

Programme Specification

Programme Title: Certificate in Teaching in the Lifelong Learning Sector (CTLLS) Level 4

Awarding Institution:	The University of Bolton		
Teaching Institution:	Skills Solutions		
Division and/or Faculty/Institute:	Wellbeing and Social Sciences		
Professional accreditation	Professional body	Professional body URL	Status of graduates
	LSIS		
Final award(s):	Certificate in Teaching in the Lifelong Learning Sector (CTLLS) Level 4		
Interim award(s)	Preparing to Teach in the Lifelong Learning Sector (PTLLS) 12 credits		
Exit or Fallback award(s)	PTLLS 12 credits		
Programme title(s)	Certificate in Teaching in the Lifelong Learning Sector (CTLLS) Level 4		
UCAS Code			
JACS Code			
University Course Code(s)			
QAA Benchmark Statement(s)			
Other internal and external reference points	<p>QAA Academic Infrastructure, including the Framework for Higher Education Qualifications and the Code of Practice</p> <p>UK Quality Code for Higher Education</p> <p>University of Bolton awards framework</p>		
Language of study	English		
Mode of study and normal period of study	Part time – 360 Guided learning hours – flexible routes		
Admissions criteria	The entry criteria for the Certificate in Teaching in the Lifelong Learning Sector is a professional subject specialist qualification related to teaching area.		
Additional admissions matters	To gain entry, candidates must:		

- a. have relevant work experience, if teaching vocational courses
- b. must evidence CRB Enhanced Disclosure clearance*
- c. provide satisfactory references.

Fitness to practise declaration

This programme is subject to the University's fitness to practise procedures

Aims of the programme

The principal aims of the programme are to enable trainees:

1. to become professional practitioners in the Lifelong Learning sector
2. to develop their practical professional competences needed for effective teaching and support of learning in the Lifelong Learning Sector
3. to reflect on their own previous/current levels of experience, practice and skills, and areas for development
4. to develop communication and interpersonal skills
5. to demonstrate proficiency in key skills commensurate with their individual development and professional circumstances
6. to develop an awareness of their professional role and responsibilities as a curriculum specialist teacher
7. to engage with key ideas in teaching
8. to develop and feel confident in their own specialist skills

Distinctive features of the programme

What a student should know and be able to do on completion of the programme:

The Scheme has a set of core and optional modules. These clarify the Scheme's scope and purpose; teaching and learning methods; learning outcomes etc., informed by national standards as appropriate. Work Based Experience is integral to the course and the modules. The integration of theory and practice is an important theme in the module assignments. Practical teaching is assessed by means of teaching observations which are related to module assessments.

Trainees who are assessed as successful in each of the modules are inferred to have achieved the Scheme's aims and objectives, since the former are a detailed clarification of the requirements of the latter. Provided there has been no infringement of the University's or Scheme's regulations, such a trainee would normally be recommended to the Teacher Training Assessment Board for a pass in the award for which they were registered.

By the end of their programme of study, trainees will have:

1. Explored educational research and related this to practice.
2. Acquired a secure understanding of the application of their own knowledge to classroom practice.
3. Made informed comment on the applicability, relevance and usefulness of theories, concepts and models, methodologies and techniques applied to practice.

Programme learning outcomes

K. Knowledge and understanding

On completion of the programme successful students will be able to demonstrate systematic knowledge and understanding of teaching their specialist subject:

Trainees will

1. Analyse curriculum specifications and requirements, students' needs and characteristics, and available resources to make informed choices for teaching and supporting learning.
2. Justify approaches taken towards planning, preparing, assessing, evaluating and reviewing learning.
3. Plan and undertake a small-scale practitioner project.
4. Apply the principles and methods of reflective practice.
5. Evaluate educational literature and research and apply relevant insights to their practice.
6. Develop inclusive approaches to teaching and learning, addressing issues of disability, age, race, ethnicity, culture, gender, class and sexual orientation.
7. Synthesise their learning to create innovative teaching resources.
8. Understand and apply the roles and skills of tutoring and mentoring.

