

Open College Network West Midlands Level 3 Award in Education and Training

Qualification Guide





'Passionate about enabling learning and releasing the potential of people and their communities'

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1. About this qualification

The Open College Network West Midlands Level 3 Award in Education and Training provides an introduction to teaching and training in a variety of contexts. The qualification offers trainee teachers and individuals currently training and assessing, the knowledge and understanding required for teaching.

The Award provides an introduction to teaching and explores roles and responsibilities associated with the teaching role. It covers the planning and delivering of sessions including engaging and motivating learners within a learning environment. It explores the different assessment methods and the need for record keeping. The delivery of an observed microteaching session or an assessed practice in a real work environment is a requirement of this qualification.

Objectives of the qualification

This qualification can be used flexibly to meet learner needs. Depending on the context of the learning and the needs of each individual learner, the qualification can:

- prepare individuals to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding;
- prepare learners for employment;
- support a role in the workplace;
- encourage engagement in learning.

This qualification has been designed to enable learners to:

- facilitate learning for individuals;
- use inclusive teaching approaches to education and training;
- understand assessment in an education environment.

It is a requirement that assessment of this qualification is conducted in English.

The Open College Network West Midlands Level 3 Award in Education and Training qualification is accredited by Ofqual.

Guided Learning Hours (GLH)

Guided Learning Hours are defined as the number of hours of supervised or directed study time required for a unit or a qualification. Some learners will be able to achieve units and qualifications in a shorter time than indicated. Others, for example those with additional support requirements, may need longer.

Total Qualification Time (TQT)

Total qualification time is defined as the number of guided learning hours (GLH) plus the time taken by the learner for private study or work experience.

Guided learning hours and total qualification time for this qualification is:

Level 3 Award

GLH: 48 hours
TQT: 120 hours

2. Learner requirements

Entry requirements

There are no specific entry requirements.

Minimum age

The minimum age for access to this qualification is **19** years.

Reasonable Adjustment and Special Considerations

Assessment within the Open College Network West Midlands Level 3 Award in Education and Training is designed to be accessible and inclusive. The assessment methodology is appropriate and rigorous for individuals or groups of learners.

If you have learners with particular needs you should refer to the *Reasonable Adjustment and Special Considerations Policy*, available from Open College Network West Midlands. This gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

3. Achieving the qualification

Rules of combination

Centres are responsible for ensuring that learners are able to achieve the qualification for which they are aiming. Centres must ensure that the following rules of combination that apply to each qualification are met.

To be awarded the Level 3 Award in Education and Training, learners must achieve 12 credits. 3 credits must be achieved from Mandatory Group M. 6 credits must be achieved from Group A and 3 credits must be achieved from Group B.

Unit achievement

All of the assessment criteria in a unit must be met before the unit is deemed to be achieved. The unit achievement is not graded: units are either achieved or not achieved.

Recording achievement

You must record the learner's achievement of each unit on an appropriate form(s). You should record the learner's achievement against the specific units assessment criteria evidenced by the task.

4. The units

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding Roles, Responsibilities and Relationships in Education and Training	3	3	12	30	GA9/3/NQ/004	H/505/0053

Optional Group A

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Facilitate Learning and Development for Individuals	3	6	25	60	GB2/3/NQ/001	J/502/9549
Facilitate Learning and Development in Groups	3	6	25	60	GB2/3/NQ/002	F/502/9548
Understanding and Using Inclusive Teaching and Learning Approaches in Education and Training	3	6	24	60	GA9/3/NQ/002	D/505/0052

Optional Group B

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Understanding Assessment in Education and Training	3	3	12	30	GA9/3/NQ/003	R505/0050
Understanding the Principles and Practices of Assessment	3	3	24	30	GA9/3/NQ/001	D/601/5313

Level descriptors

The level of the units within this qualification is linked to the latest QCF level descriptors published by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 3	<p>Has factual, procedural and theoretical knowledge and understanding of a subject or field of work to complete tasks that while well-defined, may be complex and non-routine.</p> <p>Can interpret and evaluate relevant information and ideas.</p> <p>Is aware of the nature of the area of study or work.</p> <p>Is aware of different perspectives or approaches within the area of study or work.</p>	<p>Identify, select and use appropriate cognitive and practical skills, methods and procedures to address problems that while well-defined, may be complex and non-routine.</p> <p>Use appropriate investigation to inform actions.</p> <p>Review how effective methods and actions have been.</p>

Extracted from 'After the QCF A New Qualification Framework' October 2015

5. Assessment

This qualification requires achievement of the specified units with no further requirements for additional/summative assessment. Achievement is therefore determined by successful completion of unit assessment. The assessment process is as follows:

- Assessments are internally set and approved at the centre by assessors, against the requirements detailed in the assessment criteria of the unit.
- The learners are assessed internally at the centre, using the assessments set.
- The resulting portfolios of assessed evidence are internally quality assured by an Internal Quality Assurer (IQA) at the centre.
- The portfolios of assessed evidence are quality assured either by an Open College Network West Midlands Quality Adviser (QA) or, for centres with Direct Claims Status, an Internal Quality Assurer (IQA) approved by Open College Network West Midlands.

Assessment methods

When delivering Open College Network West Midlands units and qualifications, centres may choose from a range of assessment methods. It is important that the most effective and appropriate methods are selected. We therefore strongly advise that all those involved in assessment and internal quality assurance of this qualification refer to the *Open College*

Network West Midlands Centre Handbook and our *Assessment Methods* publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each. These publications are available on our website www.opencollnet.org.uk.

It is important when devising assessments to differentiate between the assessment method (what the learner is asked to do) and the evidence (what the learner produces).

