



**Course Specification and Centre Guide**  
**Level 4** Award in Preparing to Teach in the  
Lifelong Learning Sector (PTLLS)

Qualification Number: 501/0185/7

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## COURSE SPECIFICATION LEVEL 4 AWARD IN PREPARING TO TEACH IN THE LIFELONG LEARNING SECTOR (PTLLS)

### 1. Target Group

- 1.1 The HABC Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) is aimed at those wanting to teach in the lifelong learning sector, or those already teaching within the sector who do not have relevant qualifications. From September 2007, all new teachers must gain a Licence to Practice at the start of their career. They have up to 6 months to achieve this from the date they commence working in the profession. The HABC Level 4 Award in Preparing to Teach in the Lifelong Learning Sector will provide an introductory programme for new teachers and confer a threshold licence to teach. Note that the threshold licence to teach allows learners to commence their professional development within the teaching profession. Further information can be found at Lifelong Learning UK [www.lluk.org.uk](http://www.lluk.org.uk) and at the Institute for Learning [www.ifl.ac.uk](http://www.ifl.ac.uk).

### 2. Qualification Accreditation Number

- 2.1 501/0185/7

### 3. Delivery and contact hours

- 3.1 It is recommended that there are at least 30 contact hours plus an additional 30 hours of self-directed study.

### 4. Qualification Credit Value

- 4.1 The QCF credit value of the full award in Preparing to Teach in the Lifelong Learning Sector is 6 credits.

### 5. Recognition of Prior Learning

- 5.1 The LLUK website (<http://www.standardsverificationuk.org/3600.htm>) outlines the Tariff of Legacy qualifications that may count as Accreditation of Prior Achievement. By viewing the link you will note that there are no qualifications that can be used for recognition of prior learning.

### 5.2 Entry Requirements: Initial Assessment

- 5.3 Learners should have relevant qualifications within their own area of expertise. Learners must be aged 16+ to undertake this qualification. Centres are responsible for ensuring learners can meet the necessary standards of English, Mathematics and Information Communication Technology skills required to undertake this qualification and that this information is captured as required

from the initial assessment. This can be captured via application form and/or telephone interview.

6. **Support for Functional Skills** (English, Mathematics and ICT)

6.1 Centres must provide functional skills support for learners where necessary, and appropriate records of this support must be maintained. Any functional skill requirement should be established from the initial assessment. Centres must jointly agree a course of action with the learner. This may include informal support or require the learner to undertake a formal course of tuition in English, Mathematics and/or ICT.

7. **Individual Learning Plans (ILP)**

7.1 The learner should be given the opportunity to complete an ILP to allow them to jointly agree and plan their route towards QTS, if applicable.

8. **Qualification Structure**

8.1 The Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) consists of a single mandatory unit:

8.1.1 Preparing to Teach in the Lifelong Learning Sector (501/0185/7)

8.2 Candidates must demonstrate achievement of all learning outcomes in assessments as well as in the micro-teach session(s). This qualification is graded **pass** or **refer**.

9. **Content**

9.1 The candidate will be able to:

9.1.1 Understand their own role, responsibilities and the boundaries of their role in relation to teaching by being able to:

9.1.1.1 Review their own role and responsibilities, and the boundaries of their own role as a teacher.

9.1.1.2 Summarise key aspects of relevant current legislative requirements and codes of practice within a specific context.

9.1.1.3 Review other points of referral available to meet the potential needs of learners.

9.1.1.4 Discuss issues of equality and diversity, and ways to promote inclusion.

9.1.1.5 Justify the need for record keeping.

9.2 The candidate will be able to:

9.2.1 Understand appropriate teaching and learning approaches in the specialist area by being able to:

9.2.1.1 Identify, adapt and use relevant approaches to teaching and learning in relation to the specialist area.

9.2.1.2 Evaluate a range of ways to embed elements of functional skills in the specialist area.

9.2.1.3 Evaluate the teaching and learning approaches for a specific session.

9.3 The candidate will be able to:

9.3.1 Demonstrate session planning skills by being able to:

9.3.1.1 Plan a teaching and learning session which meets the needs of the group and individual learners.

9.3.1.2 Evaluate how the planned session meets the needs of the group and individual learners.

9.3.1.3 Analyse the effectiveness of the resources for a specific session.

9.4 The candidate will be able to:

9.4.1 Understand how to deliver inclusive sessions which motivate learners by being able to:

9.4.1.1 Analyse different ways to establish ground rules with learners which underpin appropriate behaviour and respect for others.

