

For the attention of the teachers, trainers
and coordinators of the **Education and**
Training qualifications.

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Qualifications Education & Training

Level 3, 4, 5

Number 6502 & 6503

This news article contains important information about:

- Revised end registration dates for the 7300 qualifications
- 6502 Education and Training qualifications
- Advice on observation and practice for optional units
- Questions of the month – new addition to this update!
- Diploma in Teaching Disabled Learners resources
- 6317 TAQA Focus Groups meetings
- Level 5 and above funding
- RPL and Exemptions and Remote Assessment

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End registration dates for the 7300 qualifications

Due to popular demand and the continued interest that you place on the 7300 City and Guilds Introduction to Trainer Skills qualification, we have further extended the end registration date to:

Last Registration 31.12.2017

Last Certification 31.12.2019

6302, 6304 and 6305 Teaching in the Lifelong Learning sector qualifications

The 2010 Teaching in the Life Long Learning sector qualifications will come to an end on 31 August 2014. No new registrations will be allowed after that date. All centres will be required to move over to the new Award, Certificate and Diploma in Education and Training (6502).

6502 Education & Training

Advice on observation and practice for optional units within the 6502

Centres will be aware that some of the optional units available in the 6502 suite of qualifications require an observation of practice. These observations **are in addition** to the requirements for observations of practice at each level. A document has been produced which details the optional units which require an observation, with some guidance. This is available on the 6502 page on the website, on the General Tab under Centre Documents.

<http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training>

Forms packs updated

Level 3 Forms Pack

In response to feedback that we have received from you, the forms pack for the Level 3 Award in Education and Training has been reviewed and updated. An additional optional form has been added to support Unit 302 Task D in the City and Guilds Assessment Pack for the Award. Please see version 5 (V5) on the web page for the qualification. You can also access it from the link below.

<http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training/level-3>

Level 4 and Level 5 Forms Packs

The forms packs for these levels have also been reviewed and some additional guidance included about the use of the Observation and Feedback form for those optional units which require an observation. Please see Level 4 forms pack April 2014 Version 1.3 and Level 5 forms pack April 2014 Version 1.4, both available on the web page for the qualification. You can also access it from

the link below.

Level 4 <http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training/level-4>

Level 5 <http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6502-education-and-training/level-5>

6503 Standalone Specialist Diploma in Education and Training

Please note that there is a specific forms pack available for use with the stand-alone specialist qualifications. The Observation and Feedback forms provided for observation of practice are specific to the pathway chosen and support the gathering of evidence for the assessment criteria to be achieved. Please ensure you use the correct form for the pathway being undertaken. The pack is available on the web page for the qualification. You can also access it from the link below. The pack is available on the web page for the qualification. <http://www.cityandguilds.com/courses-and-qualifications/learning/teaching/6503-level-5-standalone-specialist-diplomas/level-5>

Forms for centre devised assessments

We have produced a number of forms for you to use should you wish to devise your own assessments for the 6502 suite of qualifications. These were previously listed individually under “centre documents” but have now been put into one pack for ease of access. They can be located under assessment materials and it is called ‘centre devised forms v1’.

Please note that the grading of assessments for these qualifications is *Pass* or *Refer*. The forms have been revised to clarify this, along with guidance on what is expected for a Pass grade.

Please remember that any centre that decides to devise their own assessments must have their plans confirmed as acceptable by their QC prior to use

6502 Questions of the month!

1, Do trainee teachers have to be in a paid teaching post to undertake the Certificate or Diploma in Education and Training? Can they be working in a voluntary position?

As long as the trainee can meet the course requirements in terms of teaching hours, observations of practice and, for the Level 5, teaching to groups, then the work can be in any setting and with any type of learner. Therefore a voluntary setting would be acceptable.

2, Is it good practice for trainee teachers to keep two files - one for assignment work and one for the practical element of the course?

Yes, it is excellent practice for trainees to keep a teaching practice file. In fact, when using the City and Guilds devised assessments, this is a requirement. It is called the Portfolio of Teaching Evidence and there is guidance as to what it should contain.

3, If a learner presents with Unit 301 from TAQA, can they import this into the 6502 Level 3 Award in Education and Training?

