Open Awards Level 4 Certificate in Education and Training (RQF)

603/0900/3

QUALIFICATION GUIDE

Contents		
1.	About the Qualification	Page 3
3.	Qualification Units	Page 5
4.	Delivering this Qualification	Page 7
5.	Appendices and Links	Page 12

About the Qualification

Title	Level 4 Certificate in Education and Training (RQF)
QAN	601/0503/3
Sector	13.1 Teaching and Lecturing
Level	4
Funding	Please click here for more information
Pricing Information	Please click here for more information
Review Date	31/07/2027

Ofqual Purpose	D – Confirm occupational competence
Ofqual Sub-Purpose	D1 – Confirm competence in an occupational role to the standards required

Total Qualification Time/Guided Learning	
Certificate	
Total Qualification Time (hours)	360
Guided Learning (hours)	160

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

Any specified entry requirements
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. There are no other nationally agreed entry requirements.

Recommended Assessment Method Summary
Learners will be required to complete a portfolio of evidence. There is a requirement for a minimum of 30 hours of practice for this qualification. Please see 'Delivering this Qualification' section for more information. 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.

Qualification Units

Rules of Combination	
Certificate	
Credit Value of the Qualification	36
Minimum Credits to be achieved at the Level of the Qualification	21
Mandatory Units A	21
Generic Optional Group B	15

Mandatory Unit Group A

QAC Code	Unit Name	Credits	Level
T/507/8942	Assessing Learners in Education and Training	6	Level Four
A/507/8943	Delivering Education and Training	6	Level Four
F/507/8944	Planning to Meet the Needs of Learners in Education and Training	3	Level Four
J/507/8945	Understanding Roles, Responsibilities and Relationships in Education and Training	3	Level Three
L/507/8946	Using Resources for Education and Training	3	Level Four

Optional Unit Group B

QAC Code	Unit Name	Credits	Level
Y/507/8948	Action Learning to Support Development of Subject Specific Pedagogy	15	Level Five
J/507/8993	Assess Vocational Skills, Knowledge and Understanding	6	Level Three
R/507/8947	Assessment and Support for the Recognition of Prior Learning through the Accreditation of Learning Outcomes	6	Level Three
Y/507/8951	Delivering Employability Skills	6	Level Four
A/507/8957	Develop and Prepare Resources for Learning and Development	6	Level Four
F/507/8958	Develop Learning and Development Programmes	6	Level Four
A/507/8960	Developing, Using and Organising Resources within a Specialist Area	5	Level Five
F/507/8961	Effective Partnership Working in the Learning and Teaching Context	15	Level Four
J/507/8962	Engage Learners in the Learning and Development Process	6	Level Three

R/507/8964	Engage with Employers to Develop and Support Learning Provision	6	Level Three
K/507/8968	Engage with Employers to Facilitate Workforce Development	6	Level Four
M/507/8969	Equality and Diversity	6	Level Four
H/507/8970	Evaluating Learning Programmes	4	Level Three
A/507/8974	Identify Individual Learning and Development Needs	3	Level Three
J/507/8976	Identify the Learning Needs of Organisations	6	Level Four
L/507/8977	Inclusive Practice	15	Level Four
H/507/8998	Internally Assure the Quality of Assessment	6	Level Four
R/507/8978	Manage Learning and Development in Groups	6	Level Four
Y/507/8979	Preparing for the Coaching Role	3	Level Four
L/507/8980	Preparing for the Mentoring Role	3	Level Four
R/507/8981	Preparing for the Personal Tutoring Role	3	Level Four
Y/507/8982	Specialist Delivery Techniques and Activities	9	Level Four
D/507/8983	Teaching in a Specialist Area	15	Level Four
H/507/8984	Understanding and Managing Behaviours in a Learning Environment	6	Level Four
R/507/9001	Understanding the Principles and Practices of Externally Assuring the Quality of Assessment	6	Level Four
T/507/9007	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	6	Level Four
K/507/8985	Working with the 14-19 Age Range in Education and Training	9	Level Four

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.

Although not mandatory, best practice would be for Assessors to hold the relevant D32/D33/A1/AQA unit(s) and Level 4 Certificate in Education or Training. 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 requirement for a minimum of 30 hours of 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.

There are different practice requirements for each unit in this qualification. These are detailed in the individual unit specifications.

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
- gaining subject-specialist knowledge through workplace mentoring

Assessed observations of practice judged 'Inadequate' (grade 4) should not count towards assessed observations of practice required for the qualification, though these observations should be recorded with feedback provided.

There must be a minimum of three observations totalling 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 carried out in accordance with the criteria and grading characteristics for judging the quality of teaching, learning and assessment identified in the Ofsted further education and skills inspection handbook available here. Observations should be appropriately spaced throughout the whole programme and take into account a trainee teacher's progress. An example teaching observation form is provided in the appendices of this qualification guide.

To be eligible for the award of credit for any one of the above three units, a trainee teacher must be able to provide evidence of a minimum of one assessed observation of practice that meets the required standard of practice. To be eligible for the award of credit for all three units, a trainee teacher must be able to provide evidence of a minimum of three assessed observations of practice that meet the required standard of practice.

Some optional units from the Education and Training suite 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.
The number of practice hours required and the number of hours to be observed and assessed are not specified for Learning and Development units. These requirements are in addition to the observed and assessed practice requirements stipulated above.

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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