

# Highfield Level 4 Certificate in Education and Training (RQF)

## Who is this qualification for?

This qualification is designed to prepare trainee teachers to teach in a wide range of contexts. It requires observation and assessment of practice and the range of optional units available provide opportunities to contextualise the qualification for different learning environments.

## Assessment Method

This qualification is assessed by the completion of a portfolio/e-portfolio of evidence.

## How long will it take?

The total qualification time for this qualification is 360 hours and of this, 140 hours are recommended as guided learning hours.

(M/502/9545)	Develop learning and development programmes <i>(Learning and development unit)</i>	4	30	6
(H/505/1090)	Developing, using and organising resources within a specialist area	5	50	15
(V/503/5310)	Effective partnership working in the learning and teaching context	4	50	15
(F/502/9551)	Engage learners in the learning and development process <i>(Learning and development unit)</i>	3	30	6
(V/502/9555)	Engage with employers to develop and support learning provision <i>(Learning and Development unit)</i>	3	25	6
(D/502/9556)	Engage with employers to facilitate workforce development <i>(Learning and Development unit)</i>	4	30	6
(V/503/5789)	Equality and diversity	4	25	6
(K/505/1091)	Evaluating learning programmes	4	15	3
(K/502/9544)	Identify individual learning and development needs <i>(Learning and development unit)</i>	3	24	3
(H/502/9543)	Identify the learning needs of organisations <i>(Learning and Development unit)</i>	4	30	6
(L/503/5384)	Inclusive practice	4	50	15
(A/601/5321)	Internally assure the quality of assessment <i>(Learning and Development unit)</i>	4	45	6
(A/502/9550)	Manage learning and development in groups <i>(Learning and Development unit)</i>	4	30	6
(I/505/0188)	Preparing for the coaching role	4	15	3
(L/505/0189)	Preparing for the mentoring role	4	15	3
(T/505/1093)	Preparing for the personal tutoring role	4	15	3
(L/504/0231)	Principles and practice of lipreading teaching	4	48	12
(R/504/0229)	Specialist delivery techniques and activities	4	30	9
(I/505/1096)	Teaching in a specialist area	4	50	15
(V/505/1099)	Understanding and managing behaviours in a learning environment	4	20	6
(L/505/1102)	Understanding and managing behaviours in a learning environment	5	20	6
(F/601/5322)	Understanding the principles and practices of externally assuring the quality of assessment	4	45	6

**Learners must achieve a minimum of 36 credits overall. Learners must achieve the following rules of combination: Mandatory Group A - 21 credits, Optional Group B - 15 credits.**

### Mandatory Group A

Learners must achieve 21 credits from this group.

Unit reference	Unit title	Level	GLH	Credit
(H/505/0053)	Understanding roles, responsibilities and relationships in education and training	3	12	3
(A/505/1189)	Planning to meet the needs of learners in education and training	4	15	3
(M/505/0122)	Delivering education and training	4	24	6
(F/505/0125)	Assessing learners in education and training	4	24	6
(L/505/0127)	Using resources for education and training	4	15	3

### Optional Group B

Learners must achieve a minimum of 15 credits from this group.

Unit reference	Unit title	Level	GLH	Credit
(M/503/5376)	Action learning to support development of subject specific pedagogy	5	50	15
(T/503/5380)	Action research	5	50	15
(H/601/5314)	Assess occupational competence in the work environment <i>(Learning and Development unit)</i>	3	30	6
(F/601/5319)	Assess vocational skills, knowledge and understanding <i>(Learning and Development unit)</i>	3	30	6
(F/505/0187)	Assessment and support for the recognition of prior learning through the accreditation of learning outcomes	3	30	6
(M/505/1089)	Delivering employability skills	4	20	6
(A/502/9547)	Develop and prepare resources for learning and development <i>(Learning and Development unit)</i>	4	25	6

	<i>(Learning and Development unit)</i>			
(T/601/5320)	Understanding the principles and practices of internally assuring the quality of assessment <i>(Learning and Development unit)</i>	4	45	6
(D/505/1105)	Working with the 14-19 age range in the learning environment	4	30	9

# Education and training



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