When designing any assessment method, tutors or assessors will need to consider the presentation of the assessment task to the learner to make it fair and accessible. Tutors or assessors may also need to consider arrangements for learners with particular learning difficulties and will need to be aware of Open College Network West Midlands' policy on reasonable adjustments.

All proposed assessment tasks must be checked and confirmed as appropriate, fair, valid and reliable by an appropriately qualified and experienced Internal Quality Assurer (IQA) before being issued to learners.

Practical Teaching Requirements

For learning and development units there is a micro-teaching requirement. Trainee teachers must be involved in at least one hour of microteaching. Each trainee teacher must deliver at least one 15-minute micro-teaching session that is observed and assessed by a member of the delivery team. For the additional 45 minutes, the trainee teacher can either deliver additional micro-teaching sessions or observe the micro-teaching sessions of other trainee teachers.

6. Offering the qualification

Centres wishing to deliver this qualification will need to demonstrate the ability to adhere to quality assurance and assessment regulations.

All procedures for the use of this qualification or units of this qualification, including approval, registration of learners, verification and certification will be completed through Open College Network West Midlands, who will have an identified officer to support your centre. If you have any queries or difficulties at any time you should contact the Open College Network West Midlands office on 01902 624230.

Approval to offer the qualification

Centres wishing to offer this qualification must note the requirements stipulated in Appendix A of this guide.

To gain approval to offer the qualification centres must submit an *Approval to deliver an Open College Network West Midlands qualification and units of an Open College Network West*

Midlands qualification form. This is available as a printable hard copy in Appendix B of this guide. It is also available as an e-form on our website page for this qualification.

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please also complete and submit an *Open College Network West Midlands New Course Notification Form*. This is available to download from [here](#). The completed form should be forwarded to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit 'Becoming a Centre' on our website.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of standards.

Standardisation:

- establishes statements on the standard of evidence required to meet the assessment criteria for the units in Open College Network West Midlands qualifications;
- makes recommendations on assessment practice;
- produces advice and guidance for the assessment of units;
- identifies good practice in assessment.

It is a requirement of the centre recognition process that each centre offering units from Open College Network West Midlands qualifications must contribute assessment materials and learners' evidence for standardisation if requested.

Open College Network West Midlands will notify centres of the required sample for standardisation purposes. Assessment materials, learners' evidence and tutor feedback will be sent to Open College Network West Midlands by centres.

Outcomes from standardisation will be available to centres through Open College Network West Midlands.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

If centres approved to offer Open College Network West Midlands units and qualifications have obtained a UKPRN (UK Provider Reference Number) from the UKRLP (UK Register of

Learning Providers), this will be used as the centre reference number. If a centre has not obtained a UKPRN they will be issued with a unique Open College Network West Midlands centre number.

Information about obtaining a Unique Learner Number (ULN) on behalf of the learners is included in the *Open College Network West Midlands Centre Handbook*.

Centre responsibilities

Each centre should identify a centre contact who will be responsible for Open College Network West Midlands provision within the centre.

The centre contact must ensure all procedures relating to the delivery of the qualification operate effectively in the centre.

The centre contact is the person responsible for confirming and ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition.

The centre contact is responsible for ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of

our website to view any updates, including qualification end dates and the latest versions of our qualification guides.

Appendix A – Requirements to offer this qualification

Those who assess this qualification must:

- already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other qualifications (if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors);
- have up-to-date working knowledge and experience of best practice in assessment and quality assurance; I hold one of the following qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment; or
 - Level 3 Certificate in Assessing Vocational Achievement; or
 - A1 Assess candidate performance using a range of methods; or
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and
- show current evidence of continuing professional development in assessment and quality assurance. It is important when devising assessments to differentiate between the assessment method (what the learner is asked to do) and the evidence (what the learner produces).

When designing any assessment method, tutors or assessors will need to consider the presentation of the assessment task to the learner to make it fair and accessible. Tutors or assessors may also need to consider arrangements for learners with particular learning difficulties and will need to be aware of Open College Network West Midlands' policy on reasonable adjustments.

All proposed assessment tasks must be checked and confirmed as appropriate, fair, valid and reliable by an appropriately qualified and experienced internal verifier before being issued to learners.

Requirements for internal quality assurance

All those who are involved with the quality assurance of these qualifications internally must:

- have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
- hold one of the following qualifications or their recognised equivalent:
 - Level 3 Award in Assessing Competence in the Work Environment; or
 - Level 3 Certificate in Assessing Vocational Achievement; or
 - A1 Assess candidate performance using a range of methods; or
 - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and
- hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice ; or
 - Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice; or
 - V1 Conduct internal quality assurance of the assessment process; or
 - D34 Internally verify the assessment process; and
- show current evidence of continuing professional development in assessment and quality assurance.

Appendix B – Approval to deliver an Open College Network West Midlands qualification or units

Approval to deliver an Open College Network West Midlands qualification or units

Name of Centre: _____
Qualification title: _____
Accreditation number: _____
Centre officer responsible for this qualification: _____
Position: _____
Tel: _____ E-mail: _____

Approval to deliver an Open College Network West Midlands qualification or units

I agree to Appendix A - Requirements to offer the qualification

Please complete the box below and send form to Open College Network West Midlands at
I.male@opencollnet.org.uk

I have read and agree to the above conditions in order to deliver this qualification.
Centre officer responsible for this qualification:
(Signature) _____
Name: (Print) _____
Position: _____ Date: _____

Send to Open College Network West Midlands

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WV9 5HA

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Fax: (01902) 624231

Email: wolverhampton@opencollnet.org.uk

Web: www.opencollnet.org.uk

Office Hours:

Monday to Thursday - 9.00 am to 5.00 pm

Friday - 9.00 am to 4.00 pm

www.opencollnet.org.uk

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