

# Open College Network West Midlands Level 4 Certificate in Education and Training

## Qualification Guide





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

Open College Network West Midlands is a national Awarding Organisation, regulated by Ofqual and the Quality Assurance Agency for Higher Education (QAA), to develop and award nationally recognised qualifications. We work in partnership with employers, training providers, colleges, universities, schools and voluntary and community organisations to offer vocational credit-based qualifications, Access to Higher Education Diplomas and quality assured Customised Accreditation to help learners gain employment or to progress into further learning and Higher Education.

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- **Outstanding personalised customer service and support**
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## 1. About this qualification

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The Open College Network West Midlands Level 4 Certificate in Education and Training provides an introduction to teaching and training in a variety of contexts. The qualification provides the knowledge and practical teaching skills to prepare individuals to work in a wide range of teaching contexts.

The unit 'Understanding Roles, Responsibilities and Relationships in Education and Training' (Level 3) is included in both the Level 3 Award and Level 4 Certificate. To support progression from one qualification to the other, exemptions of credit apply.

The units from the Level 3 Award in English for Literacy and Language Teaching and the Level 3 Award in Mathematics for Numeracy Teaching qualifications have also been included as optional credits. Individuals who have been awarded these qualifications can apply for exemptions for these units.

Trainee teachers who have achieved the Level 4 Certificate in Education and Training and who are progressing to an awarding organisation accredited Level 5 Diploma in Education and Training should have their prior achievement recognised. Recognition of prior learning (RPL) will apply between the mandatory credit from the Certificate and the unit 'Teaching, Learning and Assessment in Education and Training' for the Level 5 Diploma in Education and Training. They should not be required to present further evidence other than that required to demonstrate that their prior learning is at Level 4. All awarding organisations implement this process.

Trainee teachers who have achieved the Open College Network West Midlands Level 4 Certificate in Education and Training and who are progressing to HEI-accredited qualifications at Level 5 or above may have their Level 4 credit recognised in line with that HEI's arrangements for the recognition of prior learning.

### Objectives of the qualification

The Open College Network West Midlands Level 4 Certificate in Education and Training prepares trainee teachers to teach in a wide range of contexts. It requires observation and assessment of performance.

It can meet the needs of a range of trainee teachers, including:

- individuals who are not currently teaching and training but who can meet the practice requirements, including the observed and assessed practice requirements, requirements of the qualification;
- individuals who are currently teaching and training, including those who have just begun teaching and training, and who can meet the practice requirements, including the observed and assessed practice requirements, of the qualification;
- individuals currently working as assessors who wish to achieve a teaching qualification.

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

The Open College Network West Midlands Level 4 Certificate 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 4 Certificate**

GLH: 204 hours

TQT: 360 hours

## **2. Learner requirements**

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### **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 4 Certificate 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

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#### 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 4 Certificate in Education and Training, learners must achieve 36 credits. 21 credits must be achieved from Mandatory Group M. 15 credits must be achieved from Optional Group A. A minimum of 21 credits must be at Level 4 or above.

#### 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
Assessing Learners in Education and Training	4	6	24	60	GA9/4/NQ/001	F/505/0125
Delivering Education and Training	4	6	24	60	GA9/4/NQ/002	M/505/0122
Planning to Meet the Needs of Learners in Education and Training	4	3	15	30	GA9/4/NQ/003	A/505/1189
Understanding Roles, Responsibilities and Relationships in Education and Training	3	3	12	30	GA9/3/NQ/004	H/505/0053
Using Resources for Education and Training	4	3	15	30	GA9/4/NQ/005	L/505/0127

### Optional Group A

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Action Learning to Support Development of Subject Specific Pedagogy	5	15	50	150	GA9/5/NQ/001	M/503/5376
Action Research	5	15	50	150	GA9/5/NQ/002	T/503/5380
Analysing English Language for Literacy and Language Teaching	3	3	15	30	GA9/3/NQ/006	J/503/4850
Assess Occupational Competence in the Work Environment	3	6	30	60	GA9/3/NQ/007	H/601/5314
Assess Vocational Skills, Knowledge and Understanding	3	6	30	60	GA9/3/NQ/008	F/601/5319