9.4.1.2 Use a range of appropriate and effective teaching and learning approaches to engage and motivate learners.

9.4.1.3 Explain and demonstrate good practice in giving feedback.

9.4.1.4 Communicate appropriately and effectively with learners.

9.4.1.5 Reflect on and evaluate the effectiveness of their own teaching.

9.5 The candidate will be able to:

9.5.1 Understand the use of different assessment methods and the need for record keeping by being able to:

9.5.1.1 Review a range of different assessment methods.

9.5.1.2 Evaluate the use of assessment methods in different contexts, including reference to initial assessment.

9.5.1.3 Justify the need for record keeping in relation to assessment.

10. **Assessment methodologies:**

10.1 Types of evidence:

<b>Assignment</b>	<b>Reflective Journal</b>	<b>Session Plans</b>	<b>Micro-teach</b>
<i>The assignment should demonstrate evaluation and analysis of:</i>	<i>The journal should include:</i>	<i>Justify and evaluate:</i>	<i>Undertake a micro-teach session(s) demonstrating:</i>
<p>The role, responsibilities and boundaries for a teacher in terms of the teaching cycle.</p> <p>The key aspects of current legislative requirements and codes of practice relevant to your subject and the type of organisation.</p> <p>Issues of equality and diversity and ways to promote inclusion with your learners.</p> <p>Other points of referral available to meet the potential needs of learners.</p> <p>Different ways in</p>	<p>Evaluation and justification of the teaching and learning approaches and effectiveness of resources for an observed session.</p> <p>Evaluation of how your session met the needs of the individual and group.</p> <p>Evaluation of the different methods of giving feedback.</p>	<p>Produce a learning programme/scheme of work in your subject area.</p> <p>Produce at least one session plan for a minimum of 30 minutes from the scheme of work.</p> <p>Evaluate a range of ways to embed elements of functional skills in your specialist area.</p>	<p>Deliver the micro-teach practice, identifying, adapting and using relevant approaches to engage and motivate learners.</p> <p>Communicate appropriately and effectively with learners to meet individual and group needs.</p> <p>Demonstrate good practice in giving and obtaining feedback from your peers and tutor/observer.</p>

<p>which you would establish ground rules with learners, which underpin appropriate behaviour and respect for others.</p> <p>The need for keeping records and describe the types of records you would maintain.</p> <p>A range of different assessment methods available and explain the ones you would use for your subject area, including reference to initial assessment.</p> <p>The types of assessment records that you keep.</p>	<p>Complete a self evaluation to reflect and evaluate the effectiveness of your own teaching and feedback methods.</p> <p>A summative profile and action plan at the end of the programme.</p> <p>Evaluation of a range of assessment methods available, explaining the ones you would use for your subject area, including reference to initial assessment.</p>		
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**11. Teaching Practice**

- 11.1 Learners should conduct at least one hour of micro-teaching. The minimum cohort for the micro-teaching session is four. Each learner must deliver at least 30 minutes of micro-teaching. This may consist of two 15 minute micro-teach sessions or one 30 minute teaching practice. This should be observed and assessed by a member of the delivery team. For the additional 30 minutes, learners must deliver additional micro-teaching sessions and observe the micro-teaching sessions of other learners. The observed and assessed micro-teach/teaching practice should be within an appropriate teaching practice location.
- 11.2 Teaching practice locations recognised for the purposes of LLUK qualifications include all provision within further education (as defined in the Further and Higher Education Act 1992), Further Education in Higher Education settings and Learning and Skills Council funded provision within community learning, development, work-based learning, the voluntary sector, or any other appropriate location which will allow a learner to meet the requirements of the standards.

