



Learner Pack

Highfield Level 3 Award in Education and Training (RQF)

Qualification Number: 601/1636/5

Version 1 July 2017

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Introduction

Welcome to the *Highfield Level 3 Award in Education and Training (RQF)* Learner Pack. This learner pack provides knowledge-based tasks and practical assessment templates to cover all of the Learning Outcomes and Assessment Criteria included in the mandatory and optional units of the Level 3 Award in Education and Training.

These units are detailed below:

Mandatory Group A

Learners must achieve 3 credits from this group.

Unit number	Unit reference	Unit title	Level	Credit
1	(H/505/0053)	Understanding roles, responsibilities and relationships in education and training	3	3

Optional Group B

Learners must achieve a minimum of 6 credits from this group.

Unit number	Unit reference	Unit title	Level	Credit
2	(D/505/0052)	Understanding and using inclusive teaching and learning approaches in education and training	3	6
3	(J/502/9549)	Facilitate learning and development for individuals (Learning and Development unit)	3	6
4	(F/502/9548)	Facilitate learning and development in groups (Learning and Development unit)	3	6

Optional Group C

Learners must achieve a minimum of 3 credits from this group.

Unit number	Unit reference	Unit title	Level	Credit
5	(R/505/0050)	Understanding assessment in education and training	3	3
6	(D/601/5313)	Understanding the principles and practices of assessment (Learning and Development unit)	3	3

The learner pack has been divided into six key sections. These are:

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

This section includes a series of knowledge-based tasks which require learners to show coverage of the assessment criteria in the mandatory unit.

2. Understanding and using inclusive teaching and learning approaches in education and training

This section includes a series of knowledge-based tasks which require learners to show coverage of some of the assessment criteria in this optional unit. This unit also requires learners to complete a 60-minute microteach. At least 15 minutes of this microteach should be delivery and the remaining 45 minutes can be spent observing and critiquing their peers' microteaching sessions. Templates are provided to support learners and assessors to evidence coverage of the practical microteach assessment criteria.

3. Facilitate learning and development for individuals

This section includes a series of knowledge-based tasks which require learners to show coverage of some of the assessment criteria in this optional unit. This is a learning and development unit; therefore, evidence for learning outcomes 2, 3 & 4 must come from performance in the work environment. As such, simulations, projects or assignments are not acceptable for these learning outcomes. Templates are provided to support learners and assessors to evidence coverage of the practical assessment criteria.

4. Facilitate learning and development in groups

This section includes a series of knowledge-based tasks which require learners to show coverage of some of the assessment criteria in this optional unit. This is a learning and development unit; therefore, evidence for learning outcomes 2, 3 & 4 must come from performance in the work environment. As such, simulations, projects or assignments are not acceptable for these learning outcomes. Templates are provided to support learners and assessors to evidence coverage of the practical assessment criteria.

5. Understanding assessment in education and training

This section includes a series of knowledge-based tasks which require learners to show coverage of the assessment criteria in this optional unit.

6. Understanding the principles and practices of assessment

This section includes a series of knowledge-based tasks which require learners to show coverage of the assessment criteria in this optional unit.

7. Evidence Tracking document

This section provides an evidence tracking document which tutors/assessors and learners can use when helping the learner to compile their portfolio, as it is useful as a checklist to ensure all assessment criteria has been met.

It is important to note that when completing this learner pack, learners should include as much supporting evidence as necessary and should be encouraged to provide detailed written responses (which may exceed the text box or template space provided). It is then the responsibility of the tutor/assessor to ensure that all the evidence that is produced by learners, provides full coverage of each assessment criteria.

Learner Details

Learner Name:	
Learner Address:	
Telephone Number:	

Centre Details

Centre name		Centre number	
Venue Address:			
Telephone Number:			
Tutor Name:			
Assessor Name:			
Internal Quality Assurance Name:			
*External Quality Assurance Name:	Highfield Use Only		
*Sample Date:	Highfield Use Only	*Outcome:	Highfield Use Only

* please do not complete these sections which are for Highfield external quality assurance use only

Achievement Summary Sheet

In order to achieve the **Highfield Level 3 Award in Education and Training (RQF)** learners must achieve a minimum of **12 credits** overall.

Mandatory Group A

Learners must achieve 3 credits from this group.

Tick box	Unit title	Assessment tasks	Date of completion
✓	Understanding roles, responsibilities and relationships in education and training	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11.	

Optional Group B

Learners must achieve a minimum of 6 credits from this group.

Tick box	Unit title	Assessment tasks	Date of completion
✓	Understanding and using inclusive teaching and learning approaches in education and training	12, 13, 14, 15, 16, 17, 18, Observation record, session plan, Self-evaluation and reflection.	
	Facilitate learning and development for individuals (Learning and Development unit)	19, 20, 21, 22, 23, 24, 25, Observation record, session plan, additional evidence.	
	Facilitate learning and development in groups (Learning and Development unit)	26, 27, 28, 29, 30, 31, 32, Observation record, session plan, additional evidence.	

Optional Group C

Learners must achieve a minimum of 3 credits from this group.

Tick box	Unit title	Assessment tasks	Date of completion
✓	Understanding assessment in education and training	33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44	
	Understanding the principles and practices of assessment (Learning and Development unit)	45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69	

Declaration

I confirm that the evidence provided by the Learner has been produced and authenticated in accordance with the assessment specification for this qualification and that the assessment was carried out under the specific conditions for the qualification.

Assessor Signature

Date:

IQA Signature

Date:

EQS Signature

Date:

