



**Special
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An Introduction to PTLLS, CTLLS and DTLLS....

PTLLS, CTLLS and DTLLS...? What does it all mean.....?

- ◆ **Preparing to Teach in the Lifelong Learning Sector**
- ◆ **Certificate in Teaching in the Lifelong Learning Sector**
- ◆ **Diploma in Teaching in the Lifelong Learning Sector**

Recent reforms in the teaching qualifications sector have meant that the Qualified Teacher, Learning and Skills (QTLS) framework is now in place.

These three courses are designed for a variety of staff, including anyone who has an interest in the education and training sectors, and would like to gain more of an overview of it, through to staff who are engaged in teaching practice as part of their career, and are looking to achieve a recognised, accredited teaching qualification.

This Special Edition of the RE CPD newsletter will provide you with further information about each of the PTLLS, CTLLS and DTLLS courses, including details about course and topic specifications.



We've also spoken to previous candidates who have completed the courses through the RE CPD Team, and asked them for their feedback.

Details of where to go for further information, as well as details of how to enrol on the courses, can be found on page four.

Preparing to Teach in the Lifelong Learning Sector (PTLLS)

The PTLLS course is provided as an introduction for those who wish to train or teach. This qualification will provide trainers, facilitators and teachers the abilities to support learners.

The course, along with the CTLLS and DTLLS courses, is accredited by City & Guilds, with the recommended course of action being progress to the Certificate in Teaching in the Lifelong Learning Sector (CTLLS) and then onto the Diploma in Teaching in the Lifelong Learning Sector (DTLLS), should this be appropriate to your job role.

To undertake the PTLLS course you are not required to hold any specific prior teaching qualifications. However, you must be qualified in the subject you aim to teach, by holding an appropriate professional qualification or by being employed in a training or teaching role.

Of the five topics that are covered within the PTLLS course, they include 'Understand your own role, responsibilities and boundaries of your role in relation to teaching', 'Demonstrate session planning skills', and 'Understand the use of different assessment methods and the need for record keeping'.

To achieve the PTLLS qualification, candidates must successfully complete both the theory and practice assignments which cover all five sections.

The PTLLS course is aimed at those who work, or want to work, as teachers, trainers and/or tutors in the Lifelong Learning Sector, and/or Adult or Community education, or as trainers of staff in retail, industry, public and voluntary sectors or the Army, or as support staff in education environments.

The course is run on a part-time basis, and is often delivered at Brompton Barracks and Gibraltar Barracks. It can be run over five consecutive days, or one day per week for six weeks.

Course objectives of the PTLLS course include 'adopting an integrative approach to the theory and practice of teaching and training', 'build up a knowledge of principles of learning, teaching and assessment and evaluation', as well as 'developing an awareness of your own professional role, the essential value systems which underpin it, and the legal requirements for carrying out this role'.

Certificate in Teaching in the Lifelong Learning Sector (CTLLS)

The CTLLS course is provided as an intermediate course for those who wish to train or teach, or those who are currently in teaching roles.

To undertake the CTLLS qualification, you will have to have completed and passed the PTLLS qualification and also have access to thirty hours of teaching practice in a recognised location.

The CTLLS course offers a progression to the Level 5 Diploma in Teaching in the Lifelong Learning Sector (DTLLS), where candidates are able to carry forward the fifteen credits that they would have achieved in the first two units of the CTLLS course.

There will be ten programme sessions for each candidate to complete, and they involve a



combination of activities, presentations, simulations, workshops, role-play and micro-teaching.

Theory and practical assignments will also need to be completed. The course is run on a part-time basis, at both Brompton Barracks and Gibraltar Barracks.

Diploma in Teaching in the Lifelong Learning Sector (DTLLS)

The DTLLS qualification is intended for those within roles including some, or all, of the following: the design, evaluation, management, delivery and/or assessment of learning.

Part one of the DTLLS course is at Level 4, whilst part two of the course is at Level 5. The DTLLS course is offered through the RE CPD Team, and it involves 39 full-day sessions, which are usually spread over several months, as well as research and assignments that must be completed in the candidate's own time. At least 150 hours' teaching practice is required.

To gain the full award, candidates must be in a full teaching role. Objectives of the course include to 'demonstrate a knowledge and understanding of curriculum development', 'use and evaluate teaching and learning materials that you have designed', 'teach across a range of subjects, levels and learner types', and 'teach a range of programmes of varying lengths'.



What do you think?

Feedback from candidates who have completed the courses....



"Attending the PTLTS course a few months back really helped to further my knowledge around my role, and it has given me a greater insight into what is involved in teaching. The course also gave me a good overview of the education system as a whole.

The classes I attended were varied, and I particularly enjoyed the group work involved. I would recommend this course to anyone who has an interest in the learning sector."

Debbie Penrice, Key Skills Administrator, RE CPD Team, Gibraltar Barracks

"I completed the PTLTS course through the RE CPD Team, as I was eager to learn new skills and explore different aspects of potential careers. I was pleasantly surprised at how in-depth the course was, and was pleased to be able to learn how to develop lesson plans, and how to understand how important they are. Overall, the course has given me a good insight into the education system, and I found it extremely interesting to learn about other people's experience and views."



Jayne Shakeshaft, Media Manager, Media Design Studio, Brompton Barracks



"By gaining the PTLTS qualification, I've since found it useful to understand and use different teaching styles and skills within my work. The PTLTS course highlighted that each person learns in different ways, and how it is essential to ensure that your lessons and plans take account of this. I enjoyed the lessons that I attended and would definitely recommend the course to my colleagues, and anyone who would like to develop their skills further."

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Where can I find further information?

For more information about each of the Preparing to Teach in the Lifelong Learning Sector (PTLLS), the Certificate in Teaching in the Lifelong Learning Sector (CTLTS) and the Diploma in Teaching in the Lifelong Learning Sector (DTLLS) courses, please contact the RE CPD Team, on 01634 822959, 94661 2959, or via e-mail at enquiries@re-cpd.org.uk

The RE CPD Team will be happy to provide you with further information about course specifications, course overviews, as well as dates of future courses being facilitated, and also any charges that may be applicable.

