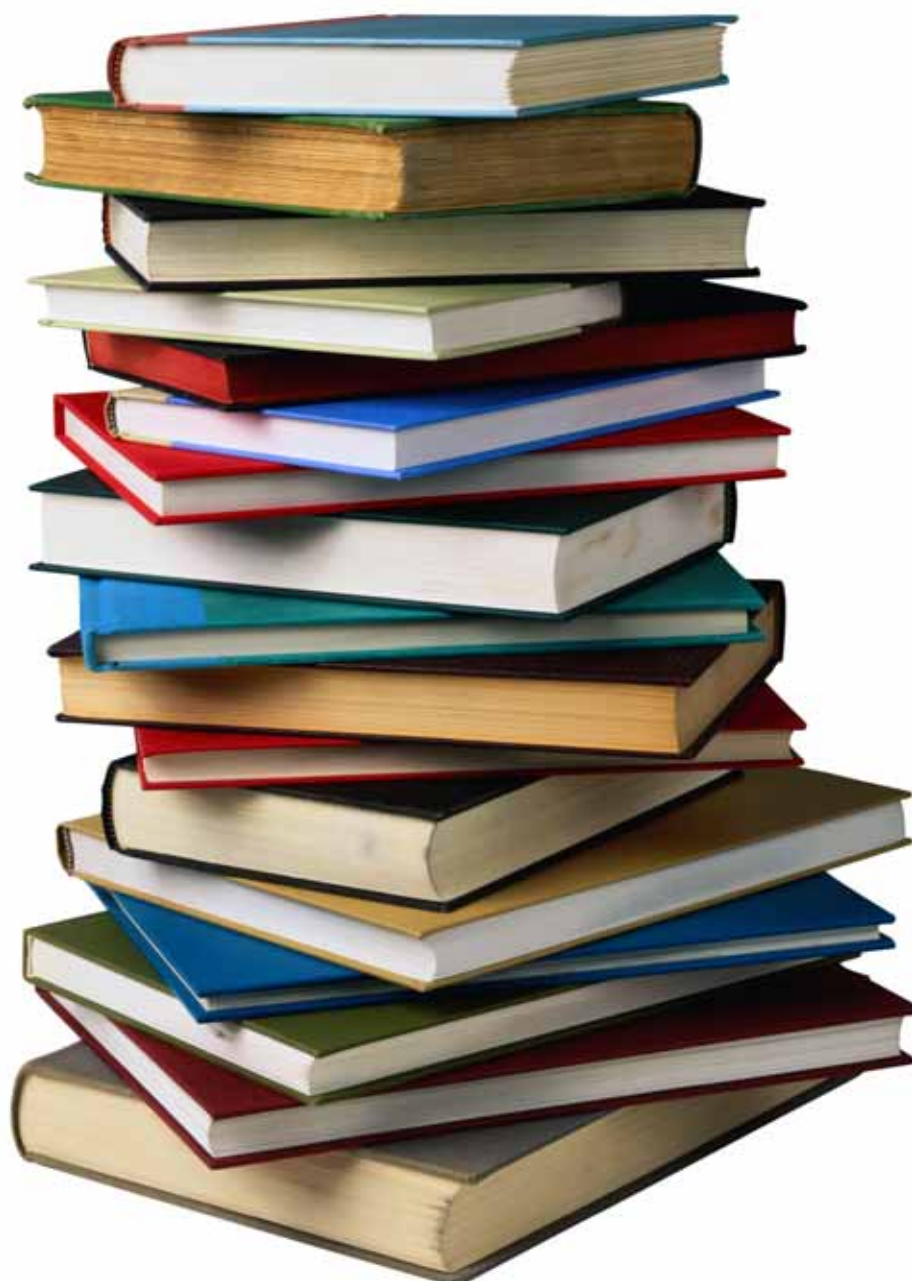


# Level 3 IVQ in Teaching, Training and Assessing Learning (1106)

Information for centres



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# 1 About the qualification

The new qualification has been designed to be more flexible and suitable for use in a broader range of countries. The qualification consists of two routes which are the Advanced Diploma (core) and Specialist Advanced Diploma (options). More of the assessment is managed locally and there is emphasis on practical teaching skills.