C. Cognitive, intellectual or thinking skills

On completion of the programme successful students will be able to demonstrate the ability to:

1. Critically reflect on their own professional development in the context of their own teaching role.
2. Demonstrate enhanced professional knowledge and values and the development of a scholarly approach to support the quality of the student learning experience.

P. Practical, professional or subject-specific skills

On completion of the programme successful students will be able to demonstrate the ability to

1. Undertake teaching: planning, preparing, implementing, assessing, evaluating and reviewing teaching and learning for individuals and groups, communicating effectively, creating an appropriate climate, and promoting learning.
2. Undertake curriculum development.
3. Develop knowledge and understanding of pedagogical issues arising from the use of communication and information technologies in the Lifelong Learning Sector and the ability to use ICT effectively in learning situations.
4. Develop knowledge and understanding of pedagogical issues relating to language, literacy and numeracy in the Lifelong Learning Sector and the personal skills required to use them effectively in learning situations.

T. Transferable, key or personal skills

On completion of the programme successful students will be able to demonstrate the ability to:

1. Communicate effectively using written, verbal and non-verbal means and visual aids.
2. Work effectively and co-operatively with others: their peers, other teachers, students, and work effectively on collaborative group assignments.
3. Display skill in effective problem solving.
4. Develop their capacity to learn about and to investigate teaching and learning.
5. Exhibit professional behaviour in the workplace.

Programme structure

Module Code	Module title	Core/ Option/ Elective (C/O/E)	Credits	Length (1, 2 or 3 periods)	PDE Level 5		
ETT4007	Preparing to Teach in the Lifelong Learning Sector	C	12		4		
ETT4008	Teaching and Learning in Practice	C	12		4		
ETT5013 or ETT5012 or ETT5011 or ETT6013 or ETT6012 or ETT6011 or	Teaching and Learning Project	O	12		5 or 6		
Total			36				

Learning and teaching strategies

A variety of teaching and learning methods are employed throughout the programme in order to ensure the acquisition and development of the appropriate knowledge, understanding, skills and competences in order to achieve the learning outcomes. Some of these will be experienced during formally timetabled classes with your tutor and some will be experienced through workshops, small group and individual practical activities together with structured exercises and discussions. Individual support will be given in tutorials. Blended learning will be utilised as appropriate, for example utilising the VLE to provide an e-forum for trainee teachers to discuss their work and obtain peer support. You will be required to take part in e-discussions with peers and tutors and to make full use of ICT as a source of information and support and to maintain a portfolio of evidence.

It is expected that you will demonstrate significant independence in your study, taking responsibility for the management of your own learning time.

Learning activities (KIS entry)

	Course Year	
	P/T	
Scheduled learning and teaching activities	1	20%
Guided independent study		80%
Placement/study abroad		30 hours

Assessment strategy

Course Work: Formative and summative assessment will be given during class and via feedback in tutorials. Trainees will be guided and directed to areas to areas of research and appropriate background reading in order to complete the required assignments.

WBE Teaching practice: Formative assessment and feedback will be given on the on-going development and delivery of trainees' teaching via 3 observed teaching sessions.

Assessment methods (KIS entry)

A variety of written tasks: written reports, assignments, portfolio submissions, individual and group presentations.

Practical Teaching (WBE) : micro teach (PTLLS), 3 successful teaching observations

Assessment regulations

- Assessment Regulations for Undergraduate Modular Programmes

Grade bands and classifications

(for information only at this stage – the Assessment regulations are being revised for September 12.)

In order for trainees to achieve a 'Pass', all the specific assessment criteria must be addressed and achieved. In addition, the general criteria must be addressed. The following grade descriptors provide the opportunity to recognise the extent to which the trainee has achieved the general criteria for assessment.

