



openawards

Open Awards Level 3 Award in Education and Training (RQF)

601/0503/3



QUALIFICATION GUIDE

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About the Qualification

Title	Level 3 Award in Education and Training (RQF)
QAN	601/0503/3
Sector	13.1 Teaching and Lecturing
Level	3
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/08/2028

Ofqual Purpose	C – Prepare for Employment
Ofqual Sub-Purpose	C1 – Prepare for Employment in a Specific Occupational Area

Total Qualification Time/Guided Learning	
Award	
Total Qualification Time (hours)	120
Guided Learning (hours)	55

Age Range and Restrictions:	
Pre -16	✓
16 – 18	✓
19+	✓
Any other restrictions specific to the qualification(s)	None

Any specified entry requirements
<p>Although no formal qualifications are required on entry, all trainee teachers joining this qualification programme should undertake an initial assessment of skills in English, mathematics and ICT. They should record their development needs and, where applicable, agree an action plan to address them. If trainees join the qualification programme having already undertaken an initial assessment of their English, mathematics and ICT skills, their record of development needs and any previous action taken to address them should be reviewed and updated as required.</p> <p>There are no other nationally agreed entry requirements.</p>

Recommended Assessment Method Summary
<p>Learners will be required to complete a portfolio of evidence.</p> <p>There is a requirement for each learner to complete a microteaching sessions or to undertake observed and assessed practice in a real working environment. Please see 'Delivering this Qualification' section for more information.</p> <p>Some optional units also require practice, including observation and assessment of practice. These requirements are specified in the assessment guidance for the individual units. For some optional units practice must be in a real work environment and in the appropriate context – with groups of learners or with individual learners.</p>

Qualification Units

Rules of Combination	
Award	
Credit Value of the Qualification	12
Minimum Credits to be achieved at the Level of the Qualification	12
Mandatory Units A	3
Optional Group B	6
Optional Group C	3

Mandatory Units Group A

QAC Code	Unit Name	Credits	Level
J/507/8945	Understanding Roles, Responsibilities and Relationships in Education and Training	3	Level Three

Optional Unit Group B

QAC Code	Unit Name	Credits	Level
J/508/5023	Facilitate Learning and Development for Individuals	6	Level Three
A/615/5370	Facilitate Learning and Development in Groups	6	Level Three
F/615/5371	Understanding and Using Inclusive Teaching and Learning Approaches in Education and Training	6	Level Three

Optional Unit Group C

QAC Code	Unit Name	Credits	Level
L/615/5373	Understanding Assessment in Education and Training	3	Level Three
J/615/5372	Understanding the Principles and Practices of Assessment	3	Level Three

Delivering this Qualification

Becoming a Centre

To deliver this qualification you must be a recognised Open Awards centre. For more information, head to our website or contact the team on 0151 494 2072

How to Deliver

You can deliver this qualification by completing a [New Qualification Request Form](#) via the Open Awards portal. For more information, see the Centre Handbook, or contact the team on 0151 494 2072.

Registering Learners

Once you are ready to deliver this qualification, you will need to register your learners in line with the timescales below:

Short courses (15 weeks or less) within 25 working days of the course start date.
Full year long courses (over 15 weeks) within 60 working days of the course start date.

You will need to register your learners via the Open Awards [portal](#).

Quality Assurance and Standardisation

Delivery of this qualification must be done so in accordance with Ofqual regulatory guidelines and in line with Open Awards' quality assurance processes. Template forms and guidance documents are available via the Open Awards portal.

Centre Staff Requirements

Centres are responsible for ensuring that their staff are suitably skilled and experienced. Tutors/ assessors and internal quality assurance (IQA) staff must have relevant occupational knowledge and/or occupational competence at the same level or higher as the units being delivered.

All those who assess these qualifications 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;
- Hold one of the following qualifications or their recognised equivalent:
- Level 3 Award in Assessing Competence in the Work Environment (QCF); or Level 3 Certificate in Assessing Vocational Achievement (QCF); 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.

Likewise, best practice would be for Internal Verifiers to hold the relevant D34/V1/IQA unit(s).

Centres are responsible for notifying Open Awards of staff changes.