Units 6317-301 and 6502-306 are exactly the same. The learner does not have to repeat the

unit. As long as the learner is registered on the correct complex the centre can accept Unit 301 and claim the full qualification. No importing is required.

4, Some qualifications require "teaching groups" as part of the criteria. What constitutes a group?

Generally speaking a group with consists of 3 or more learners.

5, Some of the option units in the Certificate and Diploma in Education and Training require an observation. Is this in addition to the 3 or 8 mandatory observations?

Yes, the option unit observations are in addition to the mandatory observations. There is additional guidance on option unit observations available on the web page under "Additional Documents".

6, What is meant by a 'specialist qualification' for 6503? Is a degree in English, or a degree in mathematics or Engineering, a 'specialist qualification' for the purposes of 6503?

A 'specialist qualification' relates to a teaching qualification in the specialist area, not to their original degree. Someone with a Maths degree and a generic Level 5 teaching qualification has excellent personal Maths skills and the ability to teach but may not have been assessed teaching Maths. The Level 5 specialist diplomas cover the skills needed to teach the specialist subject and therefore the deliverer/assessor needs to have extensive experience delivering Maths/English/ESOL across the levels and is expected to hold the relevant Level 4 (eg 9285 Teaching Basic Skills Literacy, Numeracy or ESOL) or Level 5 qualification (eg Specialist DTLLS) in delivering Literacy/English or Maths/Numeracy.

Diploma in Teaching Disabled Learners - National Star College resources

National Star College are delivering the Level 5 Diploma in Teaching Disabled Learners across the country. As part of their work in preparing to roll out the Diploma, National Star has built a video resource to support teachers and candidates with the programme.

The resource is made up of 48 short videos of teachers, managers, learners and support staff talking about specialist pedagogy across as range of impairments in a range of educational contexts.

You will find it here <http://www.stepdiploma.org.uk/>

To support as many people as possible in benefiting from this resource please contact National Star College www.natstar.ac.uk to discuss further.

Many of the participants are benefiting from the DfE ACETT/SEN grant opportunity.

TAQA Focus Groups Meetings.

A series of Focus Groups/Telephone interviews for centres related to the TAQA 6317 is planned in the coming months. You are invited to take part to provide feedback to City & Guilds about the future landscape for qualifications, CPD, and training and the challenges facing the sector in the next year or two. We are interested in starting a dialogue that will help shape what we offer in the future.

The events will include an opportunity to discuss issues related to the TAQA qualifications with peers and advisers.

Please see below the dates, venues & the joining instructions.

London 23 September 13.00 - 14.45pm.

Wakefield 17 October 10.30 - 13.00pm.

Bristol date to be confirmed.

If you would like to attend one of these focus groups or take part in a telephone interview please email Charmain.campbell@cityandguilds.com

Level 5 and above funding

Qualifications at Level 5 and above are not eligible for SfA funding but instead fall under the HE system, whose funding is managed by the **Higher Education Funding Council England (HEFCE)** and their agents the **Student Loan Company (SLC)**. Specific designation of courses for the purposes of student support provided by the authorities in Scotland, Northern Ireland and Wales is a matter for those authorities and they have their own procedures and guidance.

Student can apply for loans if the course they are undertaking is designated for HE student support purposes. On the whole all eligible (defined by level, size and purpose) courses provided by publicly funded institutions in the UK are **automatically designated**, providing they have a relationship – “recurrent grant funding” - with HEFCE (almost every FE College will if it offers HND etc, or through a franchising arrangement with an HEI). However, the 2014/15 designation changes meant HEFCE wrote to approximately 140 English FE colleges asking them to either 'opt in' or 'opt out' of the HEFCE funded sector for 14/15. Unless they have no interest in level 5 programmes they are likely to have opted in.

Eligible courses delivered at **alternative (privately funded) providers** may be **specifically designated** by the Secretary of State. In order to be designated, an institution must have a successful review by the **Quality Assurance Agency for Higher Education (QAA)**. This costs an initial application fee of £1,450 plus a fee for review if successful in the first stage. During the review QAA may raise queries about quality control or documentation; in some cases it may be necessary to seek advice or further documentation from the Awarding Organisation.