Following formal assessment of an assignment, there are, therefore, four possible outcomes – distinction, merit, pass and refer, (in line with the Ofsted grading of 1, 2, 3, 4). 'Refer' indicates that the work submitted is inadequate. Detailed feedback will be provided to enable a second attempt to be made. The maximum grade possible following a second attempt will be a 'pass'. An assignment which does not meet all the criteria following a second attempt will routinely be second marked to ensure the accuracy of the grade.

COHERENCE: Quality of communication		
D	Excellent expression of ideas. Coherent, cohesive and logically structured	
M	Clarity of thought. Coherent and well structured.	
P	Clear expression of ideas.	
R	Lack of clarity of expression, Lack of structure and coherence.	
ANALYSIS: Analysis and evaluation of the relationship between theory and practice		
D	Demonstrates excellent critical, analytical and reflective skills which show a deep understanding of the relationship between theory and practice in terms of pupils' learning	
M	Demonstrates good critical, analytical and reflective skills and understanding of the relationship between theory and practice.	
P	Demonstrates discussion of and attempts analysis of the relationship between theory and practice.	
R	Limited/no evidence of analysis or understanding of the link between theory and practice.	
EVIDENCE: Evidence of relevant reading and literature research, including recently published work		
D	Excellent use of a wide range of appropriate literature and terminology, demonstrating critical awareness and excellent understanding	
M	Uses appropriate literature well to demonstrate a good understanding of the topic. Good use of terminology.	
P	Appropriate use of literature and terminology to show basic understanding.	
R	Limited evidence of literature search. Selection of sources limited/out of date, with no justification for use. Writing shows a lack of understanding of the topic.	
SOURCE REFERENCING: Accurate referencing using the Harvard Referencing System		
D	Consistently accurate referencing throughout the text and reference list	
M	Accurate referencing skills used both in the text and reference list. Few errors.	
P	Referencing is mainly accurate.	
R	Little understanding of the Harvard Referencing System	
PRESENTATION		
D	Work is free of typographical, spelling and grammatical errors; demonstrating excellent IT skills	
M	Good use of grammar, punctuation, spelling with few errors; demonstrating good IT skills.	
P	Few errors in grammar, spelling, punctuation; limited IT skills demonstrated.	
R	Hindered by too many errors in grammar, spelling and punctuation; IT skills inadequate.	
OVERALL GRADE (best fit)		

Role of external examiners

External examiners are appointed for all programmes of study. They oversee the assessment process and their duties include: approving assessment tasks, reviewing assessment marks, attending assessment boards and reporting to the University on the assessment process.

A team of 3 External Examiners are allocated for the PDE/PGDE/PGDE(M) programmes. The Examiners have specialisms in Numeracy and Literacy and Generic Teacher Training. External Examiners also moderate the WBE process.

Support for student learning

- The programme is managed by a programme leader
- Induction programme introduces the student to the University and their programme
- Each student has a personal tutor, responsible for support and guidance
- Personal and Professional Development (PPD) is integrated into all programmes
- Feedback on formative and summative assessments
- A Student Centre providing a one-stop shop for information and advice
- University support services include housing, counselling, financial advice, careers and disability
- A Chaplaincy
- Library and IT services
- Student Liaison Officers attached to each Faculty
- The Students' Union advice services
- Faculty and Programme Handbooks which provide information about the programme and University regulations
- The opportunity to develop skills for employment
- English language support for International students
- Peer support for ICT, Literacy and Numeracy

Methods for evaluating and enhancing the quality of learning opportunities

- Programme committees with student representation
- Module evaluations by students
- Exit questionnaires
- Students surveys, e.g. National Student Survey (NSS), Postgraduate Taught Experience Survey (PTES)
- Annual quality monitoring and action planning through Programme Quality Enhancement Plans (PQEPs), Data Analysis Report (DARs) Subject Annual Self Evaluation Report (SASERs), Faculty Quality Enhancement Plans (FQEPs), University Quality Enhancement Plan (UQEP)
- Peer review/observation of teaching
- Professional development programme for staff
- External examiner reports

