

## Certificate in Education and Training Level 4

### Assessment Brief

During the course of your study you will undertake assessment of your teaching practice and also written assignments to demonstrate your knowledge and understanding of theory and practice in education and training. This brief outlines the overall requirements – you will be provided with further guidance and requirements for each of the individual assessments as and when they are issued during the course.

### Teaching Practice

You must evidence a **minimum of 30 hours** teaching practice during the course of your study (this will take the form of a teaching log authenticated by a line manager or suitable person).

You will be observed by a member of the teaching team for a **minimum of 3 hours duration over 3 observations** during the course of your study. You will need to produce the following for **each** observation:

- A justification of approach for your session (i.e. why you are planning to deliver it in that way, and how it will meet the individual needs of your learners)
- A session plan
- Resources for your session
- Assessment records
- A written reflection on your observed session
- An action plan identifying areas for improvement

### Written Assignments

As this is a Level 4 qualification you are expected to evidence the following in **all** your assignments:

1. The relationship between theory/principles and practice in the context of your role
2. A planned approach to reading and research
3. Evidencing a coherent view of the role
4. A style of presentation which involves adequate referencing to essential sources (using Harvard referencing)
5. Reflection on own practice grounded upon reading

You will be required to complete a number of **written assignments** relating to the following units:

## **Mandatory Units**

### Understanding Roles, Responsibilities and Relationships in Education and Training (3 credits)

You will carry out research into your own role and responsibilities as a teacher, and using your research produce a **written report** of your findings taking into account professional standards and key legislation. (*guidance: 1,000 words*)

### Planning to meet the needs of Learners in Education and Training (3 credits)

There are a number of assessment requirements for this unit:

1. Create a **Scheme of Work** for a course you are teaching/planning to teach (minimum 30 hours)
2. Create **3 lesson plans** (for your observed sessions)
3. Write a **short explanation** of how your planning meets the individual needs of learners (*guidance: 500 words*)
4. Write a **short analysis** (*guidance: 500 words*) on the role and use of initial and diagnostic assessment in agreeing individual learning goals
5. Provide a copy of **2 learners' learning goals and initial assessment records**
6. Write a **short analysis** (*guidance: 500 words*) on how minimum core elements can be demonstrated in planning inclusive teaching and learning sessions
7. Provide a **written reflection** on your own practice in planning and supporting the needs of learners (*guidance: 500 words*)

### Delivering Education and Training (6 credits)

Assessment for this unit will take the form of observations of your teaching practice, along with the following written assessment:

- Write a **short analysis** (*guidance 500 words*) of communication methods, media and technology used in your own area of specialism
- Write a **short analysis** (*guidance 500 words*) of the teaching approaches and methods you use including the embedding of minimum core
- Provide a **written evaluation** of your own teaching practice in meeting the needs of individual learners, and reflect on how you might improve your effectiveness (*guidance: 500 words*)

Using Resources for Education and Training (3 credits)

Assessment for this unit will take the form of **observations of your teaching practice**, along with the following written assessment:

- You will complete a **short written analysis** on the use of different resources using a provided template (*guidance: 750 words*)

Assessing Learners in Education and Training (6 credits)

Assessment for this unit will take the form of **observations of your teaching practice**, along with the following written assessment:

- You will complete a **short written analysis** on the use of different assessment methods using a provided template (*guidance: 500 words*)
- You will produce a **short written report** on 4 methods of assessing learners including limitations and advantages, and how they will meet the needs of your learners (*guidance: 500 words*)
- Create a 1 page **assessment summary** for a group you are currently teaching linking to assessment requirements of your organisation

## Optional Units

Depending on your role and in consultation with your tutor, you will complete **either Option 1 OR Option 2.**

### Option 1

#### Inclusive Practice (15 credits)

There are a number of assessment requirements for this unit:

1. Write **2 reflective journals** on the impact that personal, social and cultural factors; and cognitive, physical and sensory abilities make upon your planning, resourcing, teaching strategies and assessment processes (*guidance: 800 words*)
2. Write an **essay** referring to relevant background reading and research which discusses legal and regulatory frameworks, as well as organisational policy for inclusive learning and analyses ways of promoting equality, diversity and inclusion (*guidance: 1,500 words*)
3. Write a **brief summary** of your job role outlining your responsibilities for providing inclusive learning opportunities, and your relationship with other professionals involved in inclusive practice (*guidance: 500 words*)
4. Provide a **S.W.O.T. analysis** which includes your personal strengths in providing an inclusive teaching and learning environment; your weaknesses in developing and using inclusive learning strategies; your planning to improve your practice in inclusive learning and teaching; and any issues which may cause problems in improving your practice (*guidance: 1,000 words*)

### Option 2

#### Evaluating Learning Programmes (3 credits)

There are a number of assessment requirements for this unit:

1. Produce a **written analysis** on the principles of evaluating learning, including methods for evaluating the effectiveness of learning programmes, and methods of data collection and analysis used to evaluate learning programmes (*guidance 800 words*)
2. Produce a **written report or presentation** which evaluates a learning programme you are delivering including your framework for evaluation, aims and objectives, methods used, analysis of your data, the relevant guidelines and legislation that you followed, and how your evaluation results can be used in order to improve the effectiveness of your learning programme (*guidance 1,000 words*)
3. Take part in a **professional discussion** with your tutor which outlines your main findings and recommendations

### Understanding and Managing Behaviours in a Learning Environment (6 credits)

Assessment for this unit will take the form of **observations of your teaching practice**, along with the following additional assessments:

1. Produce a **written report** which explains potential factors leading to behaviours that disrupt a learning environment and explains key legislation and your organisation's policies on managing behaviours in a learning environment (*guidance: 800 words*)
2. Record a **professional discussion** with your tutor which discusses behaviours which occur/may occur in your own learning environment, and analyses ways to promote behaviours which contribute to, a purposeful learning environment and ways to manage behaviours that disrupt a purposeful learning environment. You will also evaluate the effectiveness of your own practice in promoting and managing behaviours in a learning environment, and areas for improvement.

### Equality and Diversity (6 credits)

There are a number of assessment requirements for this unit:

1. Write an **essay** which defines the meaning of equality and diversity in the UK including legislation, employment regulations and codes of practice, analyses the importance of promoting equality and diversity in lifelong learning, and explains how to help others in the promotion of and valuing of diversity (*guidance: 1,000 words*)
2. Write a **reflective journal** which show how your behaviour impacts on promoting equality and valuing diversity; and evaluates your strengths and areas for personal development in promoting equality and valuing diversity (*guidance: 500 words*)

### Reflective Journals

You will also be expected to write a reflective journal on what you have learnt from each of the units covered (*in addition to reflections within assignments and for teaching practice*). These will be a reflection on both the classroom sessions and your own research, how you have put what you have learnt into practice in your own teaching, and areas for further development and/or research.