If successful, providers can apply to **HEFCE for specific designation**, where there is an additional set of checks on governance and financial sustainability, so a successful QAA review alone carries no guarantee of a successful application for course designation. These relate to

- quality assurance checks on teaching (which may involve them seeking our support)
- financial sustainability (eg externally audited copies of the last three years' accounts), management and management checks
- limits of student numbers from 2014-15, like other HEFCE designated providers - and they are required to submit data to the Higher Education Statistics Agency (HESA) and pay a subscription to the agency. Note that small providers with fewer than 50 students on total eligible for student support will be exempt from student number controls and HESA subscription.

SLC will only get involved once HEFCE has designated the particular institution. Providers that met the requirements to have courses automatically designated will be given a four digit HEI code and entered on the **SLC database**, and need to add **the specific courses** (which must themselves be approved by HEFCE) to their existing list of courses on the SLC HEI course database. Providers that have courses specifically designated will be advised to add the courses to the HEI courses database once the designation has been confirmed.

If their course is approved by SLC , students can apply for tuition loans as follows:

- Full time students - up to £9000 for tuition fees – £6000 if private provider
- Part time students – up to £6750 for tuition fees – £4500 if private provider.

Full time students can apply for maintenance loans or, if on low income, grants in addition – part-time can't.

For further information:

Key agencies are

<http://www.qaa.ac.uk/institutionreports/types-of-review/designated-providers/Pages/default.aspx>

<http://www.slc.co.uk/students.aspx>

<http://www.hefce.ac.uk/whatwedo/reg/desig/>

The key policy document is

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/205355/bis-13-903-alternative-providers-specific-course-designation-guidance-for-applicants-criteria-and-conditions.pdf

RPL and Exemptions

Below is some guidance to support you in your advice and guidance to learners:

If a learner presents with a 2011 12 credit PTLLS qualification, they are exempt from the Level 3 Award in Education and Training and Unit 301 of the Level 4 Certificate in Education and Training.

If a learner presents with a 2007 6 credit PTLLS qualification, then the RPL policy can be applied. There are no exemptions. The rationale behind this is that the 2007 qualification had a different assessment strategy and the learning outcomes were different. However, in order not to discriminate against those with the earlier qualification, centres could use the RPL policy and map previous learning to the new learning outcomes and assessment criteria.

If a learner presents with a CTLLS qualification, there are no exemptions within the Level 5 Diploma in Education and Training, and no practice hours or observations can be carried forward. The rationale for this is that the 2007 and 2011 CTLLS qualifications did not require graded observations and are therefore not appropriate for the new Diploma.

Remote Assessment

City & Guilds is committed to ensuring that all professionals in teaching, training, assessment and quality assurance are able to use technology to its best effect. In TAQA for example our Unit 301 e-learning package can be used in a variety of ways but all speed up learning, reduce tutor and assessor time and travel - so reducing costs.

However there are specific issues with using technology for undertaking 'remote assessment' when delivering the teaching, training and assessment qualifications.

Centres are already using a wide variety of technology options to carry out remote assessment. This

might include for example, video clips or voice files in portfolios, e-portfolios, phone discussions etc.

However one area that regularly raises queries is whether it is acceptable to carry out observations (which may be conducted live and in real time but where the assessor is not in the same room as the candidate) via a webcam or using applications such as Skype.

This is a complex situation where certain factors apply to specific qualifications - so it is not possible to give a blanket approval to any particular suite. Therefore please remember that before embarking on any use of technology for remote assessment, centres should always confirm that it is acceptable with their individual Qualification Consultant.

Because of the nature and requirements of the teaching, training and assessment qualifications this is a complex area in general in the 'Learning' sector. City & Guilds are currently working on guidance about when it might be appropriate to use such technology – with particular reference to the 'Learning' qualifications.

Please browse the 6317 web page under the general tab for the release of the guidance on Remote Assessment.

New text book

The new textbook, The City & Guilds Textbook: Level 3 Award in Education and Training is now available to buy.

This new textbook from City & Guilds is the perfect accompaniment to the 6502 Level 3 Award in Education and Training. With the content mapped directly to the qualification, this book is designed to help candidates to link the teaching theory to their assignments. It offers practical guidance and background knowledge to the key topic areas and provides further opportunities for candidates to develop their knowledge through detailed reading lists.



Price: £19.99

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