12. **Mentor/Subject Specialist Support**

12.1 It is good practice for Centres to have a mentor in place to support learners. A mentor must understand the requirements of the programme and be a qualified and experienced teacher. Mentors should be subject specific and provide learners with specific guidance on teaching their specialist subject.

13. **Threshold Licence to Teach**

13.1 From September 2007, all new teachers who are involved with the delivery of funded programmes in the lifelong learning sector will be required to obtain the threshold licence to teach at the start of their teaching career. This qualification will confer this licence.

14. **Potential for Progression**

14.1 The Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) can provide progression to:

14.1.1 Level 3 or Level 4 CTLLS

14.1.2 Level 5 DTLLS

15. **Centre Requirements:**

15.1 Guidelines for teachers:

15.1.1 Teachers must hold a Level 4 teaching/training qualification e.g. City and Guilds 7307, L4 NVQ in Direct Training Support, PGCE or Cert Ed. Teachers must also have current or recent experience in the particular subject area.

15.2 Internal Quality Assurance

15.2.1 Staff must be D34/V1/IQA qualified, possess a relevant teaching qualification and be occupationally competent within the area that they are verifying.

15.3 External Quality Assurance

15.3.1 External verifiers will be appointed by HABC to moderate Centres quality assurance processes.

16. **Links to National Occupational Standards**

16.1 LO1 – Understand your own role, responsibilities and the boundaries of your role in relation to teaching.

16.1.1 AK6.1, AP6.1, FK1.1, FP1.1, AK3.1, AK7.1, AK7.2

16.2 LO2 - Understand appropriate teaching and learning approaches in the candidate's specialist area.

16.2.1 CK3.1, CP3.1, CK3.3

16.3 LO3 - Demonstrate session planning skills.

16.3.1 DK1.2, DP1.2, DK3.1, DP3.1

16.4 LO4 - Understand how to deliver inclusive sessions which motivate learners.

16.4.1 BK1.2, BP1.2, BK2.2, BP2.2, EK4.1, EP4.1, BK3.1, BP3.1, BK3.2, BP3.2, BK2.6, BP2.6

16.5 LO5 - Understand the use of different assessment methods and state the need for record keeping.

16.5.1 EK1.1, EP1.1, EK1.2, EP1.2, EK5.1, EP5.1, EK5.2, EP5.2

17. **How to Complete the Award**

17.1 Learners must complete the assessment questions 1 to 6. The assessment questions can be completed in any order apart from Assessments 5 and 6, where Assessment 5 must be completed **before** Assessment 6.

17.2 The resource used for the initial learner assessment must be stored with the learner's portfolio of evidence. Form 1 must be used by the teacher to track the learner's progress.

17.3 Form 2 is to be completed and returned to the learner after each assessment submission. The learner must complete Form 10 after each assessment task.

17.4 Forms 3 and 4 are to be used for the Scheme of Work and Session Plan. Once the learner has delivered their session(s), they must complete Form 5. The tutor must complete Form 6 during the learner's practical delivery and offer feedback. The peer group must each complete Form 7 and offer feedback.

17.5 Form 8 is to be completed once the learner has successfully completed all their assessment tasks. This should then be placed at the front of the learner's portfolio of evidence.

- 17.6 Form 9 is to be used to record any discussions that may be required with regards to the learner and the course.
- 17.7 Forms 11 and 12 must be completed by either the Internal Verifier or Internal Quality Assurer.
- 17.8 The completed portfolio of evidence must be retained by the Centre until it has been viewed by the HABC External Verifier.

## 18. The Assessments

### HABC PTTLS CANDIDATE ASSESSMENTS

The PTTLS award is achieved through the successful completion of the following six assessments.

