

Teaching in the Lifelong Learning Sector

Certificates in Teaching in the Lifelong Learning Sector

Level 3 Level 4

Qualification Structure

Contents

1	Introduction	3
1.1	The OCR Level 3 and Level 4 Certificates in Teaching in the Lifelong Learning Sector	3
1.2	Administration arrangements for these qualifications	5
1.3	If centre staff have queries	5
1.4	Documentation updates	5
2	General information	6
2.1	Qualification Profile	6
3	Qualification Structure	8
3.1	OCR Level 3 Certificate in Teaching in the Lifelong Learning Sector	8
3.2	OCR Level 4 Certificate in Teaching in the Lifelong Learning Sector	10
3.3	OCR available units for the Level 3 and Level 4 Certificates	12
4	Further support and information	13
4.1	General enquiries	14
4.2	Entry forms and entry enquiries	14
4.3	Results enquiries	14
4.4	Customer feedback	15
4.5	OCR Training Events	15
4.6	OCR Publications	15
4.7	Publications (related to this qualification)	16
5	Glossary	18

1 Introduction

This Centre Handbook provides information for centre staff involved in the planning, delivery and assessment of the following qualifications which have been accredited onto the Qualifications Credit Framework (QCF) at Level 3 and level 4:

OCR Level 3 Certificate in Teaching in the Lifelong Learning Sector

04510

OCR Level 4 Certificate in Teaching in the Lifelong Learning Sector

06613

It is important that centre staff involved in the delivery of the above qualifications understand the requirements laid down in this handbook. Centres should therefore ensure that staff have access to this publication and the OCR handbook that outlines the structure associated with these qualifications.

A copy of this handbook is provided free to all centres on centre approval. Further copies are available to download from our website www.ocr.org.uk or, where preferred, centres may purchase additional copies on CD Rom from OCR Publications (0870 770 6622).

1.1 The OCR Level 3 and Level 4 Certificates in Teaching in the Lifelong Learning Sector

The OCR Level 3 and Level 4 Certificates in Teaching in the Lifelong Learning Sector have been developed to recognise student teachers' abilities to teach and support learning in a post-16 context. They have been designed to develop and accredit the breadth of knowledge and skills required by teachers to deliver learning programmes and undertake responsibility in managing the learning process.

Teachers successfully completing the OCR Level 3 or Level 4 Certificate in Teaching in the Lifelong Learning Sector will have the necessary knowledge and skills to fulfil the **Associate Teacher** role as defined in the *overarching standards for teachers, tutors and trainers in the lifelong learning sector* by Lifelong Learning UK. The **Associate Teacher** role is defined as carrying fewer teaching responsibilities than the full teacher role.

Someone is deemed to be in an associate teacher role if their role and responsibilities are to **teach predominantly** in at least **one** of the following ways:

- from packs/ pre-prepared materials, and therefore has fewer responsibilities in design of curriculum and materials generally
- on a one to one basis
- a programme confined to a particular level/ subject/ type of learner (i.e. does not develop or deliver a full range across a curriculum area)
- short courses

It aims to develop student teachers' skills and knowledge and to recognise their achievements in a practical way that is relevant to the work context and reflects the professional values of teachers in the Lifelong Learning environment. It is anticipated that much of the practical evidence required to meet the assessment requirements of the qualification will be naturally occurring. The qualification has been designed to be context-free and, therefore, meets the needs of teachers working across all subject/vocational areas.

1.2 Administration arrangements for these qualifications

A separate publication, the *Administrative Guide to Vocational Qualifications* (code A850), provides full details of the administration arrangements for these qualifications. The Administration Catalogue is issued free on centre approval and is available on the OCR website.

1.3 If centre staff have queries

This Qualification Structure Handbook and the Administrative Guide contains general information needed to deliver and administer this qualification. It is important that this handbook is used in conjunction with the *Centre Handbook* associated with this qualification. If centre staff have any queries about this qualification that are not answered in these publications, they should refer to the section **Further support** and information for details of who to contact for further support.

