



International Experts in Safety Training Solutions



Preparing to Teach in the Lifelong Learning Sector (PTLLS)

Introduction

From January 2013 STA Tutor Courses (Swimming, Aquacise, Lifesaving, First Aid and Pool Plant) will include the Level 3 PTLLS Award. National Tutors that deliver these courses will need to hold a formal teaching qualification or complete a Level 4 PTLLS Award; STA are offering this as a distance learning option. Listed below are:

- Level 3 PTLLS assignment criteria with guidance
- Level 4 PTLLS assignment criteria with guidance
- PTLLS Distance Learning Assignment Completion Procedure
- Marking Grade Guide

Level 3 PTLLS Assignment Guidance

Note: Word count guidance: a 10% allowance below the stated minimum is acceptable, lower word counts will be referred.

Assignment 1

Produce a written assignment that meets the following assessment criteria. (Approximately 250-350 words)

1.1. Explain own role, responsibilities and boundaries of own role as a teacher (Approx 100-140)

Candidates are required to consider their own role in relationship to teaching STA courses with reference to responsibilities and boundaries. Support is given in the PTLLS manual pages 9-16

1.2. Identify issues of equality and diversity and ways to promote inclusion (Approx 50-70)

Candidates are required to write about equality and diversity, and how to promote inclusion. Support is given in the PTLLS manual pages 53-59

1.3. Explain ways to embed elements of functional skills in the specialist area (Approx 50-70)

Functional skills refer to literacy, language & numeracy; the candidates need to relate the explanation to their STA teaching discipline. Support is given in the PTLLS manual pages 78 & 79

1.4. Explain ways to establish ground rules with learners which underpin appropriate behaviour and respect for others. (Approx 50-70)

Candidates are required to consider how they could use different ways to establish ground rules that underpin appropriate behaviour and respect for others when teaching. Support is given in the PTLLS manual pages 91-93

Assignment 2

Produce a written assignment that meets the following assessment criteria. (Approximately 250-350 words)

2.1. Identify key aspects of relevant current legislation requirements and codes of practice within a specific context (Approx 100-140)

Candidates are required to consider the relevant current legislation requirements and codes of practice in relationship to their STA teaching. Support is given in the PTLLS manual pages 19-22

2.2. Identify other points of referral available to meet the potential needs of learners (Approx 50-70)

Candidates are required to consider the relevant STA policies to meet the potential needs of learners while teaching. Support is given in the PTLLS manual pages 49-53

2.3. Explain the need for record keeping (Approx 100-140)

Candidates are required to consider the relevant records that are kept when teaching. Support is given in the PTLLS manual pages 17-19

Assignment 3

Plan, prepare and deliver a 20 minute micro-teaching session. The topic is included in your pre coursework letter. It should meet the following assessment criteria:

Preparation

3.1. Identify and demonstrate relevant approaches to teaching and learning in relation to the specialist area.

Candidates are required to consider STA teaching methods when identifying approaches to teaching and learning. Support is given in the PTLLS manual pages 94-100

3.2. Justify selection of teaching and learning approaches for your specific session

Candidates are required to give reasons for the choice of teaching and learning approaches selected. Support is given in the PTLLS manual pages 94-100

3.3. Plan a teaching and learning session which meets the needs of the individual learners

Candidates are required to plan a session from an STA course. Support is given in the PTLLS manual pages 62-84

3.4. Justify selection of resources for your specific session.

Candidates are required to give reasons for the selection of resources for the STA session they have planned. Support is given in the PTLLS manual pages 77 & 78

Delivery

3.5. Use a range of appropriate and effective teaching and learning approaches to engage and motivate learners.

Candidates are required to consider STA teaching methods when engaging and motivating learners. Support is given in the PTLLS manual pages 94-100

3.6. Explain and demonstrate good practice in giving feedback

Candidates are required to consider the STA teaching methods when giving feedback. Support is given in the PTLLS manual pages 124-126

3.7. Communicate appropriately and effectively with learners

Candidates are required to consider the STA teaching methods. Support is given in the PTLLS manual pages 98-104

3.8. Reflect on and evaluate the effectiveness of own teaching.

Candidates are required to evaluate the STA session they have planned. Support is given in the PTLLS manual pages 133-137

Assignment 4

Produce a written assignment that meets the following assessment criteria. (Approximately 250-350 words)

4.1. Identify different assessment methods (Approx 100-140)

Candidates are required to consider different STA assessment methods. Support is given in the PTLLS manual pages 117-123

4.2. Explain the use of assessment methods in different contexts, including reference to initial assessment (Approx 100-140)

Candidates are required to consider STA assessment methods. Support is given in the PTLLS manual pages 117-123

4.3. Explain the need for record keeping in relation to assessment (Approx 50-70)

Candidates are required to consider STA assessments and relevant records that are kept. Support is given in the PTLLS manual pages 126 & 127

STA National Tutor Level 4 PTLLS Assignment Guidance

Note: Word count guidance: a 10% allowance below the stated minimum is acceptable, lower word counts will be referred.