#### **Assessment 1**

Candidates should submit a written assessment that meets the following assessment criteria:

- Review what your actual or perceived role, responsibilities and boundaries are as a teacher in terms of the teaching cycle.
- Summarise key aspects of legislative requirements and codes of practice that directly impact on your teaching.
- Summarise key aspects of legislative requirements and codes of practice that directly impact on your learning environment.

#### **Assessment 2**

Candidates should submit a written assessment that meets the following assessment criteria:

- Analyse different ways to establish ground rules with learners.
- Justify how ground rules underpin appropriate behaviour and respect for others.
- Evaluate and justify the types of resources available to meet the potential needs of learners.
- Identify any other organisations which may be used as a referral point to meet the potential needs of the learners and review the benefits.

#### **Assessment 3**

Candidates should submit a written assessment which meets the following assessment criteria:

- Discuss issues of equality, diversity and ways to promote inclusion within the classroom environment.
- Evaluate a range of ways to embed functional skills or elements of functional skills within your delivered sessions.

#### **Assessment 4**

Candidates should submit a written assessment that meets the following assessment criteria:

- Evaluate the three main types of assessments used and justify explain how you would conduct an initial assessment of learners.
- Explain how you utilise assessment methods.

- Justify the importance and the requirement of keeping records, including those relating to assessment.

### **Assessment 5**

Candidates should prepare, deliver and participate in micro-teaching. The essential requirements of this assessment are:

- Produce a Scheme of Work for a minimum of four sessions.
- Produce a Session Plan for your 30 minute micro-teach session.
- Use a range of teaching and learning approaches which engage and motivate the learners effectively.
- Demonstrate effective communication with learners.
- Observe a micro-teach session delivered by a member of your cohort and provide positive feedback.

### **Assessment 6**

Candidates should submit a written document which meets the following assessment criteria:

- Justify your selection of teaching and learning approaches.
- Review and evaluate your choice of resources for your delivered session.
- Explain how you gave constructive feedback.
- Explain how you will use the feedback received to improve your teaching in the future.

### **Candidate notes**

- There are no specific word counts for the assessments. However, candidates must ensure that the assessment criteria are fully met.
- All written assessments must be correctly referenced using the Harvard referencing system.

19. **Assessment Forms**

19.1 All forms that are to be used can be found at Annex A on the following page.



**Individual Assessment Record**

**Form 2**

<b>Learner</b>
<b>Teacher</b>

<b>PTLLS Level 4</b>
<b>Location</b>

Assessment		Feedback:
1	P/R	
2	P/R	
3	P/R	
4	P/R	
5	P/R	
6	P/R	

<i>IV/IQA</i>	<i>Further Action Required:</i>
<i>Is the evidence...</i>	
Valid? <b>Y/N</b>	
Authentic? <b>Y/N</b>	
Current? <b>Y/N</b>	
Sufficient? <b>Y/N</b>	
Reliable? <b>Y/N</b>	
<b>Action completed on:</b>	

**Learner's comments:**

*Assessment decision referred to IV/ IQA - Y/N*

**Learner's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Teacher's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**IV/IQA signature (if sampled)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Scheme of Work**

**Form 3**

**Teacher:**

**Date:**

**Location:**

**Aim of session or course:**

Date	Session Title and Learning Outcome	Required Resources and Activities	Assessment	Remarks

**Session Plan**

**Form 4**

**Teacher:**

**Date:**

**Duration:**

**Aim of session:**

**Learning Outcome(s):**

Timing	Trainer activities	Learner activities	Resources required	How is inclusion catered for?	Assessment methods	How are functional skills embedded?

**Session Plan**

**Teacher:**

**Date:**

**Duration:**

**Aim of session:**

**Learning Outcome(s):**

Timing	Trainer activities	Learner activities	Resources required	How is inclusion catered for?	Assessment methods	How are functional skills embedded?

