

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

A Roles and responsibilities

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

- i Identify teacher roles and teacher-related roles as recognised by the lifelong learning sector.
- ii Understand the responsibilities of teachers and those who have an effect on their work.
- iii Identify key aspects of relevant current legislative requirements, codes of practice and professional standards.
- iv Recognise the importance of matching the teaching material to the needs of the learners.
- v Identify issues of equality and diversity, and ways to promote inclusion.
- vi Explain the need for record keeping and procedures that can be adopted.

B Learning styles and preferences

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

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

C Teaching planning skills

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

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

D Teaching styles and communication

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

- i Explain ways to establish ground rules with learners, which underpin appropriate behaviour and respect for others.
- ii Use a variety of different ways of communicating information and making teaching more accessible and interesting to learners.
- iii Explain and demonstrate good practice in giving feedback to learners to ensure a process of continuous improvement.
- iv Communicate appropriately and effectively with learners.
- v Evaluate teaching to ensure a process of continuous improvement.

E Teaching 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 teaching and measuring results.
- ii Explain the use of assessment methods in different contexts, including reference to initial assessment.
- iii Explain procedures for recording internal and external assessment information.



Chartered
Institute of
Environmental
Health

Customer Services

Chartered Institute of Environmental Health
Chadwick Court, 15 Hatfields, London SE1 8DJ

Telephone 020 7827 5800 (Option 1)

Email customerservices@cieh.org **Web** www.cieh.org/training