1.4 Documentation updates

The information provided in this handbook was correct at the time of production. Occasionally OCR may update this information. Please refer to the qualification home pages on our website www.ocr.org.uk for details regarding updates to this qualification. For your convenience, the latest amended version of this handbook is available to download from the OCR website.

It is important that the following publication is used in conjunction with this handbook.

OCR Certificates in Teaching in the Lifelong Learning Sector: Centre Handbook

Units associated with this qualification, together with the two handbooks mentioned, are available on our website www.ocr.org.uk :

2 General information

2.1 Qualification Profile

Title	OCR Level 3 Certificate in Teaching in the Lifelong Learning Sector
OCR code	04510
Level	This qualification has been accredited on to the Qualifications Credit Framework (QCF) at Level 3
QAN	500/2033/X (Qualification Accreditation Number)
This qualification is suitable for	Those who wish to enter the field of teaching in the Lifelong Learning sector as an Associate Teacher as defined by the Sector Skills Council. It will act as a foundation for those with no previous experience of teaching who wish to extend their professional skills and understanding.
Entry requirements	There are no formal entry requirements for this qualification
Qualification structure	To achieve this qualification, candidates must complete a total of at least 24 credits
Assessment and grading	The qualification, which consists of 24 credits, will be locally assessed and externally verified by OCR. Each unit will be graded pass or fail
Funding	This qualification has been accredited on to the QCF and, as such, is eligible for public funding. When seeking public funding, centres will need to provide the Qualification Accreditation Number (QAN) shown above
National occupational standards	This qualification relates to the National Occupational Standards for teachers, tutors and trainers in the lifelong learning sector
Key Skills	Signposting to Key Skills is provided within the Centre Handbook
Last entry date*	31/12/2012
Last certification date*	31/12/2015

*OCR will inform centres of changes to these dates. Please refer to our website www.ocr.org.uk for current dates. All centre records must be updated accordingly.

Title	OCR Level 4 Certificate in Teaching in the Lifelong Learning Sector
OCR code	06613
Level	This qualification has been accredited on to the Qualifications Credit Framework (QCF) at Level 4
QAN	500/1933/8 (Qualification Accreditation Number)
This qualification is suitable for	Those who wish to enter the field of teaching in the Lifelong Learning sector as an Associate Teacher as defined by the Sector Skills Council. It will act as a foundation for those with no previous experience of teaching who wish to extend their professional skills and understanding.
Entry requirements	There are no formal entry requirements for this qualification
Qualification structure	To achieve this qualification, candidates must complete a total of at least 24 credits
Assessment and grading	The qualification, which consists of 24 credits, will be locally assessed and externally verified by OCR. Each unit will be graded pass or fail
Funding	This qualification has been accredited on to the QCF and, as such, is eligible for public funding. When seeking public funding, centres will need to provide the Qualification Accreditation Number (QAN) shown above
National occupational standards	This qualification relates to the National Occupational Standards for teachers, tutors and trainers in the lifelong learning sector
Key Skills	Signposting to Key Skills is provided within the Centre Handbook
Last entry date*	31/12/2012
Last certification date*	31/12/2015

*OCR will inform centres of changes to these dates. Please refer to our website www.ocr.org.uk for current dates. All centre records must be updated accordingly.

3 Qualification Structure

3.1 OCR Level 3 Certificate in Teaching in the Lifelong Learning Sector

The credit value for this qualification is a minimum of 24 credits and a maximum of 36 credits.

Candidates are required to complete the three mandatory units shown below and at least 6 credits from one or more units listed as optional units at either level 3 or 4, subject to the barred combinations and rules identified for this qualification.

Candidates can transfer in the level 3 or 4 'Preparing to Teach in the Lifelong Learning Sector' if they have already completed these units. The same applies to any other unit that has the same QCA number as a unit within the Certificate structure

The diagram below indicates both mandatory and optional units that are available to centres.