Assignment 1

Produce a written assignment that meets the following assessment criteria. (Approximately 500-700 words)

1.1. Review own role, responsibilities and boundaries of own role as a tutor (Approx 150-200 words)

Candidates are required to consider retrospectively their own role in relationship to tutoring STA courses with reference to responsibilities and boundaries as a National Tutor. Support is given in the PTLLS manual pages 916; an explanation of the STA tutor structure is available as a download from <http://www.sta.co.uk/downloads/>

1.2. Discuss issues of equality and diversity and ways to promote inclusion (Approx 150-200 words)

Candidates are required to write about equality and diversity, taking into account differences that they have experienced and how they would promote inclusion. Support is given in the PTLLS manual pages 53-59

1.3. Evaluate a range of ways to embed elements of functional skills in the specialist area (Approx 100-150 words)

Functional skills refer to literacy, language & numeracy; the candidates need to relate the evaluation to their STA tutoring discipline. Support is given in the PTLLS manual pages 78 & 79

1.4. Analyse different ways to establish ground rules with learners which underpin appropriate behaviour and respect for others. (Approx 100-150 words)

Candidates are required to consider how they use different ways to establish ground rules that underpin appropriate behaviour and respect for others when tutoring. Support is given in the PTLLS manual pages 91-93

Assignment 2

Produce a written assignment that meets the following assessment criteria. (Approximately 400-600 words)

2.1. Summarise key aspects of relevant current legislation requirements and codes of practice within a specific context (Approx 200-300 words)

Candidates are required to consider their STA tutoring and the relevant current legislation requirements and codes of practice for their students. Support is given in the PTLLS manual pages 19-22

2.2. Review other points of referral available to meet the potential needs of learners (Approx 100-150 words)

Candidates are required to consider their STA tutoring and the relevant policies to meet the potential needs of learners. Support is given in the PTLLS manual pages 49-53

2.3. Justify the need for record keeping (Approx 100-150 words)

Candidates are required to consider their STA tutoring and relevant records that are kept. Support is given in the PTLLS manual pages 17-19

Assignment 3

Produce a written assignment that meets the following assessment criteria. (Approximately 700-900 words)

3.1. Explain the range of appropriate and effective teaching and learning approaches to engage and motivate learners. (Approx 200-250 words)

Candidates are required to consider their STA tutoring methods when explaining effective teaching and learning approaches. Support is given in the PTLLS manual pages 94-100

3.2. Explain how to communicate appropriately and effectively with learners. (Approx 200-250 words)

Candidates are required to consider their STA tutoring methods when explaining appropriate and effective communication. Support is given in the PTLLS manual pages 98-104

3.3. Reflect on and evaluate the effectiveness of own teaching, making recommendations as appropriate. (Approx 200-250 words)

Candidates are required to consider their own STA tutoring/teaching methods. Support is given in the PTLLS manual pages 133-137

3.4. Explain different methods in giving feedback. (Approx 100-150 words)

Candidates are required to consider their STA tutoring methods when explaining giving feedback. Support is given in the PTLLS manual pages 124-126

Assignment 4

Produce a written assignment that meets the following assessment criteria. (Approximately 500-650 words)

4.1. Review a range of different assessment methods (Approx 200-250 words)

Candidates are required to consider STA assessment methodology within the review. Support is given in the PTLLS manual pages 117-123

4.2. Evaluate the use of assessment methods in different contexts, including reference to initial assessment (Approx 200-250 words)

Candidates are required to consider STA assessment methodology within the evaluation. Support is given in the PTLLS manual pages 117-123

4.3. Justify the need for record keeping in relation to assessment (Approx 100-150 words)

Candidates are required to consider STA assessments and relevant records that are kept. Support is given in the PTLLS manual pages 126 & 127

Assignment 5

Produce a written assignment that meets the following assessment criteria. (Minimum 600 words)

