



Education & Training.

Level 4 Certificate – Distance Learning





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Distance Learning.

Our Level 4 courses are distance learning led through our online learning platform, allowing you freedom to work at a pace that suits you from a location of your choosing - which includes your own home!

Our online learning platform is available 24 hours a day, 7 days a week. The course has been developed by our teachers and provides a range of resources which are designed to help you achieve your qualification and extend your teaching skills.

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Regulated Qualifications.

The Level 4 Certificate in Education and Training (RQF) is a nationally regulated qualification awarded by Training Qualifications UK - an OFQUAL regulated awarding organisation.

Our courses are rigorously quality assured to ensure that the highest standards are maintained for all of our learners.





Course Content.

The Level 4 Certificate in Education and Training (RQF) is a recognised qualification which is often undertaken by students already in a teaching role wishing to gain further recognition for their skills within the workplace and enhance their career prospects.

The qualification is made up of the following units:

1. **Understanding the Roles, Responsibilities and Relationships in Education and Training**
(Unit reference: H/505/0053)
2. **Planning to meet the needs of learners in education and training** (Unit reference: H/505/1189)
3. **Delivering education and training**
(Unit reference: M/505/0122)
4. **Assessing learners in education and training**
(Unit reference: F/505/0125)
5. **Using resources for education and training**
(Unit reference: L/505/0127)
6. **Developing, using and organising resources in a specialist area** (Unit reference: H/505/1090)

We expect you to spend approximately 1200 hours on completion of this qualification.



Unit 1 Overview.

This introductory unit includes content which will enable you to:

- Understand the teaching roles and responsibilities in education and training.
- Understand ways to maintain a safe and supportive learning environment.
- Understand the relationships between teachers and other professionals in education and training.

Unit Assessment:

- You will be required to complete a number of written assignments which will be uploaded into your online portal for marking by a designated tutor.



Unit 2 Overview.

This unit includes content which will enable you to:

- Be able to use initial and diagnostic assessment to agree individual learning goals with learners.
- Be able to plan inclusive teaching and learning in accordance with internal and external requirements.
- Be able to implement the minimum core in planning inclusive teaching and learning
- Be able to evaluate own practice when planning inclusive teaching and learning.

Unit Assessment:

- You will be required to submit a number of written assignments and work product evidence to support the assessment criteria within this unit. These assignments will be marked by your course tutor.



Unit 3 Overview.

This unit includes content which will enable you to:

- Be able to use inclusive teaching and learning approaches in accordance with internal and external requirements.
- Be able to communicate with learners and other learning professionals to promote learning and progression.
- Be able to use technologies in delivering inclusive teaching and learning.
- Be able to implement the minimum core when delivering inclusive teaching and learning.
- Be able to evaluate own practice in delivering inclusive teaching and learning.

Unit Assessment:

- You will be required to provide work product evidence and written assignments to demonstrate your competence in the assessment criteria detailed in this unit.



Unit 4 Overview.

This unit includes content which will enable you to:

- Be able to use types and methods of assessment to meet the needs of individual learners.
- Be able to carry out assessments in accordance with internal and external requirements.
- Be able to implement the minimum core when assessing learners.
- Be able to evaluate own assessment practice.

Unit Assessment:

- You will be required to provide work product evidence and written assignments to demonstrate your competence in the assessment criteria detailed in this unit.



Unit 5 Overview.

This unit includes content which will enable you to:

- Understand the purpose and use of resources in own specialist area.
- Be able to develop and use inclusive resources in own specialist area.
- Understand how to organise and enable access to resources.
- Understand legal requirements and responsibilities relating to the development and use of resources.
- Be able to evaluate own practice in relation to development and use of resources in own specialist area.

Unit Assessment:

- You will be required to provide work product evidence and written assignments to demonstrate your competence in the assessment criteria detailed in this unit.





Observation.

To gain your level 4 certificate you will be required to submit product evidence such as lesson plans and resources along with your assessments.

There is a requirement to have a log of at least 30 hours teaching practice in a real classroom by the end of this qualification. The teaching hours log must be signed by a competent person in your organisation or witness to confirm the log is a true reflection of your teaching.

There is a requirement to be observed three times delivering teaching to adults in groups of at least 5 people. This must be observed by an expert witness qualified to level 5 or equivalent in education and training. We provide the observation paperwork for them to complete which helps to record the required evidence.



