

# Level 3 Award in Training Skills and Practice

## Centre and trainer guidelines

The CIEH Level 3 Award in Training Skills and Practice is aimed at those who want to develop practical training skills and/or meet the minimum training requirement for registering to deliver CIEH vocationally-related qualifications without public funding. Completing this award will equip candidates with the basic knowledge and skills required to develop and deliver training programmes, provide learning support and take responsibility in managing the learning process.

On achieving this qualification, candidates may progress onto a Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS).

The training programme is delivered by registered centres and trainers and consists of at least 18 hours of teaching time, with additional time for assimilation, consolidation and assignment planning, development and delivery.

To be successful in the assessment, candidates must submit one assignment, which involves delivering a micro-teach session and observing four others.

The assignment is first marked by the trainer and then moderated and, if necessary, second marked by the CIEH. Candidates will be awarded a pass or fail grade.

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### Successful candidates will be able to:

- understand their own role, responsibilities and boundaries of role in relation to training
- understand appropriate training and learning approaches within a specialist area
- demonstrate their session planning skills – plan, deliver, observe and evaluate a micro-teach session
- understand how to deliver inclusive sessions that motivate learners
- understand the use of different assessment methods
- understand the need for accurate record keeping.

### The programme is ideal for:

- anyone new to training who needs to understand the basics of training practice
- trainers working in the private sector delivering in-house training and/or work-based learning who want to achieve an accredited qualification and/or to register to deliver CIEH qualifications.

# Syllabus

## A Role and responsibilities

Candidates should understand their own role, responsibilities and boundaries of role in relation to training and be able to:

- i Recognise the responsibilities of trainers and those who have an effect on their work.
- ii Recognise the importance of matching the training material to the needs of the learners.
- iii Explain the need for record keeping.

## B Learning styles and preferences

Candidates should understand appropriate training and learning approaches in the specialist area and be able to:

- i Identify and demonstrate relevant approaches to training and learning, in relation to the specialist area.
- ii Recognise the factors that influence learning and use a simple but effective structure for identifying and accommodating different learning preferences in any training situation.
- iii Understand how learners have preferences for receiving and assimilating information.

## C Training planning skills

Candidates should demonstrate their session planning skills and be able to:

- i Identify appropriate learning outcomes for a specific group of learners.
- ii Design training sessions by carrying out effective planning and preparation that takes account of the needs of the learners.
- iii Select different and diverse training resources for a specific session.

## D Training styles and communication

Candidates should understand how to deliver inclusive sessions that motivate learners and be able to:

- i Recognise ways to establish ground rules with learners, which underpin appropriate behaviour and respect for others.
- ii Explain and demonstrate good practice in giving feedback to learners to ensure a process of continuous improvement.
- iii Communicate appropriately and effectively with learners, using a variety of different methods.
- iv Evaluate training to ensure a process of continuous improvement.

## E Training assessment

Candidates should understand the use of different assessment methods and the need for record keeping and be able to:

- i Understand a variety of different ways of assessing the effectiveness of training and measuring results.

# Assignment

Candidates are required to produce a plan for a 25–30-minute micro-teach session. It must include:

- an indication of how the session relates to a full training programme
- the nature of the target group
- the learning outcomes
- a selection of training and learning approaches to engage and motivate learners
- an appropriate method of testing that learning has occurred.

In delivering the micro-teach session, candidates must demonstrate their ability to:

- set the scene for effective learning
- communicate appropriately and effectively with learners.
- give feedback to learners.

Candidates will obtain feedback from their peers and trainer, and complete a self-evaluation to reflect on and review the effectiveness of their micro-teach session.

# Programme information

## 1 Entry requirements

- 1.1 There are no formal entry requirements for this qualification and there are no barriers to restrict access to any candidate.

However, it is the centre's responsibility to assess a candidate's suitability for the programme by making sure that he/she can communicate through both the written and spoken word sufficiently to meet the assessment criteria.

Centre must also ensure that the candidates' identification has been checked in line with the CIEH *Procedure Manual* and Ofqual requirements.

- 1.2 Centres are required to keep a record of the trainers' assessments of candidates' suitability for the programme for three years.

## 2 Pre-course information

- 2.1 It is the centre's responsibility to provide guidance and advice to candidates prior to the commencement of the programme (see 'Procedure for training delivery' in the *Procedure Manual*).

- 2.2 An individual learning plan (ILP) should be mutually agreed between the trainer and the candidate. It should include, where appropriate:

- relevant targets
- review and completion dates
- a schedule for any mentoring or tutorial sessions
- opportunities for learning support services.

