

## Certificate in Education and Training (CET)

This qualification can be taken as a next step to the Award in Education and Training or started without previous training experience or qualifications.

Completion of the Certificate in Education and Training can enable you to apply for Associate Teacher in Learning and Skills (ATLS) which is highly respected by teaching and training organisations including Further Education and bespoke training sectors.

The aim of this qualification is to equip you with skills and theory to support learners and your development in the education sector.

### There are six units to complete to achieve this qualification:

#### **1. Understanding roles, responsibilities and relationships in education and training**

The purpose of this unit is to enable the learner to understand the role and responsibilities of a teacher in education and training and the relationship between different professionals in education and training.

#### **2. Planning to meet the needs of learners**

The purpose of this unit is to enable the learner to agree individual learning goals with their learners, to plan inclusive teaching and learning approaches in accordance with internal processes and external requirements, and to evaluate their own practice in planning teaching and learning. It covers expectations in relation to the minimum core in planning inclusive teaching and learning.

#### **3. Delivering education and training.**

The purpose of this unit is to enable the learner to use inclusive teaching and learning approaches, in accordance with internal processes and external requirements, to communicate with learners and to evaluate own delivery practice. It provides the learner with understanding of how technology can enhance teaching and learning and covers expectations in relation to the minimum core in delivering inclusive teaching and learning.

#### **4. Assessing learners in education and training**

The purpose of this unit is to enable the learner to use types and methods of assessment, to conduct and record assessment in accordance with internal and external processes and requirements, and to evaluate their own assessment practice. It covers expectations in relation to the minimum core in assessing learners in lifelong learning.

#### **5. Using resources in education and training**

The purpose of this unit is to enable the learner to use resources in the delivery of inclusive teaching and learning and to be able to evaluate that use. It covers expectations in relation to the minimum core in relation to using resources for inclusive teaching and learning.

## 6. Teaching in a specialist area

This unit aims to develop learners' knowledge and skills in relation to teaching in a specialist area. The specialist area may be a vocational or subject area. It includes consideration of the aims and philosophy of education and training in a specialist area and the aims and structure of key qualifications and learning programmes qualifications available to learners. It also includes curriculum issues, inclusive teaching and learning, and evaluating and improving own practice in a specialist area.

There will also be three observations of one hour each throughout the course.

### This qualification is suitable for individuals who:

- Want a qualification which focuses on practical teaching methods
- Are currently teaching and want to have their experience and practice accredited
- Are not currently teaching but can meet the minimum teaching practice requirement of 30 hours throughout their time on the course
- Can study at a level 4
- Want to take a short qualification
- Have a qualification or be working towards a qualification at level 2 (or equivalent) or above in Numeracy, Literacy and ICT

### Who is the awarding body for this qualification?

We work with two awarding bodies that offer this certification. NCFE and Future Qualifications.

### How much is the course?

The full course is £740\* If you have a previous PTLLS or AET qualification the cost is reduced to £665\*

Payments can be made via three monthly instalments as listed below

Course type	Initial payment	2 <sup>nd</sup> Payment	Final Payment
Full course	£340	£200	£200
With previous PTLLS /AET qualification	£265	£200	£200

\* Further costs may be incurred if you require a Windmill Training representative to complete the observations.

### Can I cancel the course once booked?

If you change your mind before the start of the course, we can offer you a refund minus administration fees of £25. If you are unable to complete the course once you have started and you have been registered with the awarding body, we can refund you the amount minus the administration fee and the registration fee of £105 plus the unit fee of work already assessed.

### **How long does the course take?**

The distance learning course can be completed in approximately three to six months.

### **What requirements are there?**

You will need to have or be able to work towards a level 2 in literacy, numeracy & ICT. This is required as teachers need to prove they have the minimum core skills needed to support teaching and model the type of work required of the learners. You will also need someone who is able to observe your teaching practice. This is usually someone in your organisation who has a minimum of three years consistent teaching in the 14+ sector or holds a level 5 or above teaching qualification.

You will also need to be teaching for a minimum of 30 hours. The teaching hours could relate to 1:1 sessions, group sessions or a mixture of both.

### **How do I know what my level in basic skills are?**

You can practice your level for free at <http://www.bbc.co.uk/skillswise/0/>

### **How is the course structured?**

To complete the distance learning course, you are sent workbooks for each unit of the course. The workbooks form your portfolio and includes guidance for the learning materials and also assessment requirements. The assessments methods come in different forms and include filling in tables, independent research, question & answers and assignments.

### **Will I be supported on the course?**

Yes – you will receive a personal tutor who will guide you throughout the duration of your course.

### **When can I join?**

You can join the distance learning course at any time.

### **What can I progress on to?**

You can progress onto the level 5 Diploma in Education and Training. You can also apply for Associate Teacher Learning and Skills status. This is completed through the Education and Training Foundation. <http://www.et-foundation.co.uk/>