Assessment and Support for the Recognition of Prior Learning through the Accreditation of Learning Outcomes	3	6	30	60	GA9/3/NQ/009	F/505/0187
Delivering Employability Skills	4	6	20	60	GA9/4/NQ/006	M/505/1089
Develop and Prepare Resources for Learning and Development	4	6	25	60	GB2/4/NQ/006	A502/9547
Develop Learning and Development Programmes	4	6	30	60	GA9/4/NQ/007	M/502/9545
Developing, Using and Organising Resources in a Specialist Area	5	15	50	150	GA9/5/NQ/003	H/505/1090
Effective Partnership Working in the Learning and Teaching Context	4	15	50	150	GA9/4/NQ/008	Y/503/5310
Engage Learners in the Learning and Development Process	3	6	30	60	GB2/3/NQ/009	F/502/9551
Engage with Employers to Develop and Support Learning Provision	3	6	25	60	GB2/3/NQ/010	Y/502/9555
Engage with Employers to Facilitate Workforce Development	4	6	30	60	GA9/4/NQ/009	D/502/9556
Equality and Diversity	4	6	25	60	GA9/4/NQ/010	Y/503/5789
Evaluating Learning Programmes	4	3	15	30	GA9/4/NQ/011	K/505/1091
Identify Individual Learning and Development Needs	3	3	24	30	GA9/3/NQ/010	K/502/9544
Identify the Learning Needs of Organisations	4	6	30	60	GA9/4/NQ/012	H/502/9543
Inclusive Practice	4	15	50	150	GA9/4/NQ/013	L/503/5384



Internally Assure the Quality of Assessment	4	6	45	60	GA9/4/NQ/014	A/601/5321
Manage Learning and Development in Groups	4	6	30	60	GB2/4/NQ/001	A/502/9550
Managing Behaviours in a Learning Environment	5	6	20	60	GA9/5/NQ/005	M/505/3912
Preparing for the Coaching Role	4	3	15	30	GA9/4/NQ/016	J/505/0188
Preparing for the Mentoring Role	4	3	15	30	GA9/4/NQ/017	L/505/0189
Preparing for the Personal Tutoring Role	4	3	15	30	GA9/4/NQ/018	T/505/1093
Principles and Practice of Lipreading Teaching	4	12	48	120	GA9/4/NQ/019	L/504/0231
Reading Skills for Literacy and Language Teaching	3	3	15	30	GA9/3/NQ/011	R/503/4852
Speaking and Listening Skills for Literacy and Language Teaching	3	3	15	30	GA9/3/NQ/012	D/503/4854
Specialist Delivery Techniques and Activities	4	9	30	90	GA9/4/NQ/020	R/504/0229
Teaching in a Specialist Area	4	15	50	150	GA9/4/NQ/021	J/505/1096
Understanding and Managing Behaviours in a Learning Environment	4	6	20	60	GA9/4/NQ/022	Y/505/1099
Understanding the Principles and Practices of Externally Assuring the Quality of Assessment	4	6	45	60	GA9/4/NQ/023	F/601/5322
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	4	6	45	60	GA9/4/NQ/024	T/601/5320
Using Mathematics: Academic Subjects	3	6	30	60	GA9/3/NQ/013	T/503/4861

Using Mathematics: Personal and Public Life	3	6	30	60	GA9/3/NQ/014	A/503/4859
Using Mathematics: Professional and Vocational Contexts	3	6	30	60	GA9/3/NQ/015	F/503/4863
Working with the 14-19 Age Range in Education and Training	4	9	30	90	GA9/4/NQ/025	D/505/1105
Writing Skills for Literacy and Language Teaching	3	3	15	30	GA9/3/NQ/016	K/503/4856

### 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...)
<b>Level 3</b>	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. Can interpret and evaluate relevant information and ideas. Is aware of the nature of the area of study or work. Is aware of different perspectives or approaches within the area of study or work.	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. Use appropriate investigation to inform actions. Review how effective methods and actions have been.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
<b>Level 4</b>	Has practical, theoretical or technical knowledge and understanding of a subject or field of work to address problems that are well defined but complex and non-routine. Can analyse, interpret and evaluate relevant information and ideas. Is aware of the nature of approximate scope of the area of study or work.	Identify, adapt and use appropriate cognitive and practical skills to inform actions and address problems that are complex and non-routine while normally fairly well-defined. Review the effectiveness and appropriateness of methods, actions and results.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
<b>Level 5</b>	Has practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts. Can analyse, interpret and evaluate relevant information, concepts and ideas. Is aware of the nature and scope of the area of study or work. Understands different perspectives, approaches or schools of thought and the reasoning behind them.	Determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems. Use relevant research or development to inform actions. Evaluate actions, methods and results.