## Content

The Level 3 IVQ in Teaching, Training and Assessing Learning provides essential knowledge and practical teaching, training and assessing skills for the following:

- candidates who already have an introductory teaching and supporting learning qualification and would like to progress further
- teachers or those training and assessing learning who want to improve their knowledge and skills.
- experienced teaching staff who require continuing professional development in teaching, training and assessing learners
- candidates who require a qualification to improve their knowledge and skills to prepare for a higher level of teaching, training and assessing learners
- centres who wish to run a teaching, training and assessing learning qualification for their current staff to support existing courses
- opportunities for gaining individual units which are relevant to their current role (eg. Internal Verification, Assessing Competence, Coaching and Mentoring, E-Learning, Management of Training etc).

The 1106-21 Advanced Diploma route comprises of five mandatory units with associated practical activities, a holistic report and a multiple choice examination which covers the theory of teaching, training and assessing learning. All units of the qualification must be completed and passed for the candidate to be successful.

Candidates may progress to the 1106-22 Specialist Advanced Diploma route by completing two additional units from the seven optional units 106 – 112 within three years of completing the Advanced Diploma. Both the five mandatory units from the Advanced Diploma and all the optional units from the Specialist Advanced Diploma route have practical activities. There is a multiple choice examination covering the theory of the mandatory units and knowledge questions for each optional unit.

## Comparability with NQF

The Certificate and Diploma are broadly comparable with level 3 of the National Qualifications Framework of England, Wales and Northern Ireland (NQF), standard international practice and the UK's National Occupational Standards (NOS).

<b>Level 3 IVQs in Teaching, Training and Assessing Learning</b>	<b>Nearest NQF level</b>	<b>Most relevant NOS</b>
Specialist Advanced Diploma (options)	Level 3	Direct Training and Support and Learning and Development
Advanced Diploma (core)	Level 3	Direct Training and Support and Learning and Development

The mapping was carried out by UK NARIC/ NRP, the UK's National Recognition Information Centre and National Reference Point for Vocational Qualifications. UK NARIC is the National Agency for the Department for Education and Skills (DfES), the only official information provider on the comparability of international qualifications from over 180 countries worldwide.

## Support

Care has been taken to provide our customers with as much assistance as possible in order to ensure success by:

- recommendation and guidance on guided learning hours
- detailed guidance within the qualification handbook and Centre Guide - Delivering International Qualifications
- provision of a recommended reading list
- specimen multi-choice paper
- documentation and pro-formas

## Syllabus and Regulations

The qualification handbook is available from the website [www.cityandguilds.com](http://www.cityandguilds.com)

## 2 Why choose City & Guilds International Vocational Qualifications?

### City & Guilds

- awards qualifications in over 100 countries worldwide
- is the UK's leading provider of vocational qualifications, awarding almost 50 % of all National Vocational Qualifications
- is a household name in the UK, where one in five households has a
- City & Guilds qualification
- has 8500 approved centres worldwide
- issues nearly two million certificates every year
- builds on over a century's experience to anticipate the skills needs of tomorrow
- offers over 500 different qualifications spanning 22 sectors and offering progression from basic literacy to the equivalent of a post-graduate degree
- works with the UK's leading companies
- has a Royal Charter to provide the means and motivation for individuals, corporations and communities to achieve their goals
- has established worldwide customer service network guaranteeing optimal support for centres and candidates.

