



HM Young Offenders Institute and Remand Centre Glen Parva Preparing to Teach in the Lifelong Learning Sector (PTLLS)

Kerry Elkington from the Training Department said: "We have used Leicester College for previous PTLLS training and as all staff were extremely happy with the service provided and the excellent calibre of tutor, we wanted to continue to use Leicester College. If staff need PTLLS training in the future we will not hesitate to use Leicester College."

Teaching and Learning

The need for high quality support in education is vital. People of all ages undertake learning and training to enhance their prospects and prepare them for the future.

With the focus increasingly on supporting individuals' needs, there is a growth in the demand for educational delivery and support staff who can assist delegates in a wide variety of learning environments.

The need to make learning accessible for all members of the community has led to an increase in education and learning provision in ever more diverse venues.

We offer training to support those working in an education setting, to develop their knowledge and skills, ensuring that service delivery is of the highest standard.





Preparing to Teach in the Lifelong Learning Sector (PTLLS)

Course Code: A5732 Fees £300*
Start Date: 19 September 2011

Course Code: A8172 Fees £300*
Start Date: 21 September 2011

Course Code: A5662 Fees £300*
Start Date: 23 September 2011

* Fees for this course are subject to change.

What is the training about?

It is an introduction to teaching for new teachers and associate teachers in the Learning and Skills Sector (LSS).

Who should attend?

Those intending to develop a career teaching in Further Education, Higher Education, industry, public services such as the NHS, Police etc, and those engaged in Adult Basic Education and Community Education. Employees must hold at least a level 2 qualification in English and maths.

Training outcomes

Employees will learn from each other through group work and discussion. On completion, employees should understand:

- the role, responsibilities and boundaries of the teacher in the Learning and Skills Sector (LSS)
- teaching and learning approaches in the specialist area
- session planning and preparation
- the delivery of inclusive and motivating sessions
- assessment and recording progress.

Duration

Three and a quarter hours per week over 15 weeks, Mondays Wednesdays or Fridays.

Assessment

Two major assignments, one theoretical and one practical, both of which must be successfully completed to achieve the award. There is a minimum class attendance requirement of 80%.

Progression

Employees may wish to consider a Certificate in Teaching in the Lifelong Learning Sector or a Diploma in Teaching in the Lifelong Learning Sector.

Certificate to Teach in the Lifelong Learning Sector (CTLLS)

Course Code: A5814 Fees £550
Start Date: 21 September 2011

What is the training about?

It is a continuation opportunity for new teachers in the Learning and Skills Sector (LSS). Designed for those who have completed PTLLS or 7407 Stage 1 qualification, and are undertaking work as a teacher or associate teacher in Further Education, Higher Education, Industry or Public Services.

Who should attend?

Employees require a minimum of 30 hours of teaching practice in a full or associate teaching role, a level 3 qualification in the subject they wish to teach, PTLLS or 7407 Stage 1 Teachers' Certificate or equivalent, and at least a level 2 qualification in English and maths.

Training outcomes

Employees will learn from each other through group work and discussion. On completion, employees should understand:

- principles of planning and enabling learning
- the principles and practice of assessment
- knowledge gained through optional units chosen to suit their job role.

Duration

Wednesdays 5.30 to 9pm for 34 weeks.

Assessment

Theoretical and practical assignments, which must be successfully completed to achieve the award. There is a minimum class attendance requirement of 80%.

Progression

Employees may wish to consider a Diploma in Teaching in the Lifelong Learning Sector.

**"561 employers said
Leicester College was
their first choice
for training"**

Employer Survey 2011



Diploma in Teaching in the Lifelong Learning Sector (DTTLS) level 5

Course Code: A6441
Start Date: Flexible

Fees £896
Duration: 35 weeks

What is the training about?

It is aimed at teachers and trainers who have substantial teaching hours within the Learning and Skills Sector (LSS). It is also a continuation opportunity for employees who have already completed the PTLLS or CTLLS qualification. The training is experiential in approach and integrates theory with practice.

Who should attend?

Employees require a minimum of 150 hours of teaching practice over the two years of study, a level 3 qualification, and a level 2 qualification in English and maths.

Training outcomes

On successful completion employees may apply to the Institute for Learning for full Qualified Teacher Learning and Skills status (QTLS).

Duration

Wednesdays, 9am to 3pm for 35 weeks.

Assessment

Practical and theoretical assignments, which must be successfully completed to achieve the award. There is a minimum class attendance requirement of 80%.

Progression

Employees may wish to progress onto the level 5 Additional Diplomas in either ESOL, English or maths.

**"A very good College,
with many outstanding
features"**

Ofsted Inspection January 2011



Training Assessment and Quality Assurance (TAQA) of Assessment Processes and Practice

Course Code: See below
Start Date: Various

Fees 2
Duration: Various

What is the training about?

These qualifications are part of a full framework of qualifications for trainers, assessors and quality assurance personnel.

They cover the principles and techniques of internal quality assurance of assessment. Covering competence-based assessment as well as those used in vocationally-related taught programmes.

They have been developed for those working in accredited learning, non-accredited learning, the National Qualifications Framework (NQF) and the Qualifications and Credit Framework (QCF).

What routes are available?

Award in Understanding Principles and Practice of Assessment level 3 – A9430

Award in Competence in the Work Environment level 3 – A9431

Award in Assessing Competence level 3 – A9432

Certificate in Assessing Vocational Achievement level 3 – A9433

Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice level 4 – A9434

Award in the Internal Quality Assurance of Assessment Processes and Practice level 4 – A9435

Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice level 4 – A9436

About our fees

- ① For training marked with this symbol, the price will depend on the funding available. Please call 0116 224 2240 for more details.
- ② Costs for training with this symbol are variable dependent on the number of delegates, venue etc. Please call 0116 224 2240 for more details.
- ③ Costs for training with this symbol are dependent on employee's age. Please call 0116 224 2240 for more details.

