



COURSE  
JOINING INSTRUCTIONS

Level 3 (QCF)  
Preparing to Teach in the Lifelong Learning Sector  
(PTLLS)



# Course Information

## Qualification Overview

This Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTLLS) has been designed for learners who work, or want to work as teachers/trainers in the Lifelong Learning Sector. The qualification has been developed to meet the requirements of the Further Education Teachers' Qualifications (England) Regulations 2007 and the related contractual requirements introduced by the funding agency. Units that form part of this qualification will also form part of the Certificate and Diploma qualifications for teaching in the lifelong learning sector.

## Qualification

Successful candidates will gain a QCF Level 3 Award PTLLS.

## Awarding Body

Highfield Awarding Body for Compliance (HABC); [www.highfieldabc.com](http://www.highfieldabc.com) HABC have laid down guidelines that the course is to be completed within a minimum of 48 guided learning hours.

## Identification

**ALL STUDENTS MUST BRING SUITABLE IDENTIFICATION (ID) WITH THEM ON DAY ONE OF THE COURSE and x1 Passport Photo.** Acceptable ID can be one of the following;

- Driving Licence (both parts)
- Passport (in date)
- Student ID
- Military ID
- Birth Certificate

## Entry Requirements

Learners must be aged 19+ to undertake this qualification. There are no formal entry requirements, however, centres are responsible for ensuring that learners can meet the necessary standards of English, Mathematics and Information Communication Technology skills required to undertake this qualification and that this is captured and recorded from an initial assessment. The initial assessment should form part of the portfolio of evidence.

## Course in Outline

Two example pathways have been identified as suitable for learners completing the award, based on the teacher role being undertaken.

## Pathway A

This is a classroom taught pathway achieved by gathering a range of evidence and delivering a 15 minute micro-teach session. This pathway is for those learners who do not have any teaching responsibilities or current teachers who wish to undertake the qualification in a classroom based setting. The qualification consists of the following units;

- Roles, responsibilities and relationships in lifelong learning
- Understanding inclusive learning and teaching in lifelong learning
- Using inclusive learning and teaching approaches in lifelong learning
- Principles of assessment in lifelong learning

Students will attend five days classroom training at Impact's training centre where they will receive instructor training and at the end of the five days students will present their micro-teach session. On completion of the five days students will be given further training modules to complete via distant learning.

## Pathway B

This is a pathway for learners currently working in a learning and development role, such as those who work in colleges or who are currently work based trainers and require to gain a formal qualification whilst undertaking their role. This pathway consists of the following units;

- Roles, responsibilities and relationships in lifelong learning
- Facilitate learning and development for individuals, or
- Facilitate learning and development in groups
- Principles of assessment in lifelong learning or
- Understanding the principles and practices of assessment

## Useful Websites

[www.lsis.org.uk](http://www.lsis.org.uk) - Learning and Skills Improvement Service

[www.ifl.ac.uk](http://www.ifl.ac.uk) - The Institute for Learning

[www.lluk.org.uk](http://www.lluk.org.uk) – Lifelong learning UK

[www.svuk.org.uk](http://www.svuk.org.uk) – Standards and Verification UK

[www.niace.org.uk](http://www.niace.org.uk) National Institute of Adult Continuing Education (England and Wales)

[www.ofqual.gov.uk](http://www.ofqual.gov.uk) – The Office of the Qualifications and Examinations Regulator

[www.qcda.gov.uk](http://www.qcda.gov.uk) – The Qualifications and Curriculum Development Agency

## Booking Confirmation

Your place on the course will only be secured once Impact has received a deposit of 20% of the overall course cost.

Military personnel who are using their ELC funding as payment will only be secured a place on the course once Impact has received your Claim Authorisation Note (CAN). The CAN will be sent to you from ELCAS. Should your ELC application be rejected you are to inform Impact of this decision.

# Course Administration

## Venue Location and Postal Address

Impact Training Centre

Unit 15, Peartree Business Centre, Peartree Road, Colchester, Essex **CO3 0JN**

Tel: 01206 562 366

Email: [info@impact-security.com](mailto:info@impact-security.com)

Web: [www.impact-security.com](http://www.impact-security.com)



Entrance  
Peartree Business Centre

Continue to the bottom of the road and take the last turning on the left, look right and head for Unit 15.

## Car Parking

Unfortunately parking at the Training Centre is **reserved only for employees**. Please **DO NOT PARK** in Impact's parking bays or in any of the neighbouring business's private parking spaces.

Adequate parking is available in the car park at Peartree Retail Centre, CO3 0LE behind Topps Tiles (see photo below). Please be aware half this car park is restricted parking and you will be penalised if you park in the restricted areas. Peartree Retail Centre is only a 5 minute brisk walk (always good to start and end the day with a brisk walk in the fresh air).



## Public Transport

The nearest railway stations are Marks Tey or Colchester North Station. If travelling by bus; Dugard Avenue/Moss Road is the destination required on the local bus route.

## **Accommodation**

Impact Security can provide accommodation at reduced rates at:

Stoke by Nayland Hotel, Golf & Spa  
Keepers Lane, Leavenheath, Colchester, Essex CO6 4PZ  
[www.stokebynayland.com](http://www.stokebynayland.com)

Should you require to use the above accommodation please contact us for your discounted booking reference with the hotel.

Military personnel can request use of transit accommodation at one of the barracks within 16 Air Assault Brigade. Most commonly used is Merville Barracks, Colchester, Essex CO2 7UT.

## **Refreshments**

There is a vending machine within the classroom dispensing both hot and cold drinks. There are no student kitchen facilities at the centre although there is a fridge to store sandwiches etc. A mobile sandwich van patrols the area every day. Within a short walk there is a chip shop, portable burger van, local supermarket and a small coffee shop.

## **Clothing (Dress States)**

Please ensure that you wear comfortable relaxed clothing for the classroom study.

## **Stationary**

Stationary will be made available although it is advisable to that you bring your own note book to take notes.

## **Timings**

9.30am – 5pm Daily

## **Alcohol**

No alcohol is to be consumed during training breaks. Any individual who breaches this condition may be removed from the course at the discretion of the course tutors.

## **Drugs**

Impact Security Services Ltd operates a drug free training culture. Any individual who is caught taking illegal or un-prescribed drugs, or who is caught in possession of such items will be removed from the course and if necessary reported to the Police.

## **Photos**

Videoining and the taking of pictures in not permitted without the express written permission of Impact Security Services Ltd.

**Medical and Health Matters**

On arrival all students are requested to complete a medical history form. If you have any medical conditions or allergies that you think may hinder you on the course, then you must bring this to the attention of the course tutor. Training staff reserve the right to remove a student from the course should they feel the student is at risk of injury due to health matters?

**Removal from Course (Expected Behaviour)**

The course is delivered in a relaxed but professional manner and participants are asked to be of the same manner throughout the course.

Training staff reserve the right to ask a student to be removed from the course, should it be felt that the student's behaviour is inappropriate towards the staff or other students. Should this be the case then no refund of course costs will be given.

**Point of Contact (POC)**

Prior to the course if you have any questions or concerns please do not hesitate to contact our Training Manger, Dennis:

Tel: 01206 562366

Mob: 07701 076735

Email: [dennis@impact-security.com](mailto:dennis@impact-security.com)

Web: [www.impact-security.com](http://www.impact-security.com)