### International Vocational Qualifications (IVQs)

- are tailored especially for the needs of the international market
- are developed in cooperation with industries and employers
- contain up-to-date generic occupational standards
- teach as much theory as necessary, and as much practical knowledge as possible
- enable certificate holders to work effectively at the level achieved
- offer excellent progression routes to related IVQs, into employment in the industry or for an academic career progression

### 3 Future Examination Timetable

#### Exam Availability

Qualification	December 2009	March 2010	June 2010	July 2010	December 2010	March 2011	June 2011	July 2011
1106-100 Level 3 IVQ in Teaching Training and Assessing Learning	✓	✓	✓	N/A	✓	✓	✓	N/A
1106-010 Level 2 IVQ Diploma in Training Skills	✓	✓	N/A	✓	✓	✓	✓	✓

#### Key:

N/A = No examination available

✓ = Exam available

## 4 Approval Procedures

If you previously offered the following qualifications:

- International Teaching and Training Skills (1104)

You will now be able to offer the replacement qualifications:

- Level 3 IVQ in Teaching, Training and Assessing Learning (1106-21/22)
- Level 2 IVQ Diploma in Training Skills (1106-02)
- Level 1 Introductory Award in Training Skills (1106-01)

Please refer to the following notes which describe the actions you should take to obtain new qualification approval.

### Fast Track approval

Centres approved to offer the International Teaching and Training Skills (1104) may apply for fast track approval to obtain approval for the replacement qualification Level 3 IVQ in Teaching, Training and Assessing Learning (1106), (1106-01) Introductory Award in Training Skills or the (1106-02) Level 2 IVQ Diploma In Training Skills, by using the fast track approval form, attached, also available from the London Head office/Local Branch office or downloadable from the City & Guilds website ([www.cityandguilds.com/international](http://www.cityandguilds.com/international)). Centres who previously offered the International Assessor Award (1105) must go through the full approval process.

Staff should be technically competent in the areas for which they are teaching, training and assessing.

Fast track approval is appropriate providing:

- you have been granted approval or have been actively offering the existing International Teaching and Training Skills (1104) qualification within the last year
- there are no unresolved actions from your external verifier visits
- City & Guilds London Head office or your local branch office are notified of the following staff details on form CGI/APU:
  - assessors & internal verifiers
  - satellite centres
  - staff resources
  - physical resources

To confirm that the approval criteria continue to be met, please complete the Form CGI/APU, Edition 2 (see section 5 of *Delivering International Qualifications – Centre Guide, Edition 2*) and submit it with the Fast Track approval form.

### Full approval

If you have not previously offered the 1104 or have offered the 1105, you should complete an *Application for Qualification Approval* (Form CGI/QAP) which can be found in section 4 of *Delivering International Qualifications – Centre Guide, Edition 2* for the new level(s) and submit the form to your City & Guilds local branch office or the City & Guilds London office as appropriate.

## Fast track approval form

Level 3 IVQ in Teaching, Training and Assessing Learning (1106)

Level 2 IVQ Diploma in Training Skills (1106-02)

Level 1 Introductory Award in Training Skills (1106-01)

Please use this form for the qualification listed below, where you offer the appropriate related qualification(s)/level(s).

Name of centre.....

Centre no \_ \_ \_ \_ \_ / \_

Tel:..... Fax: .....

- Qualification:**
- Level 3 IVQ in Teaching, Training and Assessing Learning (1106)
  - Level 2 IVQ Diploma in Training Skills, (1106-02)
  - Level 1 Introductory Award in Training Skills (1106-01)

Please tick below the complexes you wish to offer for the above qualification for which you would like to request fast-track approval:

<b>New qualification</b>	<b>Tick</b>
Level 3 IVQ in Teaching, Training and Assessing Learning (1106)	<input type="checkbox"/>
Level 1 Introductory Award in Training Skills (1106-01)	<input type="checkbox"/>
Level 2 IVQ Diploma in Training Skills, (1106-02)	<input type="checkbox"/>

Please tick appropriate box(es) to indicate the qualification(s) your centre had/has approval for:

<b>Existing qualification</b>	<b>Tick</b>
International Certificate in Training Skills (1104/01)	<input type="checkbox"/>
International Diploma in Teaching and Training (1104/02)	<input type="checkbox"/>

Please attach a completed form CGI/APU, in accordance with fast track approval requirements.

Surname: ..... Forename: .....

Title: Mr  Mrs  Ms  Dr  Other  please state.....

Official position.....

e-mail address.....