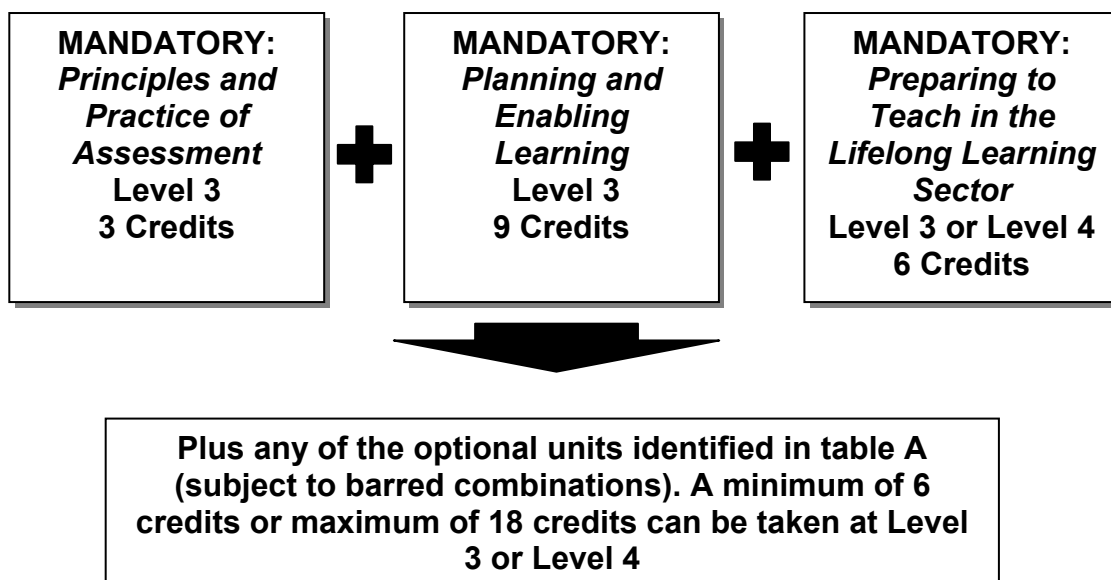
OCR strongly recommends that centres visit the OCR website www.ocr.org.uk to see the latest version of the qualification structure and available optional units.

	Unit title	Level	Credits
MANDATORY UNITS Must be completed as part of the full certificate 18 credits in total	Preparing to Teach in the Lifelong Learning Sector	Three or Four	6
	Planning and Enabling Learning	Three	9
	Principles and Practice of Assessment	Three	3

The Mandatory units above **MUST** be taken as part of the Certificate at Level 3. To achieve a full Certificate, additional Optional units must be completed to the value of at least 6 credits.

ALLOWED COMBINATIONS FOR LEVEL 3

Candidates must choose to complete the Mandatory units identified and additional optional units with a total value of a minimum of 24 credits in order to achieve the OCR Level 4 Certificate in Teaching in the Lifelong Learning Sector. Care must be taken to adhere to the barred combinations and rules identified below to ensure that a full qualification certificate can be awarded.



3.2 OCR Level 4 Certificate in Teaching in the Lifelong Learning Sector

The credit value for this qualification is a minimum of 24 credits.

Candidates are required to complete the three mandatory units shown below and at least 6 credits from one or more units listed as optional units at either level 3 or 4.

Candidates can transfer in the level 3 or 4 'Preparing to Teach in the Lifelong Learning Sector' if they have already completed these units. The same applies to any other unit that has the same QCA number as a unit within the Certificate structure.

The 'allowed combinations' diagrams indicate both mandatory and optional units that are available to centres. More optional units will become available as they are developed as part of the Qualifications Credit Framework.

