is given a contact in City & Guilds. This person can assist you with all general queries – i.e. not related to specific qualifications.

THANK  
YOU

