



Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS) Syllabus

A Roles and responsibilities

Candidates should understand their own role, responsibilities and boundaries of role in relation to teaching and be able to:

- i Identify teacher roles and teacher-related roles as recognised by the lifelong learning sector.
- ii Understand the responsibilities of teachers and those who have an effect on their work.
- iii Identify key aspects of relevant current legislative requirements, codes of practice and professional standards.
- iv Recognise the importance of matching the teaching material to the needs of the learners.
- v Identify issues of equality and diversity, and ways to promote inclusion.
- vi Explain the need for record keeping and procedures that can be adopted.

B Learning styles and preferences

Candidates should understand appropriate teaching and learning approaches in the specialist area and be able to:

- i Identify and demonstrate relevant approaches to teaching and learning, in relation to the specialist area.
- ii Explain ways to embed elements of functional skills in the specialist area.
- iii Recognise factors that influence learning and use a simple but effective structure for identifying and accommodating different learning preferences in any teaching situation.
- iv Understand how learners have preferences for receiving and assimilating information.

C Teaching planning skills

Candidates should demonstrate their session planning skills and be able to:

- i Identify appropriate learning outcomes for a specific teaching group.
- ii Design teaching sessions by carrying out effective planning and preparation that takes account of the needs of the learners.
- iii Select different and diverse teaching resources for a specific session.

D Teaching styles and communication

Candidates should understand how to deliver inclusive sessions that motivate learners and be able to:

- i Explain ways to establish ground rules with learners, which underpin appropriate behaviour and respect for others.
- ii Use a variety of different ways of communicating information and making teaching more accessible and interesting to learners.
- iii Explain and demonstrate good practice in giving feedback to learners to ensure a process of continuous improvement.
- iv Communicate appropriately and effectively with learners.
- v Evaluate teaching to ensure a process of continuous improvement.

E Teaching assessment

Candidates should understand the use of different assessment methods and the need for record keeping and be able to:

- i Understand a variety of different ways of assessing the effectiveness of teaching and measuring results.
- ii Explain the use of assessment methods in different contexts, including reference to initial assessment.
- iii Explain procedures for recording internal and external assessment information.



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