**Self Evaluation and Reflection of Micro-Teach Delivery**

**Form 5**

**Title of Session:** \_\_\_\_\_

Date, time and length of delivery:	
Aim of session and learning outcome(s):  How were the Learning Outcomes met?	
Summary of teacher feedback:	
Summary of peer feedback:	
Self-evaluation ( <i>strengths, limitations</i> ):	
Action and improvements required ( <i>How will you do this?</i> ):	

Learner's Name: \_\_\_\_\_ Learner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Tutor Observation Report**

**Form 6**

**Name of learner:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Name of teacher:** \_\_\_\_\_

**Title of Session:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_ **Total Time:** \_\_\_\_\_

<b>Did the learner:</b>	<b>Yes/No</b>	<b>Examples</b>
prepare an adequate session plan?		
introduce themselves and create a rapport with their learners?		
use SMART learning outcomes?		
prepare adequately, e.g. equipment/resources/handouts?		
communicate clearly (verbally and non-verbally)?		
involve and include everyone during the session and give positive feedback?		
demonstrate their subject knowledge?		
use a range of teaching and learning approaches appropriate to the group?		
take into account health & safety and equality and diversity?		
ensure learning took place through assessment?		
identify the assessment method(s) used?		
summarise their session and refer to the learning outcomes?		

Strengths	
Areas for development	
Action required	

**Teacher's Name:** \_\_\_\_\_ **Teacher's Signature:** \_\_\_\_\_

**Learner's Name:** \_\_\_\_\_ **Learner's Signature:** \_\_\_\_\_

**Peer Observation and Feedback**

**Form 7**

**Name of Learner:**

**Date:**

**Name of observer:**

**Session Title:**

<b>Did the learner:</b>	<b>Yes/No</b>	<b>Examples</b>
introduce themselves and create a rapport with the learners?		
state the learning outcomes?		
prepare adequately, e.g. equipment/resources/handouts?		
communicate clearly?		
appear confident and professional?		
involve and include everyone during the session and give positive feedback?		
demonstrate their subject knowledge?		
use a range of teaching and learning approaches?		
take into account health & safety and equality and diversity?		
check that learning took place through assessment?		
summarise their session and refer to the learning outcomes?		

Strengths	
Areas for development	

**Name (Non-Mandatory):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Form 8**

**Preparing to Teach in the Lifelong Learning Sector (PTLLS) Level 4  
Record of Achievement**

Learner Name:		Organisation:	
Mentor Name:		Subject:	
Start Date:		Registration-date & number:	
Completion Date:		Certification date:	
IV/IQA date: (if sampled)		EV/EQA date: (if sampled)	

Assessment number	Target date	Date submitted	Date achieved
1			
2			
3			
4			
5			
6			

*I confirm all work produced for this qualification is my own.*

Learner's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I confirm the above learner has successfully provided evidence to meet all learning outcomes.*

Teacher's signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have sampled/not sampled\* this learner's evidence and confirm certification can be claimed.*

IV/IQA signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tutorial Review Record**

**Form 9**

<b>Learner:</b>
<b>Teacher:</b>

<b>PTLLS Level 4</b>
<b>Location:</b>

**Comments on progress** *(including functional skills):*

**Action required - teacher:**

*Amend target dates on record of achievement if necessary*

**Action required – learner:**

**Learner's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Teacher's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reflection of Assessment**

**Form 10**

<b>Learner:</b>
<b>Teacher:</b>

<b>PTLLS Level 4</b>
<b>Date:</b>

**What I have learnt or found to be beneficial by completing this assessment:**

**Action required to improve my knowledge and benefit my learners:**

**Learner's signature:** \_\_\_\_\_

**IQA/IV report** (2 page document)

**Form 11**

Learner's name	
Teacher's name	
IQA/IV Number	
Qualification	
Assessment	
Date of assessment	
Date of IQA/IV	

	<b>Checklist</b>	<b>Yes</b>	<b>No</b>
<b>1.</b>	Does the assessment planning clearly depict the intended activities for the learner to undertake before the next assessment?		
<b>2.</b>	Are the learner's assessment records being updated/completed on an ongoing basis?		
<b>3.</b>	Has the teacher confirmed authenticity, sufficiency, accuracy, consistency and validity?		
<b>4.</b>	Was the learner directly observed?		
<b>5.</b>	Was knowledge and understanding assessed?		
<b>6</b>	Has the witness status list been provided to authenticate witness, and are all signatures in place (if applicable)?		