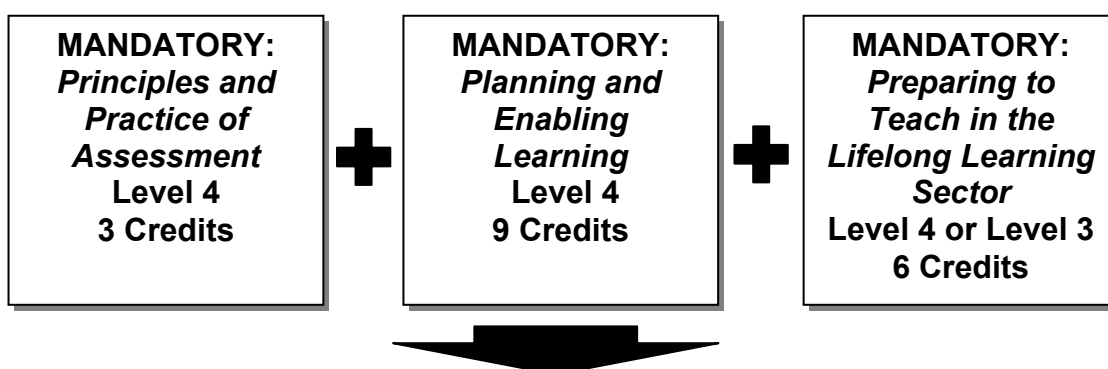
OCR strongly recommends that centres visit the OCR website www.ocr.org.uk to see the latest version of the qualification structure and available optional units.

	Unit title	Level	Credits
<p>MANDATORY UNITS</p> <p>Must be completed as part of the full certificate</p> <p>12 credits in total</p>	Planning and Enabling Learning	Four	9
	Principles and Practice of Assessment	Four	3
<p>MANDATORY UNIT</p> <p>Either must be completed as part of the full certificate, depending on optional units chosen (see optional unit structure). 6 credits in total</p>	Preparing to Teach in the Lifelong Learning Sector	Three	6
	OR	Preparing to Teach in the Lifelong Learning Sector	Four

The Mandatory units above **MUST** be taken as part of the Certificate at Level 4. To achieve a full Certificate, additional Optional units must be completed to the value of at least 6 credits.

ALLOWED COMBINATIONS FOR LEVEL 4

Candidates must choose to complete the Mandatory units identified and additional optional units with a total value of a minimum of 24 credits in order to achieve the OCR Level 4 Certificate in Teaching in the Lifelong Learning Sector. Care must be taken to adhere to the barred combinations and rules identified below to ensure that a full qualification certificate can be awarded.



Plus any of the optional units identified in table A (subject to barred combinations), using the rules below:

<i>For candidates starting with the Level 4 Certificate in Teaching in the Lifelong Learning Sector</i>	A Minimum of 6 credits or maximum of 18 credits at Level 3 or Level 4
<i>For candidates progressing from the Level 3 Award in Preparing to Teach in the Lifelong Learning Sector</i>	A minimum of 3 credits must be taken at Level 4 AND a minimum of 3 credits or maximum of 12 credits may be taken at Level 3 or Level 4
<i>For candidates progressing from the Level 4 Award in Preparing to Teach in the Lifelong Learning Sector</i>	A Minimum of 6 credits or maximum of 18 credits at Level 3 or Level 4

Plus any of the optional units identified in table A (subject to barred combinations). A minimum of 6 credits or maximum of 18 credits can be taken at Level 3 or Level 4

Optional Units

Table A					
Optional units available for Level 3 and Level 4 Certificates in Teaching in the Lifelong Learning Sector					
OCR Unit	Unit Title	QCA Number	Credit Value	Level	Barred Combination
4	Equality and Diversity	T/500/8969	6	3	Cannot be combined with L4 Equality and Diversity within a single qualification.
5	Preparing for the Coaching Role	M/500/8968	3	3	Cannot be combined with L4 Preparing for the coaching role, or L3 or L4 Preparing for the mentoring role within a single qualification.
6	Preparing for the Mentoring Role	D/500/8965	3	3	Cannot be combined with L4 Preparing for the mentoring role, L3 or L4 Preparing for the coaching role, within a single qualification.
10	Equality and Diversity	H/500/8983	6	4	Cannot be combined with L3 Equality and Diversity within a single qualification.
11	Evaluating Learning Programmes	D/500/8982	3	4	None
12	Specialist Delivery Techniques and Activities	Y/500/8995	6	4	None
13	Preparing for the Coaching Role	Y/500/8981	3	4	Cannot be combined with L3 Preparing for the coaching role, with L3 or L4 Preparing for the mentoring role, within a single qualification.
14	Preparing for the Mentoring Role	T/500/9006	3	4	Cannot be combined with L3 Preparing for the mentoring role, with L3 or L4 Preparing for the coaching role, within a single qualification.
15	Delivering Employability Skills	K/500/8984	6	4	None

