

# **TEACHER TRAINING AT SCOLA 2011/2012**

## **INFORMATION AND APPLICATION PACK**

**When you have completed the enclosed application form please return it, together with the completed enrolment form to:**

**Teacher Training Department, SCOLA, St Nicholas Way, Sutton, SM1 1EA**

## **PTLLS AWARD**

### **Preparing to Teach in the Lifelong Learning Sector**

This City & Guilds accredited introductory course is compulsory as from September 2007 for all tutors NEW to teaching.

The PTLLS course is suitable for those who have little or no access to, or experience in teaching, but wish to gain a qualification in the basics of teaching students age 16 and over.

Applicants should have a level 3 vocational or professional qualification, good English skills (A level English standard) and the ability to research & write essays. IT skills are essential. Regular attendance is required.

**All students enrolling on this course must take the accreditation.**

#### **After completing the course, students should be able to:**

- Explain the role of the teacher and relevant legislative requirements
- Identify teaching and learning approaches
- Plan and prepare teaching and training
- Deliver inclusive sessions which motivate learners
- Use different assessment methods and understand the need for record keeping
- Reflect on professional practice

#### **Assessment Methods**

Two assessments: –

1. Theory – seven written tasks
2. Practical – seven tasks including micro-teach

#### **Home Study**

Home study is essential in order to achieve – this will include reading, research & writing essays. Access to internet and a computer are essential.

The cost of the course is £235.60 (Concessionary rate is £82.00)

<b>Course Code</b>	<b>Day</b>	<b>Time</b>	<b>Venue</b>	<b>Start</b>	<b>Length</b>
<b>W4203BES</b>	Thurs	18.30–21.30	Wallington	22/09/11	16 weeks
<b>S6030BES</b>	Sat	9.30-12.30	Sutton	24/09/11	16 weeks
<b>W4204BES</b>	Thurs	18.30-21.30	Wallington	09/02/12	16 weeks
<b>S6031BES</b>	Sat	9.30-12.30	Sutton	11/02/12	16 weeks

## Trinity CertTESOL (Certificate in Teaching English to Speakers of Other Languages) and PTLLS:

This course is for those who wish to teach English to speakers of other languages (ESOL), either in the UK or abroad, and therefore has dual-accreditation. No teaching experience is required.

### **Aims of the Course**

To equip trainees with the basic skills and knowledge needed to take up posts as EFL/ESOL teachers and give them a firm foundation for self-evaluation and further professional development.

Applicants should have a level 3 vocational or professional qualification, good English skills (A level English standard) or equivalent to Cambridge Proficiency for non-native speakers and the ability to research & write essays. Regular attendance is required. **All students enrolling on this course must take the accreditation.**

This course includes observed teaching practice sessions outside normal class hours, arranged by the college, plus observations of experienced teachers. There will be 6 hours of teaching practice normally divided into 2 one hour lessons and 2 two hour lessons.

Successful applicants will be required to obtain a CRB check. This is organised through SCOLA.

There is a Trinity external moderation interview at the end of the course.

For information on the PTLLS course please refer to the previous page.

The cost of the course is £801.50 (Concessionary rate is £481.50). The cost includes Trinity Certification and Moderation fee and PTLLS.

<b>Course Code</b>	<b>Day</b>	<b>Time</b>	<b>Venue</b>	<b>Start</b>	<b>Length</b>
<b>S4020YES</b>	Thurs	9.30-13.30	Sutton	22/09/11	32 weeks

## **DTLLS**

### **Diploma to Teach in the Lifelong Learning Sector**

This is the new qualification for all those who are teaching in the post-16 sector. It is a 2-year programme of 120 credits accredited by Canterbury Christ Church University.

Students wishing to enrol on these courses are required to have access to a minimum of 75 hours of teaching groups of post-16 learners.

Applicants should have a level 3 vocational or professional qualification, good English skills (A level standard) and will also need (or agree to undertake) level 2 qualifications in English, maths & ICT.

Students on these courses are required to propose a qualified subject specialist who is willing to act as their mentor.

#### **Assessment Methods**

It will be assessed through the completion of assignments, reflective essays and observed teaching sessions which are presented in portfolios for marking.

#### **Home Study**

Home study is essential in order to achieve – this will include reading, research & writing essays. Access to internet and a computer are essential.

#### **Attendance**

Regular attendance is required.