- 2.3 Centres must ensure that all candidates are provided with the contact details of a mentor, who may or may not be the trainer. If it is not the registered trainer, it must be someone with knowledge and experience of training.

- 2.4 Candidates and trainers should be aware that in the event that they are dissatisfied with the result(s), the appeals procedure can be invoked (see 'Procedure for candidate appeals' in the *Procedure Manual*).

## 3 Programme structure

- 3.1 The CIEH training programme must cover the syllabus in a minimum contact time of 18 hours. Contact time is the time taken to deliver the actual training and does not include independent assignment work, refreshment breaks, revision and preparation time or 'mock' assessments.

- 3.2 Centres may structure the programme to suit their clients' needs. However, the training programme must cover the whole syllabus.

- 3.3 In addition to the training, candidates are required to prepare and present a micro-teach session, which is assessed.

- 3.4 If there are more than 12 candidates to be assessed for the micro-teaching session, it is expected that centres internally verify across groups to ensure equity in assessment.

- 3.5 Candidates must be given as many opportunities as possible for participation and this will include observations, demonstrations and individual and group activities.

- 3.6 Candidates must complete at least 80 per cent of the programme to be eligible to complete the assessment. Trainers should submit a request for special consideration where circumstances have prevailed that have prevented a candidate from attending 80 per cent of the programme (see 'Procedure for special consideration' in the *Procedure Manual*).

- 3.7 Candidates must pass the assignment to be awarded a certificate.

- 3.8 Candidates will have one opportunity to resubmit the assignment within two calendar months of the date of the results letter. Candidates who do not resubmit within this two-month period, or fail at their second attempt, will be required to complete the whole programme again and pass the assignment to be awarded a CIEH Level 3 Award in Training Skills and Practice.

## 4 Administrative procedures

- 4.1 To receive Candidate Assessment Records (CARs), centres must place their order with Sales at the CIEH at least 28 days prior to the start of the programme, stating the date and venue of the micro-teach assessment.

Orders can be placed by:

**phone** – 020 7827 5900

**post** – by completing the appropriate order form and returning this to Sales, CIEH, Chadwick Court, 15 Hatfields, London SE1 8DJ

(this form can be downloaded from the CIEH website at [www.cieh.org](http://www.cieh.org))

**email** – [sales@cieh.org](mailto:sales@cieh.org)

- 4.2 Changes to the order can be made in writing up to 15 days prior to the micro-teach assessment date. If changes to the order are made 14 days or less prior to the micro-teach assessment date, order fees will be incurred.

- 4.3 CARs will be dispatched to centres 14 days prior to the micro-teach assessment date. If you do not receive them, contact Sales on 0207 827 5900 or email [sales@cieh.org](mailto:sales@cieh.org) as a matter of urgency.

- 4.4 The conduct of the assessment is the responsibility of the trainer (see 'Procedure for examination and assessment' in the *Procedure Manual*).

- 4.5 Special assessment arrangements can be made to assist candidates who have learning difficulties or for candidates for whom English is not a first language (see 'Procedure for reasonable adjustment' in the *Procedure Manual*).
- 4.6 The CIEH must be notified of any changes in circumstance immediately (see 'Procedure for special consideration' in the *Procedure Manual*). Trainers must complete a 'Request for special consideration' form and additional charges may be incurred.
- 4.7 When the candidates have completed the micro-teach session, the session plans, Peer Assessment and Self-evaluation Forms and associated CARs, must be submitted – together with the Assessment Results Sheets (ARSs) – to the CIEH for the assessments to be moderated.
- 4.8 It is the responsibility of centres to ensure that the ARSs and the CARs have been completed properly and to keep a copy on file. Centres are also advised to keep a copy of the candidates' assignments. Documents submitted for assessment cannot be returned to the candidate or centre.
- 4.9 Centres should send the completed CARs, ARSs and assignments to Examination Services at the CIEH. Ensure the package is wrapped securely. It is recommended that centres use special delivery.
- 4.10 The CIEH will not accept responsibility for the assessments and assignments until they are received by Examination Services.
- 4.11 The results for the assignment take approximately six to eight weeks to process.  
If the assignment is passed, the candidate's certificate will be sent directly to the centre.
- 4.12 On receipt of the certificates, the trainer should check they are correct. They should then be signed by the Course Director and dispatched to the candidates. Any incorrect certificates should be crossed through and returned to Examination Services with the replacement certificate order form detailing the error (this form can be downloaded from the CIEH website at [www.cieh.org](http://www.cieh.org)).
- 4.13 The CIEH regrets that it cannot give results to individual candidates.
- 4.14 Candidates should be made aware of the need to store the certificate safely since they may require it for verification purposes in the future.
- 4.15 Replacement certificates are available in the event of loss or damage, but there is a fee payable. Centres must apply using the appropriate form (this form can be downloaded from the CIEH website at [www.cieh.org](http://www.cieh.org)).