<b>Feedback to teacher:</b>	
<b>Agreed action plan/development requirements:</b>	<b>Target date</b>

I confirm I have received feedback and fully understand any action points.	Teacher's Signature.		Date	
Does the evidence sampled meet the qualification requirements? Yes/No	IQA/IV Signature.		Date	

20. **Support for Centres**

20.1 Suggested Reading:

- 20.1.1 Curzon, L. B. (2003) *Teaching in Further Education*. Continuum International Publishing Group
- 20.1.2 Daines, J., Daines, C., and Graham, B. (2006) *Adult Learning, Adult Teaching*. Welsh Academic Press.
- 20.1.3 Gravells, A. (2008) *Preparing to Teach in the Lifelong Learning Sector* Learning Matters
- 20.1.4 Gravells, A. (2008) *Principles and Practice of Assessment*. Learning Matters
- 20.1.5 Petty, G. (2004) (3rd Edn) *Teaching Today*. Nelson Thornes
- 20.1.6 Wilson, L. (2008) *Practical Teaching A Guide to PTLLS and CTLLS* Cengage Learning

20.2 Useful websites:

- 20.2.1 [www.ifl.ac.uk](http://www.ifl.ac.uk) - The Institute for Learning
- 20.2.2 [www.lluk.org.uk](http://www.lluk.org.uk) – Lifelong learning UK
- 20.2.3 [www.svuk.org.uk](http://www.svuk.org.uk) – Standards and Verification UK
- 20.2.4 [www.niace.org.uk](http://www.niace.org.uk) National Institute of Adult Continuing Education (England and Wales)
- 20.2.5 [www.ofqual.gov.uk](http://www.ofqual.gov.uk) – The Office of the Qualifications and Examinations Regulator
- 20.2.6 [www.qcda.gov.uk](http://www.qcda.gov.uk) – The Qualifications and Curriculum Development Agency
- 20.2.7 [www.bis.gov.uk](http://www.bis.gov.uk)- Department for Business, Innovation and Skills

21. **Glossary of Terms**

**Qualified Teacher – Learning and Skills Framework (QTLS)**

<b>Term</b>	<b>Definition</b>
Action Plan	This is a formal agreement between the teacher and the learner, stating what will be achieved and when it will be achieved by.
Aim	A statement of what the teacher wishes to achieve by the conclusion of the session, course or programme.
APL	Accreditation of Prior Learning.
Assessment	A process of measuring the achievement of learners.
Assessment Methods	A chosen method to assess a specified outcome. For example, written test, observation, skills test, report, questioning (recorded).
Assessment Records	Documents used to record the outcome of an element or the full outcome of an assessment.
Assessor	The person making an assessment of the learners' competence.
Associate Teacher	Please refer to the guidance given by LLUK <a href="http://www.lluk.org.uk">www.lluk.org.uk</a>
Coaching	This is normally a one-to-one or small group activity. The teacher will closely observe the learner(s) performance and give advice and guidance along the way.
Communication	The transfer of information from one person to another with the intention of bringing about a response.
Competence	The ability to complete a task to a set agreed standard. Competency is declared by an assessor or teacher.
Contact Hours	The number of hours allocated for the formal programme delivery. This includes group tutorials and the delivery of theory aspects of the course or programme.
CPD	Continuous Professional Development - The continuous process of acquiring experience, skills and knowledge throughout work and life.

