

Certificate in Education & Training Provisional Outline

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Week	Date	Content	Assessment
1	09/03/2017	Introduction to CET programme <ul style="list-style-type: none"> • Induction • Overview of units • Reflective practice 	
2	16/03/17	Assignment writing ,Harvard referencing reflective Journal	Set assignment 1 Roles & Responsibilities
3	23/03/17	Roles & Responsibilities (1) <ul style="list-style-type: none"> • Ground rules • Professional standards • Teaching & Learning cycle • Legislation main themes 	
4	30/03/17	Roles & Responsibilities (2) <ul style="list-style-type: none"> • Meeting individual needs • Working with other professionals • Boundaries & referral 	
5	06/04/17	Communication	
	13/04/17	Easter Holidays	
	20/04/17	Easter Holidays	
6	27/04/17	Lesson Planning <ul style="list-style-type: none"> • Aims & Learning Outcomes • Lesson plan content • Writing lesson plans • Assessing Learners 	Submit assignment 1 Set assignment 2 Planning
7	04/05/17	How to use assessment <ul style="list-style-type: none"> • Initial & diagnostic 	
8	11/05/17	Tutorials	Submit Assignment 2 part A (S.O.W.)
9	18/05/17	Inclusive Learning (1) <ul style="list-style-type: none"> • How to plan for inclusion of minimum core, learner feedback and peer and learner review to improve practice 	

10	25/05/17	<ul style="list-style-type: none"> Using resources to deliver inclusive learning by promoting equality and diversity and meeting individual learner needs to explore a range of communication methods and media. technology and social media to support learner needs 	Set Assignment 4 Resources Table
	01/06/17	<ul style="list-style-type: none"> Half Term 	
11	8/06/17	<p>Inclusive learning (2)</p> <ul style="list-style-type: none"> Equality & diversity Individual learning needs Communication methods equality and diversity meeting individual learner needs 	submit assignment 2 C,D Set assignment 3 (Delivering education & training)
12	15/06/17	<p>Using Technology</p> <ul style="list-style-type: none"> Technology and learners needs. How to use technology to meet the needs of learners and enhance the learner experience 	
13	22/06/17	<p>Understand how policy and regulatory frameworks impact on roles & responsibilities</p> <ul style="list-style-type: none"> E&D H&S Safeguarding 	Submit Assignment 4 Resources table
14	29/06/17	Creating & maintaining an inclusive learning environment	
15	06/07/17	<p>Ofsted</p> <ul style="list-style-type: none"> Common inspection framework 	
16	13/07/17	<ul style="list-style-type: none"> Methods of assessment 	set Assignment 5 Assessment

17	20/07/17	<ul style="list-style-type: none"> How to meet internal and external requirements for assessment 	Submit Assignment 3 Delivery
18	27/07/17	<ul style="list-style-type: none"> Reflective Journal review Observation updates and reflections Assignment review 	Set assignment 6 (options)
19	03/08/17	Tutorial	
20	10/08/17	Tutorial	
	17/08/17	Summer Holiday	
	24/08/17	Summer Holiday	
	31/08/17	Summer Holiday	
21	07/09/17	Equality & Diversity (1) Understanding organisational culture and legislation relating to equality and diversity	Submit assignment 5
22	14/09/17	Equality & Diversity (2) <ul style="list-style-type: none"> Promoting equality & diversity Issues 	
23	21/09/17	Managing behaviours (1) <ul style="list-style-type: none"> policy and legislation 	
24	28/09/17	Managing behaviours (2) <ul style="list-style-type: none"> Factors & behaviours which can disrupt a learning environment 	
25	05/10/17	Managing behaviours (3) <ul style="list-style-type: none"> Exploring strategies for behaviour management 	
26	12/10/17	Evaluation of learning programmes (1) <ul style="list-style-type: none"> Introduction to the principles of evaluation including types of data and analysis and the use of technology 	
27	19/10/17	Evaluation of learning programmes (2) <ul style="list-style-type: none"> Evaluating the learning programme 	
	24/10/17	Half Term	

NB Please note that this timetable may be subject to change, and is provided as a guidance only.

28	01/11/17	Tutorials	
29	08/11/17	Tutorials	
30	15/11/17	Explore factors affecting learning	Submit assignment 6
31	22/11/17	Review	
32	29/11/17	Developments in Teaching	
33	06/12/17	<ul style="list-style-type: none"> • Progression opportunities • Training • Specialist options 	
41	13/12/17	<ul style="list-style-type: none"> • Complete learner files • individual review 	
42	13/12/17	Course Review	