

**For the attention of the  
Initial Teacher Training PTLLS tutors,  
teachers and coordinators**

**July 2012**

---

1 Giltspur Street  
London  
EC1A 9DD  
T +44 (0)20 7294 2468  
F +44 (0)20 7294 2400  
[www.cityandguilds.com](http://www.cityandguilds.com)

**Qualification**

Award in Preparing to Teach in the Lifelong Learning Sector (**PTLLS**)  
Certificate in Teaching in the Lifelong Learning Sector (**CTLLS**)  
Diploma in Teaching in the Lifelong Learning Sector (**DTLLS**)

**Level**

**3, 4 and 5**

**Number**

**6302, 6304 & 6305**

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds products and services are subject to continuous development and improvement and the right is reserved to change Products and services from time to time. City & Guilds cannot accept liability for loss or damage arising from the use of information in this publication. City & Guilds is a registered charity established to promote education and training.



## **This news article contains important information:**

- LSIS statement on the provisional recommendations of the Lingfield review
- PTLLS revised qualification handbook update
- Smartscreen
- CTLLS and DTLLS qualifications resources update
- Assessments materials
- Arrangements for centre approval
- Funding and LSIS fee award
- External Quality Assurance Qualification

## ***LSIS update on the Lingfield review and arrangements for September 2012 provision***

*The statement that follows was issued by LSIS in July.*

*As you will be aware the Lingfield Independent Review of Professionalism published an interim report in April. One of the recommendations was for a reconsideration of the FE teaching qualifications to simplify and rename them. The Minister has accepted this recommendation and last week asked LSIS to undertake this work. LSIS has been pleased to accept. Awarding organisations will be an important partner in developing a new suite of qualifications for the sector.*

*We recognise that this situation raises concerns about the introduction of updated qualifications following the previous LLUK review. Current LSIS guidance requires that registrations on existing qualifications should end on or before 31 August and from 1 September awarding organisations should offer only the updated qualifications. Given the pending review of the FE teaching qualifications we have been asked by awarding organisations and centres if LSIS can review this requirement.*

*LSIS recognises that many awarding organisations have already regulated the updated qualifications with Ofqual and many centres welcome the new learning opportunities they provide. However, we are aware you would like to give some of your centres the opportunity to continue delivering the current qualifications. We accept this flexibility would better support initial teacher education providers and a focus on developing new qualifications in the coming year.*

*With the support of BIS we are currently in discussion with Ofqual and Skills Funding Agency to identify opportunities for regulating and funding both current and updated qualifications for the coming academic year. At this time we cannot say if this will be possible. We are meeting with Ofqual in early August. We will inform you of the outcome as soon as a decision has been agreed. We recognise that this leaves you and your centres with some uncertainty at this time.*

*Please note that we have agreed that higher education institutions can continue to offer current qualifications subject to their own internal requirements.*

## Preparing to Teach in the Lifelong Learning Sector (6302)

The updated qualification handbook is now available to download on the City & Guilds website along with the assessment material and answer packs. The assessment documents are password protected, and approved centres will be able to access the passwords via the administration section on the Walled Garden.

These assessment packs contain assignments that centres can use as an alternative to the existing tasks in the current qualification handbook. The assignments are not mandatory and were designed as additional support materials for you to use.

### Pathway information

We develop a pathway guide to help our centres understand the different pathways available under the new PTLLS (6302).

The guide is available on the qualification webpage:

[http://www.cityandguilds.com/documents/ind\\_education\\_teaching/6302\\_Pathway\\_Guide\\_v01.pdf](http://www.cityandguilds.com/documents/ind_education_teaching/6302_Pathway_Guide_v01.pdf)

**The updated PTLLS (6302) Smartscreen materials are now available.**

---

## Certificate in Teaching in the Lifelong Learning Sector (6304) and Diploma in Teaching in the Lifelong Learning Sector (6305)

The New CTLLS, DTLLS and the new Level 5 Teaching for Disabled Learners qualification handbook are now available to download from our website.

CTLLS: <http://www.cityandguilds.com/73285.html?s=4>

DTLLS and the new Level 5 Teaching for Disabled:

<http://www.cityandguilds.com/73217.html?s=4>

We have produced qualification information packs for the CTLLS/DTLLS and Subject Specialist qualifications. The qualification information packs contain information on the rules of combination (RoC), approval arrangements and staffing requirements. We have also produced separate unit handbooks for all units at level 3, 4 and 5.