4 Further Support and Information

4.1 General enquiries

For general enquiries relating to any of OCR's vocational qualifications, please contact the OCR Customer Contact Centre on:

Telephone: 024 76 851509
Fax: 024 76 851633
Email: vocational.qualifications@ocr.org.uk

Alternatively, you could visit OCR's website at www.ocr.org.uk for further information on OCR qualifications.

4.2 Entry forms and entry enquiries

All entry forms should be returned to:

Operations
OCR
Progress House
Westwood Way
Coventry
CV4 8JQ

If you have any queries about candidate entry, please contact Operations Customer Support on 024 76 470033.

4.3 Results enquiries

Forms and current fees can be obtained from:

Results Enquiries
OCR
Progress House
Westwood Way
Coventry
CV4 8JQ
Telephone 024 76 470033

4.4 Customer feedback

We welcome feedback from customers on all aspects of our provision. Comments relating to this documentation should be sent to:

The Professional Officer
OCR Certificates in Teaching in the Lifelong Learning Sector
IT Education and Logistics Team
OCR
Coventry Office
Westwood Way
Coventry
CV4 8JQ

4.5 OCR Training Events

Information on OCR's training events for centres can be found on the OCR website by going to www.ocr.org.uk, or by contacting:

OCR Training
Customer Support Division
Progress House
Westwood Way
Coventry
CV4 8JQ

Telephone: 02476 496398
Fax: 02476 496399
Email: training@ocr.org.uk

4.6 OCR Publications

OCR's *Publications Catalogue* (code A410) lists all the qualifications that OCR offers, and contains more detail on how to order publications. It is available to download from the OCR website at www.ocr.org.uk, or to order from the OCR Customer Contact Centre by telephoning 024 76 851509.

If you would like to order any OCR publications, please contact:

OCR Publications
PO Box 5050
Annesley
Nottingham
NG15 0DL

Telephone: 0870 770 6622
Fax: 0870 770 6621
Email: publications@ocr.org.uk

OCR Support Materials prepare extra resources to help you deliver our qualifications. These support materials can be ordered from OCR Publications and more information about the materials can be obtained from support.materials@ocr.org.uk.

4.7 Publications (related to this qualification)

OCR Certificates in Teaching in the Lifelong Learning Sector: Centre Handbook

Administrative Guide to Vocational Qualifications (code A850)

Access to Assessment: NVQs, Vocationally-Related Qualifications (VRQs) and Other Vocational Qualifications. Regulations and Guidance Relating to Candidates with Particular Requirements (code L016)