Term	Definition
CTLLS	The acronym for the Certificate in Teaching in the Lifelong Learning Sector.
Diagnostic Assessment	The method of assessment to discover a learner's strengths or deficits within their work, in order to assist in determining a future course of action.
Demonstration	Showing learners an example of best practice to undertake a task or to develop a skill by illustrating through actual performance.
DTLLS	The acronym for the Diploma in Teaching in the Lifelong Learning Sector.
E-Learning	Electronic learning - learning that is enhanced or supported through information and communication technology, such as computers and websites.
Energiser	A method of energising a group, normally delivered when lethargy is displayed due to various circumstances. This can take the form of a break or a group activity catering for full inclusion.
Evaluation	Gathering information to judge the effectiveness of the teaching or training that has been delivered.
External Verifier	Appointed by HABC to ensure that all assessments undertaken through Centres are fair, valid, consistent and meet the requirements of the standards.
Feedback	Written or verbal information relayed to learners regarding their progress, which should always be <b>constructive</b> .
Formative Assessment	Ongoing assessment carried out throughout the lesson, session course or programme.
Full Teacher	Please refer to LLUK guidance <a href="http://www.lluk.org.uk">www.lluk.org.uk</a>
Ground Rules	Jointly agreed codes of behaviour set by the teacher and learners, normally agreed at the beginning of the session.
Group	A gathering of learners, usually of four or more.
Ice Breaker	Fun and informal method of introducing learners to each other, normally completed at the beginning of a new session.
IfI	Institute for Learning - The professional body for teachers in the Learning and Skills Sector <a href="http://www.ifl.org.uk">www.ifl.org.uk</a>

<b>Term</b>	<b>Definition</b>
ILP	Individual Learning Plan - A plan that has been designed to map the learner's course of action.
Initial Assessment	A form of assessment used to discover the learners' strengths, learning deficits and areas for development prior to commencement of tuition. Also a means of measuring a learner's ability, for example a basic skills check (assessment).
Internal Verifier	Appointed by the Centre to ensure all assessments conducted are valid, authentic, current, sufficient, reliable and meet the requirements of the awarding body.
Intranet	An organisation's own computer network system.
ICT	Information Communication Technology. ICT covers any product that will store, retrieve, manipulate, transmit or receive information electronically in a digital form, for example, personal computers, digital television, digital radios and email.
Learning Sessions	Lessons or sessions delivered by a teacher using a variety of methods and catering for inclusion.
Learning Programme	A scheme of work – a concise document which lists the sessions or lessons to be conducted.
Learning Style	The way in which a learner prefers to learn, e.g. visual, auditory and kinaesthetic.
LLUK	This is the Sector Skills Council (SSC) for lifelong learning within the UK.
Mentor	A person who gives a learner one-to-one support.
Methods of Assessment	There are three main categories: initial, formative and summative assessment. Examples include observations, witness testimony, questions, simulations, work product, professional discussion and assignments.
Microteaching	A session delivered to peers within a learning environment.
Motivation	How a learner is encouraged to learn. This can include extrinsic, external, intrinsic or internal reasons for learning.
Non-verbal communication	Communication that does not involve spoken word, for example, body language or facial expression.
Objective	A statement that sets out what will be learnt as a result of the teaching.

<b>Term</b>	<b>Definition</b>
Pedagogy	Teacher-centred learning.
PTLLS	The acronym for the Award in Preparing to Teach in the Lifelong Learning Sector.
QTLS Framework	Qualified Teacher Learning and Skills Framework.
Quality Assurance	Internal and external means of checking learning provisions through policy and internal and external verification.
Session Plan	A written plan produced by the teacher prior to the delivery of the teaching lesson or session.
SMART	An acronym for objectives (see Objective) that are Specific, Measurable, Achievable, Realistic and Time-bound.
Summative Assessment	An assessment conducted at the end of teaching to determine the final level of achievement. This is often carried out by means of a written assessment.
Teaching/Training Cycle	A system approach to teaching which includes five inter-linked stages. These are identifying needs, planning and designing learning, delivery, assess and evaluate.
VACSR	An acronym for Valid, Authentic, Current, Sufficient and Reliable, normally used to assess work product.
Visual Resource	Visual materials such as PowerPoint™ presentations, pictures, videos, books and internet pages used to enhance a session or lesson.