5.1. Explain the relevant approaches to teaching and learning in relation to your specialist area

Candidates are required to consider their STA tutoring/teaching methods when explaining their approaches to teaching and learning. Support is given in the PTLLS manual pages 94-100

5.2. Plan a teaching and learning session which meets the needs of individual learners

Candidates are required to plan a session from an STA course. Support is given in the PTLLS manual pages 62-84

5.3. Evaluate your own teaching and learning approaches for a specific session

Candidates are required to evaluate the STA session they have planned. Support is given in the PTLLS manual pages 133-137

5.4. Evaluate how the planned session meets the needs of the individual learners

Candidates are required to evaluate the STA session they have planned. Support is given in the PTLLS manual pages 133 & 134

5.5. Give examples that you have used of good practice in giving feedback

Candidates are required to consider their STA tutoring/teaching methods when giving examples. Support is given in the PTLLS manual pages 124-126

5.6. Analyse the effectiveness of the resource for your specific session

Candidates are required to analyse the resources of the STA session they have planned. Support is given in the PTLLS manual pages 77 & 78

6. PTLLS Distance Learning Assignment Completion Procedure

6.1. All assignments must be submitted to STA by the due date (normally 6 months from the start date).

6.2. Assignments can be sent by email, post or handed in at Anchor House.

6.3. Word count guidance: a 10% allowance either below or above the stated minimum and maximum is acceptable.

6.4. Marked assignments, with written feedback, will be returned within 28 days of receipt. If the assignment is submitted late, it may not be possible to keep to the agreed schedule.

6.5. An assignment will be Graded as a Distinction, Merit, Pass, or Refer:

6.5.1. Distinction = Outstanding – marked as 4

6.5.2. Merit = Good – marked as 3

6.5.3. Pass = Satisfactory – marked as 2

6.5.4. Refer = Inadequate – marked as 1

6.6. A Referral indicates an assignment has not met all of the assessment criteria or not reached the required standard. Detailed feedback will be given to guide the work required for a resubmission. An extension date may be requested by completing the STA PTLLS Assignment Time Extension Request Form.

6.7. The grade awarded after a resubmission will be either a pass or fail. An assignment which does not meet all the criteria following the second attempt will be checked by a second marker to confirm the result.

6.8. On receiving a 'Fail' notification there is the opportunity to register (within 28 days of receipt) for further resubmissions on paying a retake fee.

Note: A request for a deferral of an assignment not submitted or resubmitted by the due date may be made, provided there is a valid medical or personal reason for the delay, by completing the STA PTLLS Assignment Time Extension Request Form. This should be supported by evidence where appropriate.

Marking Grade Guide

Communication	
4 (D)	Excellent evidence of using structured and/or coherent sentences and paragraphs
3 (M)	Good evidence of using structured and/or coherent sentences and paragraphs
2 (P)	Adequate and reasonable evidence of using structured and/or coherent sentences and paragraphs
1 (R)	Limited/ no evidence of using structured and/or coherent sentences and paragraphs
Explanation and Reflection	
4 (D)	Excellent evidence of relevant explanations and reflective skills
3 (M)	Good evidence of relevant explanations and reflective skills
2 (P)	Adequate evidence of relevant explanations and reflective skills
1 (R)	Limited/ no evidence of relevant explanations and reflective skills
Assessment Criteria	
4 (D)	Excellent evidence of meeting the assessment criteria
3 (M)	Good evidence of meeting the assessment criteria
2 (P)	Adequate evidence of meeting the assessment criteria
1 (R)	Limited/ no evidence of meeting the assessment criteria
Evidence	
4. (D)	Excellent use of relevant literature and documents with referencing
3. (M)	Good use of relevant literature and documents with referencing
2. (P)	Adequate evidence of using relevant literature and documents
1 (R)	Limited/ no evidence of using relevant literature and documents
Presentation	
4. (D)	Excellent use of grammar, punctuation, spelling and IT skills
3. (M)	Good use of grammar, punctuation, spelling and IT skills
2. (P)	Minor errors in the use of grammar, punctuation, spelling and IT skills
1. (R)	Many errors in the use of grammar, punctuation, spelling and IT skills
Overall grade will be the best fit e.g. if a candidate scores 4 for Co., 3 for Ex., 3 for As., 2 for Ev. and 1 for Pr. The best fit will be 3.	
Note: a candidate must score 2 or above in Explanation & Reflection, Assessment Criteria and Evidence sections to be awarded a pass within the overall 'best fit'. Communication and Presentation skills will not adversely disadvantage a candidate's ability to pass.	