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](http://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.

### **Practice requirement**

There is a requirement for a minimum of 30 hours of teaching practice for this qualification. There is no requirement to evidence working with groups of learners to achieve this qualification unless units are undertaken which specify that purpose. However, where trainee teachers are working solely with individuals, a programme may also include support and preparation for working with groups.

Effective teaching practice experience should ideally include:

- different teaching practice locations/settings/contexts;
- teaching across more than one level;
- teaching a variety of learners;
- teaching individuals and groups;
- experience of non-teaching roles; and
- gaining subject-specialist knowledge through workplace mentoring

### **Observed and assessed practice requirements**

There must be a minimum of three observations totaling a minimum of three hours (this excludes any observed practice completed as part of the Level 3 Award in Education and Training). Any single observation must be a minimum of half an hour.

Observations should be appropriately spaced throughout the whole programme and take into account a trainee teacher's progress.

For the Education and Training units, practice must be in a teaching and learning environment. As stated above, there is a requirement for a minimum of three observations of practice. The three observations must be linked to the following mandatory units:

- Delivering Education and Training (Level 4)

- Assessing Learners in Education and Training (Level 4)
- Using Resources for Education and Training (Level 4)

### **Requirements for those delivering units and/or observing and assessing practice**

All those delivering units and/or observing and assessing practice for the OCNWMR Level 4 Certificate in Education and Training (QCF) should have all of the following:

- a teaching or training qualification;
- evidence of relevant teaching experience in an education or training context;
- access to appropriate guidance and support; and
- on-going participation in related programme quality assurance processes.

There are additional requirements for those who assess the Learning and Development units.

### **Requirements for assessment of learning and development units**

For some optional units taken from the Learning and Development qualifications, practice must be in a real work environment and in the appropriate context – with groups of learners or with individual learners. The number of hours of practice required and the number of hours to be observed and assessed are not specified for the Learning and Development units. These requirements are in addition to the observed and assessed practice requirements for the mandatory units identified below.

## **6. Offering the qualification**

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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](mailto: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.

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**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

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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](mailto: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**

## Appendix C – Summary of practice, including observed and assessed practice, requirements for the Mandatory units

Mandatory Units	Practice requirement	Observation and assessment of practice requirement	Notes on requirements
Understanding Roles, Responsibilities and Relationships in Education and Training Level 3 (mandatory unit)	No	No	This will allow trainee teachers to start on programmes and achieve a unit without a practical teaching element.
Planning to Meet the Needs of Learners in Education and Training Level 4 (mandatory unit)	No	No	Although there is no requirement for practice for this unit, it may be possible to use evidence from assessed observations towards meeting some of the learning outcomes for this unit.
Delivering Education and Training Level 4 (mandatory unit)	Yes	Yes	The minimum number of practice hours for this unit is not specified. However, it is not possible to achieve this unit without completing some hours of practice. To be eligible for the award of credit for any one of the three units where practice is required, a trainee teacher must be able to provide evidence of a minimum of one observation of practice that has met the required standard of practice.
Assessing Learners in Education and Training Level 4 (mandatory unit)	Yes	Yes	The minimum number of practice hours for this unit is not specified. However, it is not possible to achieve this unit without completing some hours of practice. To be eligible for the award of credit for any one of the three units where practice is required, a trainee teacher must be able to provide evidence of a minimum of one observation of practice that has met the required standard of practice.
Using Resources for Education and Training Level 4 (mandatory unit)	Yes	Yes	The minimum number of practice hours for this unit is not specified. However, it is not possible to achieve this unit without completing some hours of practice. To be eligible for the award of credit for any one of the three units where practice is required, a trainee teacher must be able to provide evidence of a minimum of one observation of practice that has met the required standard of practice.

Open College Network West Midlands  
Aldersley House  
Overstrand  
Pendeford Business Park  
Wolverhampton  
WV9 5HA

**Tel:** (01902) 624230

**Fax:** (01902) 624231

**Email:** [wolverhampton@opencollnet.org.uk](mailto:wolverhampton@opencollnet.org.uk)

**Web:** [www.opencollnet.org.uk](http://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](http://www.opencollnet.org.uk)**

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