Who should attend?

The TAQA units and qualifications provide people who carry out assessment and internal quality assurance roles in their organisation with the opportunity to develop and improve their practice as well as achieving a professional qualification for their roles.

These qualifications are for anyone working in - or hoping to take up a role in – assessment and internal quality assurance.

Training outcomes

Successful achievers will understand the principles of assessment and internal quality assurance and have the knowledge to develop and improve systems with in their organisation.

Duration

Various

Assessment

Continuous Assessment

Progression

Employees may wish to consider a further programme of study or quality management roles or work as an external verifier.





Teaching English (ESOL CPD) in the Lifelong Learning Sector (level 5 University Diploma)

Course Code: A7043 Fees £680
Start Date: 20 September 2011

What is the training about?

The theories and principles relating to language acquisition and learning, including both spoken and written language in many forms, within the context of teaching literacy in the Skills for Life curriculum.

It three modules:

- ESOL learners theories and frameworks (30 credits)
- literacy learning and teaching (15 credits)
- ESOL resources (15 credits).

Who should attend?

Employees will need a Certificate of Education, PGCE or DTLLS, and Literacy skills at level 3.

Training outcomes

On completion of this training employees will be an ESOL specialist.

Duration

Employees will be required to attend college seven days throughout the academic year. The remainder of the training is delivered through online learning for one year.

Assessment

Assessment will consist of two case studies (3,000 words), discourse analysis (3,000 words), teaching file (including four observations), reflective journal (2,500 words) and a resource file (including a 3,000 word rationale and evaluation).

Progression

This programme constitutes the second level of degree study and may be used to build credit towards a BA (Hons).



Teaching English (Literacy CPD) in the Lifelong Learning Sector (level 5 University Diploma)

Course Code: A6086 Fees £680
Start Date: 20 September 2011

What is the training about?

The theories and principles relating to language acquisition and learning, including both spoken and written language in many forms, within the context of teaching literacy in the Skills for Life curriculum.

This course has three modules:

- literacy learners theories and frameworks (30 credits)
- literacy learning and teaching (15 credits)
- literacy resources (15 credits).

Who should attend?

Employees will need a Certificate of Education, PGCE or DTLLS, and Literacy skills at level 3.

Training outcomes

On completion of this training employees will become a literacy specialist.

Duration

Employees will be required to attend college seven days throughout the academic year. The remainder of the training is delivered through online learning for one year.

Assessment

Assessment will consist of two case studies (3,000 words), discourse analysis (3,000 words), teaching file (including four observations), reflective journal (2,500 words) and a resource file (including a 3,000 word rationale and evaluation).

Progression

This programme constitutes the second level of degree study and may be used to build credit towards a BA (Hons).

Employees may wish to consider jobs including Skills for Life teacher, Functional Skills teacher and other teachers of literacy up to level 3.

**“98% of employers said
Leicester College gives a
value for money service”**

Employer Survey 2011



OCR Additional Diploma in Teaching Mathematics (Numeracy)

Course Code: A8425
Start Date: 19 September 2011

Fees £612

What is the training about?

It provides the knowledge and understanding of theories and principles relating to mathematical acquisitions and learning, within the context of teaching maths and numeracy in the Skills for Life curriculum.

Who should attend?

Employees will need a Certificate of Education, PGCE or DTLLS and Numeracy skills at level 3.

Training outcomes

On completion of this training employees will build up into a portfolio of work.

Duration

Employees will be required to attend College for six days throughout each academic year. The remainder of the training is delivered through online learning for one year.

Assessment

Continuous.

Progression

This training allows progression into teaching in the Skills for Life Sector and supports the delivery of Functional Skills.

Employees may wish to progress into teaching Skills for Life Numeracy or Functional Skills maths.



PGCE Certificate in Education/Post Compulsory Education

Course Code: A3629
Start Date: 20 September 2011

Fees £775

What is the training about?

It is designed for teaching and training staff in: Further Education, Higher Education, Industry and Commerce, Public Services such as the NHS, Police, Social Services, Adult Basic Education and Community Education. The training comprises a single programme, which can be taken at two academic levels (PGCE or Cert Ed). The training is carried out with Leicester College's associate college, the University of Bedfordshire.

Who should attend?

The Postgraduate Certificate in Education (PGCE) is suitable for employees interested in furthering their career in education, who are qualified to Degree level and have over 75 hours per year teaching experience in the post-compulsory sector. The Certificate in Education (Cert Ed) is suitable for employees who are qualified up to level 3, and have a minimum of 75 hours per year teaching experience.

Training outcomes

On completion of both the PGCE and the Cert Ed, employees should have an understanding of all aspects of teaching and learning to enable them to improve their work as a teacher, trainer or tutor. This includes assessment, preparing resources, curriculum and lesson design, learning styles, the organisation of post-16 education, quality, evaluation systems and research skills.

Duration

Five hours per week over two years. Employees will also have to attend two study days per year at the University of Bedfordshire, which is mandatory in order to achieve either award.

Assessment

Assessment is varied and continuous, and employees will work to a set of outcomes at either Cert Ed or PGCE level. Some modules are assignment based, while others require a portfolio of evidence to be built up. Additionally, there is assessment by observation of practical teaching, both in the workplace and in class.

Progression

MA in Education or Foundation Degree in Teaching in Post-Compulsory Education.

Outstanding value
for money

Ofsted Inspection January 2011