Course Feedback.

“Excellent course, assignments graded really quickly with good feedback. Help from tutors whenever you need it and support throughout”

- Michelle Phillips ★★★★★

“Brilliant course, very easy to follow. The practical training was delivered in a very enjoyable way, not once did I look at the time”

- Janet Pike ★★★★★

“Everything I needed to complete the Level 3 Award in Education and Training was provided by CTC Training and Development in a smart package of training and assessment. Although I didn’t use it, there was access to my tutor with various contact methods available. The presentation material was up-to-date and enjoyable to use, there was plenty of guidance for further reading which pointed me in the right direction for researching topics. Submitted assignments were graded quickly with good feedback. Overall, I was very happy with the course and would gladly use CTC again”

- Jim Lucus ★★★★★

“I completed the level 3 Award in Education and Training online, the information provided by CTC for the qualification was excellent, the portal was easy to navigate and to upload your assignments. The knowledge of Chris and Craig was first class and they were always accessible to provide guidance and help when needed, with quick feedback on your assignments. I would have no hesitation in recommending CTC to others, and if you want to achieve your level 3 Award in Education and Training CTC Training and Development is the place to go.”

- John Casey ★★★★★



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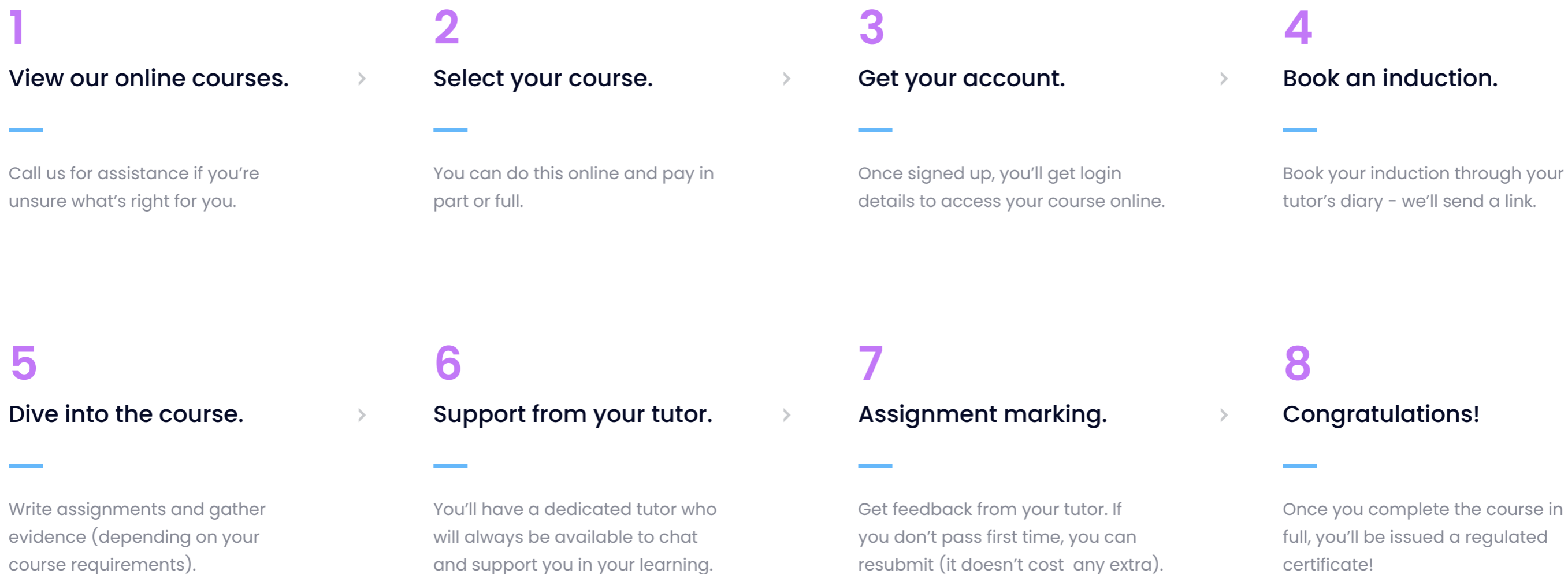

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Our Process.





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