## 5 The assignment

- 5.1 Each candidate is required to complete all elements of the micro-teach assignment.
- 5.2 The CARs should be provided to candidates at an early stage of the programme, and a session on undertaking and completing the assignment must form part of the training programme.
- 5.3 Trainers will need to provide support for candidates while they are preparing their assignments.
- 5.4 Candidates must deliver a 25–30-minute micro-teach to a group of at least four peers, not including the trainer. Prior to delivering the micro-teach sessions the candidate should distribute a Peer Assessment Form (PAF) to each of the four observers identified by the trainer. The trainer will observe and assess the candidate delivering the micro-teach session using the performance criteria listed on the CAR.

When the candidate has delivered the micro-teach session, the trainer should gather in the PAFs. The trainer should then provide verbal feedback on the performance of the candidate and give him/her the PAFs. The candidate will then complete a Self-evaluation Form (SEF), which asks the candidate to assess his/her own performance in delivering the micro-teach and to record his/her views on the value of the peer assessments he/she received and of conducting peer assessments for other candidates.

When the SEF is complete (after the candidate has peer assessed four other candidates' micro-teach sessions), the candidate should complete the relevant sections on the front page of the CAR, sign the authentication statement and give the trainer the session plan, the four PAFs related to his/her micro-teach session and his/her own SEF. The trainer will then complete the CAR and submit this together with the session plan, four PAFs and SEF to the CIEH for the results to be processed.

If a candidate makes more than one attempt at Assignment 1, this must be recorded on the CAR under the section entitled 'Assignment history'.

The trainer and candidate must sign the verification statement on the front of each CAR.

- 5.5 If the cohort comprises fewer than five candidates, the trainer will need to arrange for other observers to be present for the micro-teach sessions. It will be incumbent on the trainer to explain to the observers the purpose of the micro-teach session and provide guidance on how to complete the PAF. Also, as candidates will not be able to perform assessments of the micro-teach sessions of four peers, the trainer should arrange for candidates to observe other appropriate teaching sessions. If, for any reason, it is not possible for the candidate either to have four observers for his/her micro-teach session or to observe four micro-teach, or alternative teaching, sessions, the trainer must complete a 'Request for special consideration' (see the 'Procedure for special consideration' in the *CIEH Procedure Manual*).

- 5.6 The micro-teach assessment may be observed by a CIEH-appointed External Verifier (EV). The EV will contact the centre to give notice of when he/she will observe the micro-teach assessment. The EV will provide support, guidance and written feedback to the trainer and observe and verify a sample of his/her assessments. The EV will also provide a feedback report to the CIEH.
- 5.7 Assignments must be assessed using the performance criteria detailed on the relevant CAR. This will ensure that candidates are marked consistently.
- 5.8 Trainers must provide feedback on the CAR. Feedback should be helpful, constructive and positive and indicate areas where further improvement could be made. Please note: it is imperative that the trainer completes the 'Trainer comments' section with sufficient detail to aid the moderators in their task of standardising assessments. CARs submitted to Examination Services without trainers' comments will be returned to the centre for completion.
- 5.9 The trainer must record assessment results on the ARS and forward a copy of the completed ARS with each batch of assignments to Examination Services.

## 6 Resources

- 6.1 In order to fulfil the micro-teach session, candidates are required to utilise a range of different teaching resources, and centres will need to ensure that an appropriate range is available, for example:
- flipchart, coloured pens etc.
  - whiteboard
  - ICT – PowerPoint, access to the internet, printing/ photocopying facilities
  - materials to produce handouts
  - *realia* – i.e. items brought in from real contexts.
- This list is neither compulsory nor exhaustive.
- 6.2 Other resources that are available from CIEH for both trainers and candidates include:
- *Trainers' Notes* manual
  - course book entitled *Preparing to Teach – First steps*
  - CIEH website – [www.cieh.org/training](http://www.cieh.org/training).







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