The cost of each course is £700.00 (There are no concessionary rates)  
All students enrolling on these courses must take the accreditation.

## DTLLS Year One – Level 4/5

Course Code	Day	Time	Venue	Start	Length
S4200BVR	THU	18.00	Sutton	15/09/11	32 weeks

### **The course will cover the PTLLS & CTLLS syllabus which includes:**

- The role & responsibilities of a teacher
- Micro-teaching
- Teaching & learning approaches and resources
- Barriers to learning & support
- All aspects of assessment & record keeping
- Planning & communication
- Theories of learning and communication
- Emerging technologies in the classroom
- Embedding skills for life
- Development of CPD & networking
- Being a reflective practitioner

## DTLLS Year Two – Level 5/6

Course Code	Day	Time	Venue	Start	Length
S3200BVR	WED	18.00	Sutton	14/09/11	32 weeks

### **Who is the course for?**

This course is suitable for people who have successfully completed DTLLS year 1 or equivalent.

### **The course will cover the DTLLS syllabus which includes:**

- Professionalism, and the range of cross sector and specialist roles and their impact
- Theories & principles of reflective practice
- Identification of own skills & learning needs
- Equality, diversity & inclusion
- Values, beliefs and interpersonal skills
- Curriculum theories & development and course design
- Teaching and learning strategies
- Funding and constraints & initiatives within the sector
- Research methodology & concepts
- Quality Assurance, Quality Improvement & professional accountability

## Criteria for DTLLS

### Students must:

- be able to commit to at least 90% attendance per module
- have 75 hours of teaching practice
- have a Level 2 in numeracy, literacy and IT or be willing to undertake these qualifications during the course
- be able to download and submit materials via Virtual Learning Environment (VLE)
- be able to produce a current CRB check
- be able to commit to read, research and write assignments outside of class hours between **4-8 hours per week**

### Students must have a mentor.

Who can be a mentor?

- An experienced practitioner with sound knowledge and expertise in the mentee's subject/ area of specialism.
- A fully qualified post-compulsory teacher (or equivalent)
- An experienced observer with evidence of consistently good teaching/training practice.
- Someone with a current CRB check.
- Evidence of maintaining CPD

What does a mentor have to do?

- Agree to undertake SCOLA's Mentorship training.
- Provide SCOLA with a copy of their up-to-date CV.
- Observe their DTLLS mentee twice (possibly more) per year, complete the STE report form, and feedback.
- Meet regularly with the mentee and document the outcomes.
- Offer professional support to the mentee as a "critical friend".
- Assist mentee with the setting and meeting of targets.
- Ensure required mentoring records are completed.

### Funding

Students are responsible for completing the appropriate forms for any funding that may be available.

**Students are responsible for paying any outstanding balances**

**APPLICATION FORM FOR TEACHER TRAINING COURSES 2011/ 2012**

Name: .....

Address: .....

.....

.....

Email address: .....

Telephone number(s): .....

Which course are you applying for?

Course Code: ..... Course Title: .....

Qualification level – please include all GCSEs/ GCEs, A/ AS Levels, and subject specific qualifications:

.....

.....

.....

.....

.....

.....

***Applicants who are already teaching:***

Subject(s) taught: .....

Name of employer: .....

**For DTLLS Students Only:**

Name of suggested mentor who will be able to observe/support you in subject specialism:.....

Address of Mentor: .....

Email Address: . . . . .

Relationship to Mentor: .....



**Additional information:**

If you are accepted onto the course, are there any specific support issues that you would like the college to address? Yes [ ] No [ ]

If yes please state what support you require.

.....

Who will be paying for your fees? .....

**Statement:**

**I confirm that all the information provided is accurate as far as I am aware. If relevant, I have informed my line manager that I am applying for this course.**

**I understand that if I do not already have a Level 2 equivalent qualification in Literacy, Numeracy and ICT I will be expected to gain the qualification(s) by the end of the course.**

**Signed:** .....

**Name:** .....

**Date:** .....

**Please return the completed application form, together with a completed enrolment form to:**

**Teacher Training Department, SCOLA, St Nicholas Way, Sutton, SM1 1EA**

**ALL PROSPECTIVE TRAINEES FOR THE DTLLS AND THE CertTESOL plus PTLLS COURSES WILL BE INTERVIEWED BEFORE BEING ACCEPTED ON A COURSE.**