

## **Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)**

The City and Guilds 6302 course replaced the 7303 in January 2012.

This nationally recognised City and Guilds award is suitable for anyone who is currently working in a training or tutoring role, or who is entering this profession.

This course includes:

- planning a teaching session
- the role of the tutor
- the training cycle
- meeting individual learner needs
- teaching and learning methods
- assessment methods
- evaluation strategies

### **Why is this a 'taught' course?**

The 4 training days are highly interactive and are designed to prompt reflective practice. You will be challenged to examine your own ways of learning and teaching; develop new skills and have an opportunity to share experiences with other course members. Peer learning is a key feature of this course. Feedback from course members highlight the importance of the face-to-face interaction in the learning process. In our experience, this deepens learning and motivates you to complete the coursework so that you achieve the qualification.

### **Why is this course at level 4?**

The regulators (including the Skills Funding Agency) have an agenda to improve the quality of teaching and learning. Some are requiring that staff delivering funded courses have PTLLS at level 4. Our PTLLS course content is delivered at level 4 and prepares you to complete the assignments at this level. We believe that a level 4 PTLLS award will be more beneficial to your long term career than a level 3.

This is the start of a professional teaching qualification and the course requires your active participation and the completion of coursework assignments. You will need to be able to express yourself effectively both orally and in writing. You will need a qualification or experience in the subject area you intend to teach.

PTLLS is the qualification required for all teachers, trainers and assessors who work in the lifelong learning sector in either an '**associate teaching**' or '**full teaching**' role. They will then go on to undertake either the CTLLS or DTLLS qualifications.

For further information about the new teaching regulations visit [www.ifl.ac.uk](http://www.ifl.ac.uk)

The PTLLS award has 4 units that total 12 credits. For our programme we have chosen the following units:

- Unit 7 - Principles of assessment in lifelong learning. This is a level 3 unit, 3 credits
- Unit 8 - Roles, responsibilities and relationships in lifelong learning – level 4, 3 credits
- Unit 9 - Understanding inclusive learning and teaching in lifelong learning – level 4, 3 credits
- Unit 10 - Using inclusive learning and teaching approaches in lifelong learning – level 4, 3 credits

This is delivered over 4 consecutive days. The content of the 4 days is interlinked but broadly the units are covered:

Day 1 – unit 8            Day 2 – unit 9            Day 3 – unit 10            Day 4 – unit 7

If you have the TAQA assessor unit 301 Understanding the principles and practices of assessment, this will exempt you from unit 7 and the PTLLS programme can be completed in 3 days.

During the training days you will be prepared for the unit assessments. Unit 10 is fully assessed during the course. Units 7, 8 and 9 have written assignments that will be

completed after the 4 day course. It is expected that this will be within a month of the end of the course.

Tutor support is available by email and phone during the month following the training course.

On day 3 you will deliver a 20 minute micro-teaching session. This can be on any topic. You will prepare for this on day 2.

To apply for a place on the CTLLS or DTLLS course, please complete the separate application forms which can be found at [www.dtlls.co.uk](http://www.dtlls.co.uk)