List of documents available:

- 6304\_L3\_L4\_Information\_handbook
- 6304\_L3\_Unit\_pack\_v1
- 6304\_L4\_Unit\_pack\_v1
- 6305\_L5\_Information\_handbook
- 6305\_L5\_Unit\_pack\_v1
- 6305-20-24 Teaching in a Specialist Area
- 6305-24\_33 Teaching in the Lifelong learning (Disabled learners)
- 6305-30-32\_34 Diploma in Teaching in the Lifelong Learning Sector (fully integrated)

## **New CTLLS and DTLLS assessment packs**

The new CTLLS (6304) and DTLLS (6305) assessment and answer packs are now available to download from the City & Guilds website. Both documents are password protected, and approved centres will be able to access the passwords via the administration section on the Walled Garden.

The packs and passwords are also available from the Centre Support team, T: 0844 543 0000, E: [centresupport@cityandguilds.com](mailto:centresupport@cityandguilds.com)

These assessment packs contain assignments that are not mandatory and were designed as additional support materials for centres to use. There are six assessment/answer packs in total which are arranged according to unit level, and cover the full CTLLS and DTLLS qualification suite. In addition to these, a forms pack has been provided which consists of generic documentation that you may use to record evidence for the qualifications. The six assessment/answer packs and additional forms pack are listed below.

### **6304 6305 Level 3 Assessment pack**

- 6304 6305 Level 3 Answer pack
- 6304 6305 Level 4 Assessment pack
- 6304 6305 Level 4 Answer pack
- 6304 6305 Level 5 Assessment pack
- 6304 6305 Level 5 Answer pack
- 6304 6305 Forms for centres pack

## **Qualification approval**

Existing centres offering CTLLS (7304) and DTLLS (7305) qualifications will be subject to fast track or automatic approval for the revised qualifications – CTLLS (6304) and DTLLS (6305) DTLLS.

The approval arrangements for the new qualifications are as follows:

### **CTLLS**

Centre is approved to offer 7304 and wishes to offer only those programmes of study (6304-01, 04, 91 and 94) that cover content that directly replaces the content of 7304, **(7304 -01 and 91)** you will receive automatic approval for the same level(s) as the 7304 approval.

If the centre wishes to offer the programmes of study that cover all of 6304 and has approval for 7304, 6317 and/or 6318, they will need to submit a fast-track approval form for 6304-02, 05, 92 and 95. Otherwise, you will need to use the standard Qualification Approval Process.

Find attached the fast track forms for 6304 (CTLLS) and 6305 (DTLLS).

The fast track form is available on the website:

<http://www.cityandguilds.com/73285.html?s=4>

Under Qualification structure and centre forms.

## CTLLS Level 3 600/5027/5

<b>6304-01</b> Level 3 Certificate in Teaching in the Lifelong Learning Sector	(CTLLS only)
<b>6304-91</b> Level 3 Certificate in Teaching in the Lifelong Learning Sector	CTLLS only) (Unit route)
<b>6304-02</b> Level 3 Certificate in teaching in the Lifelong Learning Sector	(CTLLS and L&D/TAQA) Centres will need to complete a fast track approval form
<b>6304-92</b> Level 3 Certificate in Teaching in the Lifelong Learning Sector	(CTLLS and L&D/TAQA) (Unit route) Centres will need to complete a fast track approval form

## CTLLS Level 4 600/5033/0

<b>6304-04</b> Level 4 Certificate in Teaching in the Lifelong Learning Sector	(CTLLS only)
<b>6304-94</b> Level 4 Certificate in Teaching in the Lifelong Learning Sector	CTLLS only) (Unit route)
<b>6304-05</b> Level 4 Certificate in teaching in the Lifelong Learning Sector	(CTLLS and L&D/TAQA) Centres will need to complete a fast track approval form
<b>6304-95</b> Level 4 Certificate in Teaching in the Lifelong Learning Sector	(CTLLS and L&D/TAQA) (Unit route) Centres will need to complete a fast track approval form

Please note there is no replacement to the **7304-11** complex under the new qualification 6304. Centres should be able to identify learner's level at the start of the programme and have the option of using some level 3 units, for the level 4 qualification.

## Lip reading and employability

We are currently seeking accreditation for the new the lip reading and employability units that will form part of the CTLLS qualification. We will be submitting them to Ofqual and they will be ready for September 2012 delivery. The qualification information pack will be updated accordingly.

### DTLLS 600/5202/8

If your Centre is approved to offer 7305 and wishes to offer only those programmes of study (6305-01 and 91) that cover content that directly replaces the content of 6305 (**7305-01 and 11**) you will receive automatic approval for the same level(s) as your 7305 approval.

If your centre wishes to offer the programmes of study that cover all of 6305 and has approval for 7305, 6317 and/or 6318, you will need to submit a fast-track approval form for 6305-02 and 92. Otherwise, you will need to use the standard Qualification Approval Process.

