



**Certificate in Further Education Teaching
City & Guilds 7407 – Stage 2
Course Code: NCG002**

The City & Guilds 7407 Certificate in Further Education Teaching is based on the FENTO (Further Education National Training Organisation) Occupational Standards, Stages One and Two. The certificate is designed for full-time and part-time teachers who are practising or starting out in post-16 education and training.

The course is an introduction to teaching skills and allows students to consider the 8 Key Areas of the FENTO standards and the underpinning values of reflective practice and ethics. Provides students with the ability to identify relevant theoretical sources and to critically analyse these to extend their knowledge and understanding.

Course Aims

The course aims to enable serving and new teachers to build their confidence and skills in designing appropriate courses and schemes of work and to teach these effectively.

The course is designed to prepare students for careers in the teaching/training profession. The course aims to enable teacher to teach or train students at Further Education and Higher Education levels.

Course Market

This course for those, currently teaching adults (full or part time) in Further and Adult Education, Community, Adult Education of Basic Skills.

Legislation introduced in 2001 requires that teachers new to further education have the minimum of a Level 4 teaching qualification.

Course Structure

All modules are compulsory

Stage - 2

- 109 - Identify and assess learners needs
- 110 - Plan and manage the learning process
- 111 - Use techniques and facilitate learning
- 112 - Principles of learning
- 113 - Communication Seminar paper
- 114 - Develop resources
- 115 - Support and guidance
- 116 - Assessment
- 117 - Educational Issues
- 118 - Personal Development

Duration

This is a 24 week part-time day/evening course . The programme criteria is a minimum of 130 hours for study and practice, minimum study hours excluding tutorial and support time is 90 hours and required teaching practice is 40 hours. The hours stated are the minimum hours required for this course, students must assign self-study hours outside these stated hours.

Assessment

- City & Guilds 7407 course is assessed through observed teaching practice and preparation of a portfolio of coursework, which relates to your teaching.
- The assessment for Stage Two may be done unit by unit, but learning may be improved if a more integrated approach is taken. The assignments for units 109, 110, 111, 114 and 116 lend themselves to being linked together. Assignment 118 also ties in with these units.
- An 80% attendance is required for this course.
- 2 tutor observations and 1 observation by an experienced and qualified subject teacher.
- Coursework is assessed on a Portfolio Base.

Entry Requirements

- Candidates must have at least 40 hours teaching during the programme, access to a workplace-teaching mentor, and be appropriately qualified in their teaching subject .
- Your Curriculum Vitae (CV) and a covering letter outlining your specialist subject area and the level taught at.
- Ideally you should hold a GCSE in English at C, a minimum of IELTS score 5.5 (though a score of 6 is preferred) or an equivalent qualification.

Exemptions

No exemptions granted.

Progression

On completion of this course, depending on the learners' goal, achievement and experience they could progress onto the Stage 3 of the Certificate in Further Education Teaching or the Postgraduate Certificate in Education/Postgraduate Diploma in Higher Education.