I have read and agree to the fast track procedure

Signature\_\_\_\_\_ Date\_\_\_\_\_



## 5 Frequently Asked Questions (FAQ)

### Q1. What level is the IVQ in Teaching, Training and Assessing Learning?

This is accredited under the National Qualification Framework (NQF) as a level 3 qualification with two specified routes:

- Advanced Diploma (core)
- Specialist Advanced Diploma (options)

### Q2. Can I continue to offer the old International award?

No, the 1104 Certificate and Diploma are no longer available for registration or certification. The last assessment date for the 1104 qualification was December 2008. Centres are now urged to seek qualification approval for 1106-21 or 1106-22.

### Q3. What do I need to do to offer the new qualification?

If you had previously offered City & Guilds 1104 at Certificate or Diploma level and now wish to offer the replacement qualification 1106-21 or 1106-22, you need to complete a fast track approval form. If you have not offered 1104 before, you will need to complete a Qualification Approval Form, available from your local office. New centres wishing to deliver the qualification are required to complete a Centre Approval Form and a Qualification Approval Form, available from your local/branch office.

### Q4. What is the difference between the Advanced Diploma and Specialist Advanced Diploma routes for the new qualification?

The Specialist Advanced Diploma route requires more units, allowing a Specialist Advanced Diploma candidate to demonstrate greater knowledge and skills over a range of roles which link to the candidate's work practice.

### Q5. How will this 1106 qualification be assessed?

Assessment will be by practical activities for each unit which are externally set and internally assessed. There will also be a holistic report which is externally set and internally marked. There is also a summative multiple choice test consisting of 50 questions covering the five mandatory units of the Advanced Diploma route, which is externally set and externally marked. Each Specialist Advanced Diploma unit will have practical activities and knowledge questions within each unit which will be externally set and internally marked.

### Q6. What is a holistic report?

A written statement reflecting a candidate's experience throughout the mandatory units of the Advanced Diploma Route.

### Q7. At what stage will the candidate be able to progress from the Advanced Diploma route to the Specialist Advanced Diploma route?

Candidates can progress to the Specialist Advanced Diploma route within three years of achieving the Advanced Diploma.

**Q8. Is there a sample question paper available for the summative multiple choice examination?**

Yes, City & Guilds has produced a specimen paper which is available from the 1106 qualification handbook for centres.

**Q9. Does City & Guilds provide a sample scheme of work, session plans and handouts?**

Sample materials are available in the qualification guidance packs (Tutor/Guidance) from your local/branch office.

**Q10. How will this qualification be quality assured?**

This qualification will be quality assured in two ways:

- Internally: the management of the qualification and the assessment of the practical activities, holistic report and knowledge questions/answers will be checked by an Internal Verifier within the centre.
- Externally: City & Guilds will appoint an External Verifier to monitor/check all aspects of the planning, management, delivery and assessment of the qualification on a regular basis.

**Q11. Will there be an opportunity for Assessors, Internal Verifiers and External Verifiers to gain a recognised qualification?**

Within the Specialist Advanced Diploma route there are units which will be available specifically for Assessors, Internal Verifiers and External Verifiers to gain recognition. These can be taken as part of the 1106-22 Specialist Advanced Diploma route or as a separate qualification. The External verifier Unit (112) can only be provided by a City & Guilds office for their External Verifiers or as agreed by the respective office. Please refer to the City & Guilds catalogue pages via the Walled Garden for registration and certification guidance.

**Q12. Are there assessment activities for each unit?**

Yes, these are provided in the qualification handbook as evidence requirements. All activities must be successfully completed by the candidate.

**Q13. Should a candidate who has achieved the existing 1104 Certificate in Training skills take the 1106 IVQ in Teaching, Training and Assessing Learning?**

There is no requirement for a candidate to do this, however they may wish to update their knowledge and skills within specialist areas to enhance their Continuing Professional Development.

**Q14. If a candidate has achieved the 1104 Diploma, can they be exempt from the 1106 Advanced Diploma route and progress straight to the 1106 Specialist Advanced Diploma route?**

Yes, providing they have gained a pass within the last two years. They must provide their certificate as evidence of achievement towards this.