Other sources of information

Student portal (add link)

Students Union (add link)

Faculty or similar Handbook (add link)

Programme Handbook (add link)

Student Entitlement Statement (add link)

Module database (add link)

Moodle (for the programme?) (add link)

External examiners reports

<http://www.bolton.ac.uk/Quality/QAECContents/ExternalExaminersReports/Home.aspx>

Document control

Author(s)

Approved by:

Date approved:	
Effective from:	
Document History:	

Learning outcomes map

Module title	Mod Code	Status C/O/E	K1	K2	K3	K4	K5	K6	K7	K8	C1	C2	P1	P3	P4	P5	T1	T2	T3	T4	T5
Level 4																					
PTLLS	ETT4007	C	D,T,A	D,T,A			D,T,A	D		D, T, A	D, T, A		D, T, A				D,T,A			D, T, A	D, T, A
TLP	ETT4008	C			D, A	D,A	D,A	D, T, A			D, T, A	D, A		D,A		D, T, A		D, T, A		D, T, A	
Level 5																					
14-19 learners	ETT5013	O			D, T, A		D, T, A		D,T		D, T, A				D, T, A				D, T, A		
Ind. Learner	ETT5012	O			D, T, A		D, T, A		D,T		D, T, A				D, T, A				D, T, A		
T&L Project	ETT5011	O			D, T, A		D, T, A		D,T		D, T, A				D, T, A				D, T, A		
Level 6																					
14-19 learners	ETT6013	O			D, T, A		D, T, A		D,T		D, T, A				D, T, A				D, T, A		
Ind. Learner	ETT6012	O			D, T, A		D, T, A		D,T		D, T, A				D, T, A				D, T, A		
T&L Project	ETT6011	O			D, T, A		D, T, A		D,T		D, T, A				D, T, A				D, T, A		

K. Knowledge and understanding P. Practical, professional and subject specific skills C. Cognitive, Intellectual and thinking skills T. Transferable, key or personal skills

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)

Module listing

Module title	Mod Code	New? ✓	Level	Credits	Type	Core/Option /Elective	C/O/E	Pre-requisite module	Assessment 1		
									Assessment type	Assessment %	Add Y if final item
Preparing to Teach in the Lifelong Learning Sector	ETT4007	✓	4	12		C		12	CW 4 4 4	100	Y
Teaching and Learning in Practice	ETT4008	✓	4	12		C			CW	100	Y
Option Modules											
Option Module Level 5 (i) Working with 14-19 age range or (ii) Working with Individual Learners or (iii) Teaching and Learning Project	ETT5013 ETT5012 ETT5011	✓	5	12		O			CW	100	Y
OR Option Module Level 6 (i) Working with 14-19 age range or (ii) Working with Individual Learners or (iii) Teaching and Learning Project	ETT6013 ETT6012 ETT6011										
Work Based Experience									WBE, 30 Hours + 3 observations	100	Y
Total				36							

Bolton Key Core Curriculum requirements

Module Title	Module Code	C/O/E	Employability											Bolton Values		
			PDP	Communication	Team work	Organisation & Planning	Numeracy	Problem solving	Flexibility & adaptability	Action planning	Self awareness	Initiative	Personal impact & confidence	Inter-nationalisation	Environmental sustainability	Social, public and ethical responsibility
Preparing to Teach in the Lifelong Learning Sector	ETT4007	C	D	DA		D	D	D	D	DTA	D	D	D	D	D	DTA
Teaching and Learning in Practice	ETT4008	C	D	D, T, A	D, T, A	D, T, A	D	D	D	D, T, A	D	D	D, T, A			
Option Module (i) Working with 14-19 age range or (ii) Working with Individual Learners or (iii) Teaching and Learning Project	ETT5013 ETT5012 ETT5011 ETT6013 ETT6012 ETT6011	O	D	D		D, T, A		D		D, T, A	D	D	D, T, A		D	

Complete the grid using the following (Developed = D, Taught = T, Assessed = A)