### DTLLS Level 5 600/5202/8

<b>6305-01</b> Level 5 Diploma in Teaching in the Lifelong Learning Sector	(DTLLS only)
<b>6305-91</b> Level 5 Diploma in Teaching in the Lifelong Learning Sector	(DTLLS only) (Unit route)
<b>6305-02</b> Level 5 Diploma in Teaching in the Lifelong Learning Sector	(DTLLS and L&D) Centres will need to complete a fast track approval form
<b>6305-92</b> Level 5 diploma in Teaching in the Lifelong Learning Sector	(DTLLS and L&D) (Unit route) Centres will need to complete a fast track approval form

## Specialist Diplomas

All subject special qualifications will be automatic approval **except for 6305-24 and 6305-33** which are new qualification and will require full scheme approval.

### Level 5 Subject Specialist Qualifications

Pathway	Qualification title	QAN
6305-20	Level 5 Diploma in Teaching English: Literacy	600/5196/6
6305-21	Level 5 Diploma in Teaching English: ESOL	600/5822/5
6305-22	Level 5 Diploma in Teaching English: Literacy and ESOL	600/5457/8
6305-23	Level 5 Diploma in Teaching Mathematics: Numeracy	600/5458/X
6305-24 and -33	Level 5 Diploma in Teaching Disabled Learners	600/5804/3

### Fully integrated qualifications

Pathway	Qualification title	QAN
6305-30	Level 5 Diploma in Teaching English: Literacy in the Lifelong Learning Sector	600/5518/2
6305-31	Diploma in Teaching English: ESOL in the Lifelong Learning Sector	600/5662/9
6305-32	Diploma in Teaching Mathematics: Numeracy in the Lifelong Learning Sector	600/5660/5
6305-34	Diploma in Teaching Mathematics: Numeracy in the Lifelong Learning Sector	600/5664/2

### Partially integrated qualifications

Pathway	Qualification title	QAN
6305-30	Level 5 Diploma in Teaching in the Lifelong Learning Sector (English: Literacy)	600/5659/9
6305-31	Level 5 Diploma in Teaching in the Lifelong Learning Sector (English:ESOL)	600/5519/4
6305-32	Level 5 Diploma in Teaching in the Lifelong Learning Sector (Mathematics: Numeracy)	600/5661/7
6305-33	Level 5 Diploma in Teaching in the Lifelong Learning Sector (Disabled Learners)	600/5626/5

The fast track form is available on the website: <http://www.cityandguilds.com/73285.html?s=4> under qualification structure and centre forms.

## Funding

A statement was produced by BIS on 27 March 2012, confirming the following information regarding funding.

“Awarding body provision: ITT qualifications accredited by awarding bodies and on the Qualifications and Curriculum Framework will continue to be funded in 2012/13 by the Skills Funding Agency.”

For details of the full statement, please see the link below.

[http://www.parliament.uk/documents/commons-vote-office/March\\_2012/27-03-12/2.BIS-Further-Education-Bursaries.pdf](http://www.parliament.uk/documents/commons-vote-office/March_2012/27-03-12/2.BIS-Further-Education-Bursaries.pdf)

## Fee Award

LSIS have announced details of the Initial Teacher Training (ITT) Fee Awards scheme.

The ITT Fee Awards scheme is being run by LSIS on behalf of the Department for Business Innovation and Skills (BIS). The Awards will be made to organisations delivering teacher training to those training as teachers in the further education and skills sector; providing a contribution to the costs of the training.

The ITT Fee Awards offer £1,500 towards the fees of those training to teach basic maths/numeracy and English/literacy (including functional skills) in the further education and skills sector, and £1,000 towards those training to teach other subjects.

To apply for Awards on behalf of your students, you need to complete a provider [registration form](#), which asks for some basic information about your course, qualifications and anticipated student numbers. Registration before the end of July is recommended, as the scheme is operating on a first come, first served, basis.

For more information on the awards schemes, and details of eligibility see the [full guidance document](#) , or visit LSIS [FE Advice page](#).



## **Award in Understanding the External Quality Assurance of Assessment Processes and Practice *(New)***

Achieve your External Quality Assurance Qualifications.

We are running a series of chargeable training events with an assessed task that leads to achievement of Unit 404 Award, designed for anyone who is interested in finding out about External Quality Assurance or anyone already working as an External Quality Assurer (EQA).

For further information or to book please visit the events webpage:

[Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice](#)

### **Forthcoming dates for the training days are:**

**25 & 26 September** 2012 Warrington

**04 & 05 October** 2012 Taunton

**13 & 14 November** 2012 London