There are additional requirements for those who assess any **Learning and Development units** – they must:

1. 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);
2. Have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
3. Hold one of the following qualifications or their recognised equivalent:
 - 3.1. Level 3 Award in Assessing Competence in the Work Environment (QCF); or
 - 3.2. Level 3 Certificate in Assessing Vocational Achievement (QCF); or
 - 3.3. A1 Assess candidate performance using a range of methods; or
 - 3.4. D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence; and
4. Show current evidence of continuing professional development in assessment and quality assurance.

All those who are involved in the internal quality assurance of the Learning and Development units of this qualification must:

5. have up-to-date working knowledge and experience of best practice in assessment and quality assurance;
6. hold one of the following assessor qualifications or their recognised equivalent:
 - 6.1. Level 3 Award in Assessing Competence in the Work Environment (QCF); or
 - 6.2. Level 3 Certificate in Assessing Vocational Achievement (QCF); or
 - 6.3. A1 Assess candidate performance using a range of methods; or
 - 6.4. D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence;
7. hold one of the following internal quality assurance qualifications or their recognised equivalent:
 - 7.1. Level 4 Award in Internal Quality Assurance of Assessment Processes and Practice (QCF); or
 - 7.2. Level 4 Certificate in Leading the Internal Quality Assurance of

Assessment Processes and Practice (QCF); or
7.3. V1 Conduct internal quality assurance of the assessment process; or
7.4. D34 Internally verify the assessment process; and

8. show current evidence of continuing professional development in assessment and quality assurance

Information about the assessment and quality assurance strategy for the Learning and Development units is included in the individual unit content.

Training and support

Open Awards offers training and support events in Delivery & Assessment and Quality Assurance. These events are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of these training events are on our [website](#).

Internal Quality Assurance (IQA)

All centres delivering Open Awards provision must operate rigorous internal quality assurance systems. A centre must identify how they will internally quality assure and standardise their delivery and assessment before delivering a course.

External Quality Assurance (EQA)

Centre approval compliance monitoring and external quality assurance is carried out by Open Awards' Lead Quality Reviewers/External Quality Assurers who will confirm that the centre is assessing to standard and ensure that there are robust quality assurance systems embedded.

Please refer to Internal and External Quality Assurance within the Centre Handbook.

Standardisation

Centres are required to contribute to national standardisation as requested by Open Awards. Open Awards offers Standardisation events that are held throughout the year. Such events will also provide an opportunity to identify and share best practice. Up to date details of training and standardisation events can be found on our website.

Further guidance on Quality Assurance and Standardisation please refer to the [Centre Handbook](#)

Requirements for Practice and Assessed Practice

There is a minimum requirement for trainee teachers to engage in observed and assessed microteaching for the following optional unit:

- Understanding and Using Inclusive Teaching and Learning Approaches in Education and Training

For this unit, trainee teachers must be involved in at least one hour of microteaching. Each trainee teacher must deliver at least one 15-minute microteaching session that is observed and assessed by a member of the

delivery team. For the additional 45 minutes, trainee teachers can either deliver additional microteaching sessions or observe the microteaching sessions of other trainee teachers.

Trainee teachers who are currently teaching may prefer to use their practice instead of microteaching to meet the requirements of this unit.

There is a requirement to undertake observed and assessed practice in a real work environment for the following optional units from the Learning and Development suite that are included in this qualification:

- Facilitate Learning and Development for Individuals
- Facilitate Learning and Development in Groups

For these units, practice should be in the appropriate context with groups of learners or with individual learners. The number of practice hours required and the number of hours to be observed and assessed are not specified for Learning and Development units.

Recognition of Prior Learning and Achievement (RPL)

RPL is a method of assessment that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they may already possess. Evidence of learning must be sufficient, reliable and valid.

It is the responsibility of the centre to inform Open Awards at registration of any exemptions and/or equivalences for which a claim may be made. These claims will be subject to external verification by the Open Awards' Lead Quality Reviewer for the centre.

For more information, please see our Recognition of Prior Learning Policy found on the Open Awards [portal](#).

Appendices and Links

Appendix Name
Centre Handbook
Enquiries, Complaints and Appeals Policy
Equality and Diversity Policy
Invoicing Policy
Privacy Policy

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