

Unit Selection Procedure for the Level 3 Award in Education and Training

This document sets out the procedure for the selection of units on the Level 3 Award in Education and Training in line with the credit value required to be achieved for the qualification set by City and Guilds. The college details this procedure taking account of Part B of the UK Quality Code: Expectation B1 (programme design, development and approval).

To successfully complete the programme learners are required to achieve 12 credits through the successful completion of compulsory and optional units. As the Award is seldom run and there have not been any concerns with selected optional units, optional units have been selected based on the success of the last qualification which had similar units, learner feedback and the teaching team's consideration as well as subject specialisms.

This qualification offers learners an opportunity to widen learner knowledge in a number of different areas and the optional units selected by the college team includes a unit on assessing. Optional units have been selected carefully by the teaching team to fit the credit value required by City and Guilds for successful completion of the programme with consideration of the duration of its delivery frame.

The following details with description the units which form the 12 credits required to be met:

Compulsory: Unit 301: Understanding roles, responsibilities and relationships in education and training.

Credit Value: 3

This is a taught unit focused on learners gaining an understanding of the teaching role and responsibilities in education and training. Additionally, learners will gain an understanding of ways to maintain a safe and supportive learning environment as well as gain an understanding of the relationships between teachers and other professionals in education and training.

Optional: Unit 302: Understanding and using inclusive teaching and learning approaches in education and training.

Credit Value: 6

This is a taught unit that involves a practical element. The learning objectives are learners will gain an understanding of inclusive teaching and learning approaches in education and training. To add learners will understand ways to create an inclusive teaching and learning environment. Learners will be able to plan, deliver and evaluate the delivery of inclusive teaching and learning.

Optional: Unit 305: Understanding assessment in education and training.

Credit Value: 3

This is a taught unit focused on learners gaining an understanding of the types and methods of assessment used in education and training as well as how to involve learners and others in the assessment process. Additionally, learners will gain an understanding of the role and use of

constructive feedback in the assessment process and an understanding of the requirements for keeping records of assessment in education and training.

The college is committed to improving the programmes it runs and engaging with the learners to take account of their views on changes required. Programme monitoring enables the gathering of information of the programme and enables effective programme review which informs the change of optional unit selection. Following monitoring and review where it is agreed by the teaching team and management that optional units selected are to be changed or addition units are to be provided to learners these will be carefully considered in line with the credit values set out by City and Guilds as well as communicated through publication on the college website under the course page and in the prospectus. Where there are prospective learners registered on the course but not yet started communication will be through email, phone and where possible face to face.

To ensure that disruption does not occur to the programmes being currently run changes following monitoring and review will only be implemented for the next programme ran.

This procedure is subject for review during programme monitoring and review meetings.