

## Preparing to Teach in the Lifelong Learning Sector (PTLLS)

### Course summary

Preparing to Teach in the Lifelong Learning Sector (7303) is provided as an introduction for those who wish to train or teach. It is a qualification that will equip a wide range of trainers, facilitators and teachers to support learners. Run by LearnInvicta Limited and accredited through City & Guilds.

### Prerequisites

Although you require no specific prior teaching qualifications, you must be qualified in the subject you intend to teach by virtue of holding an appropriate professional qualification or employed in a training/teaching role.

### Course summary

The 7303 Level 3/4 Award in Preparing to teach in the Lifelong Learning Sector has been designed to provide progression to the new 7304 City & Guilds level 3/4 Certificate in Teaching in the Lifelong Learning Sector (CTLTS) and the level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS). These qualifications confer the required skills and knowledge to fill the newly named 'Associate Teacher' and 'Full Teacher' roles in the Lifelong Learning Sector.

### The topics in the 7303 Course are:

- Section 1: Understand own role, responsibilities and boundaries of role in relation to teaching
- Section 2: Understand appropriate teaching and learning approaches in the specialist area
- Section 3: Demonstrate session planning skills
- Section 4: Understand how to deliver inclusive sessions which motivate learners
- Section 5: Understand the use of different assessment methods and the need for record keeping

### Assessment method

To achieve the qualification, candidates must successfully complete both the theory and practice assignments covering all five Sections. You will be required to organise your work in a systematic way and produce a programme folder containing all the required tasks.

### Target audience

For those who work, or want to work, as:

Teachers/Trainers/Tutors in the Lifelong Learning Sector and Adult/Community Education

Trainers of personnel in commerce, industry, public and voluntary sectors or HM Forces

Technicians and Support Staff in further and adult education

Part time teachers in further and adult education

### Study type and Venue

This is offered as a part time course, which can be delivered at locations of your convenience dependant on numbers.

For more information please contact

Telephone: 01634 778560 or Email: [admin@learninvicta.co.uk](mailto:admin@learninvicta.co.uk)

Internet: [www.learninvicta.co.uk](http://www.learninvicta.co.uk)

## Course duration and start details

City & Guilds 7303 can be run in a variety of ways to meet the individual needs of organisations. The course can be offered as an intense workshop run over five consecutive days to meet the requirements of thirty+ hours class contact time; or one day a week for 5 weeks; or a programme of learning to meet the needs of the employer organisation. Start dates are by arrangement.

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## Progression

Progression courses from the 7303 scheme are the:

7304 Scheme - Certificate in Teaching in the Lifelong Learning Sector (CTLLS). This qualification is appropriate for those in an Associate Teacher Role or who are involved in work based learning training, assessment and support;

7305 Scheme – Diploma in Teaching in the Lifelong Learning Sector (DTLLS). This is appropriate for those in a Full Teacher Role. All teachers in the full role must complete this requirement within 5 years.

Candidates may carry forward the 6 credits achieved through the PTLLS Award into both CTLLS and DTLLS, as it forms a mandatory introductory unit for both qualifications.

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