5 Glossary

Analyse	to examine in detail in order to discover meaning, essential features, etc.
Apply	to devote oneself with diligence to bring into operation or use to put to practical use; utilise; employ
Assess	to judge the worth, importance, etc., of; evaluate
Calculate	to solve (one or more problems) by a mathematical procedure; compute
Carry out	to perform or cause to be implemented
Chart	to plot or outline the course of to make a detailed plan of to make a chart of
Classify	to arrange or order by classes; categorise
Collect	to gather together or be gathered together
Communicate	to impart (knowledge) or exchange (thoughts, feelings, or ideas) by speech, writing, gestures, etc.
Compare	to regard or represent as analogous or similar; liken
Compile	to make or compose from other materials or sources
Complete	to make whole or perfect to end; finish
Conduct	to do or carry out
Contrast	to distinguish by comparison of unlike or opposite qualities
Contribute	to give (support, money, etc.) for a common purpose or fund to supply (ideas, opinions, etc.) as part of a debate or discussion
Define	to state precisely the meaning of (words, terms, etc.)
Deliver	to carry (goods, etc.) to a destination, esp. to carry and distribute (goods, mail, etc.) to several places to hand over, transfer, or surrender to produce or perform something promised or expected
Demonstrate	to show, manifest, or prove, esp. by reasoning, evidence, etc.
Describe	to give an account or representation of in words
Design	to work out the structure or form of (something)
Detail	to list or relate fully to include or all or most particulars
Develop	to come or bring to a later or more advanced or expanded stage; grow or cause to grow gradually
Devise	to work out, contrive, or plan (something) in one's mind
Discuss	to have a conversation about; consider by talking over; debate to treat (a subject) in speech or writing
Estimate	to form an approximate idea of (distance, size, cost, etc.); calculate roughly; gauge

Evaluate	to ascertain or set the amount or value of to judge or assess the worth of; appraise
Examine	to look at, inspect, or scrutinise carefully, or in detail; investigate
Explain	to make (something) comprehensible, esp. by giving a clear and detailed account of the relevant structure, operation, surrounding circumstances, etc.
Explore	to examine or investigate, esp. systematically
Generate	to produce or bring into being; create
Give	to present or deliver voluntarily (something that is one's own) to the permanent possession of another or others to impart or communicate Identify to prove or recognise as being a certain person or thing; determine the identity of
Illustrate	to clarify or explain by use of examples, analogy, etc.
Implement	to carry out; put into action; perform
Interact	to act on or in close relation with each other
Interpret	to clarify or explain the meaning of; elucidate
Investigate	to inquire into (a situation or problem) thoroughly; examine systematically, especially in order to discover the truth
Justify	to prove or see to be just or valid; vindicate to show to be reasonable; warrant or substantiate
Keep	to have or retain possession of
Lead	to show the way to (an individual or a group) by going with or ahead to guide or be guided by holding, pulling, etc. to phrase a question to (a witness) that tends to suggest the desired answer
Measure	to determine the size, amount, etc., of by measurement
Monitor	to observe or record (the activity or performance) of (an engine or other device)
Organise	to form (parts or elements of something) into a structured whole; co ordinate
Outline	to give the main features or general idea of
Participate	to take part, be or become actively involved, or share (in)
Perform	to carry out or do (an action)
Plan	to have in mind as a purpose to make a plan of (a building)
Prepare	to make ready or suitable in advance for a particular purpose or for some use, event etc. to put together using parts or ingredients; compose or construct to equip or outfit
Present	to show, exhibit to put forward; submit to bring or suggest to the mind
Produce	to bring (something) into existence; yield to bring forth (a product) by physical or mental effort; make
Profile	to draw, write or make a profile of

Promote	to further or encourage the progress or existence of to raise to a higher rank, status degree etc. to urge the adoption of; work for to encourage the sale of (a product) by advertising or securing financial support
Propose	to put forward (a plan, motion, etc.) for consideration or action
Provide	to put at the disposal of; furnish or supply
Recognise	to perceive (a person, creature, or thing) to be the same as or belong to the same class as something previously seen or known; know again
Recommend	to advise as the best course or choice; counsel
Research	to carry out investigations into (a subject, problem etc.)
Review	to look at or examine again to look back upon
Select	to choose (someone or something) in preference to another or others
Serve	to render or be of service to; (a person, cause, etc.); help to distribute or provide
Show	to make, be, or become visible or noticeable to indicate or explain; prove
Suggest	to put forward (a plan, idea, etc.) for consideration (d)
Summarise	to make or be a summary of; express concisely
Understand	to know and comprehend the nature or meaning of
Undertake	to contract to or commit oneself to (something) or (to do something)
Use	to put into service or action; employ for a given purpose