**Q15. If a candidate has achieved the existing 1104 Certificate, can they be exempt from the 1106 Advanced Diploma route and progress straight to the 1106 Specialist Advanced Diploma route?**

No. They must still successfully complete the 1106-21 core units.

**Q16. What do guided learning hours (GLH) actually mean?**

The amount of time during which a candidate will be expected to achieve the knowledge and evidence requirements involved for each unit. This does not have to be solely class contact time, but can combine class time, tutorials, self study, research and if available e-

learning. Providing the aims, outcomes and knowledge requirements are met, centres have the flexibility to deliver the qualification in as many hours as they deem appropriate.

**Q17. Can I deliver other topics beside those in the 1106?**

Yes, for example to address local, organisational or government needs, providing this is not at the detriment of the course content.

**Q18. Is unit accreditation available if a candidate does not complete all the units for the Advanced Diploma or Specialist Diploma route?**

No, there will be no Certificate of Unit Credits issued to candidates. The full certificate listing the successfully completed units will be issued to candidates on completion of the required units.

**Q19. Do we have to use the documents and proformas supplied by City & Guilds?**

We strongly recommend the use of proformas supplied. If a centre wishes to use their own documentation, these should be agreed with the External Verifier (to ensure all required criteria are covered).

**Q20. How many times can a candidate be referred?**

Candidates can be referred only once. This applies to assessment of the evidence requirements, holistic report and knowledge questions. They can retake an assessment after a period of seven days. If they do not pass on this occasion they are deemed a fail.

**Q21. Why does the new qualification have more assessment documentation?**

This has been produced to enable centres to ensure quality of practice and provide constructive feedback to candidates.

**Q22. Is the assessment documentation available electronically?**

Please contact your local/branch office for the electronic versions of appendices, proformas and evidence requirements.

**Q23. Can a candidate take unit 110 Assessing Competence or unit 111 Quality Assurance-Internal if they are not currently carrying out these functions as part of their job?**

These units are specifically for work-based practitioners. However, a candidate may attend the delivered sessions to gain knowledge, for example, if they are considering changing job roles. They cannot gain certification until they successfully complete the knowledge questions and evidence requirements through actual work based activity.

**Q24. What are the candidate entry requirements?**

There are no formal entry requirements, however, candidates must demonstrate a reasonable level of language and literacy skills, plus the ability to read and write in English (except China). They should also have a teaching position or work placement in order to achieve the practical aspect of the qualification.

**Q25. Should candidates hold a recognised qualification in the subject they wish to teach?**

It is recommended they hold a UK level three or equivalent, however, this may vary from country to country and guidance should be sought from your external verifier.

**Q26. What are the requirements of those who will deliver/assess the 1106?**

Staff should be technically competent and experienced at a level above that which will be delivered/assessed. Unit 112 can only be taught and assessed by a local/branch office.

**Q27. Can the trainer also be the assessor?**

Yes, there is no conflict of interest between these roles as the qualification is internally and externally verified.

**Q28. Is a word count guide provided for the knowledge questions?**

No, provided the candidate answers the question successfully. Centres are to use their professional judgement when marking and giving feedback. Centres must provide example answers and agree these with their external verifier.

**Q29. Can centres use past multiple choice tests as an example for current candidates?**

No. These remain the property of City & Guilds and must be returned after each test. A sample test is provided in the qualification handbook.

**Q30. Is there an overall pass/credit or distinction grade for the qualification?**

No, provided all the evidence criteria are met and the Multiple Choice test passed there is just one grade of pass.

**Q31. What lower level qualifications are available to enable progression to the 1106?**

The 1106-01 Level 1 Introductory Award in Training Skills and the 1106-02 Level 2 IVQ Diploma in Training Skills.

## 6 Further Information

For more information about this qualification, please visit our website:

**[www.cityandguilds.com](http://www.cityandguilds.com)**

Alternatively, you can speak to a Customer Services representative on **+44 (0)20 7294 2800**

**Or you can write to us at**

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If asked for a qualification number (formerly known as 'scheme number') please quote **1106**.

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