

## Preparing to Teach in the Lifelong Learning Sector Award at Level 3 and Level 4 (PTLLS)



This is an introductory course which is **compulsory** for new teachers, trainers and instructors of adults in the sector that includes:

F.E, Adult and Community Learning,  
work-based learning and voluntary organisations.

It is nationally recognised and accredited by City & Guilds.

The course is delivered in two ways:

**10 sessions of 3½ hours** or **6 full days of 6 hours**

- **Induction and taught sessions** to address learning outcomes using a variety of teaching methods
- Each person conducts a **Microteach** so that they can receive and give feedback to their fellow-students on their teaching
- **Guidance on how to write academic essays** if needed

**Assessment** is by:

- **Written assignments** to cover the learning outcomes
- **Practical tasks** to show that learning has been put into practice

The total cost of the **City & Guilds PTLLS Award** is **£620-00** and includes:

- All the above training and assessment support - with a qualified, friendly and experienced trainer and assessor
- A user-friendly portfolio, set up and ready to use with some suggested documents to help achieve competence in the optimum time.
- Registration and certification with City & Guilds
- Internal and external verification
- All administration costs.
- VAT
- On-going telephone and e-mail support throughout the programme.

**Added value**

- Each person is entitled to one hour tutorial support
- Email consultation on one Scheme of work/Lesson plan after the course has finished

There are no hidden extras (subject to minimum group size of 8 people)

Contact **Annie Weir** on 07919 542143 or [annie@ivitallearning.co.uk](mailto:annie@ivitallearning.co.uk) for more detailed information on courses, venues and entry requirements.