

Professional Teaching Diploma

LEVEL 4

SYLLABUS SPECIFICATION



Acknowledgements

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Introduction

The value of RSL qualifications

RSL advocates an open access approach to qualifications, providing a range of syllabuses, designed to accommodate a wide variety of candidates of different ages, experience and levels of achievement. RSL qualifications are listed on the Regulated Qualifications Framework (RQF) in England and are regulated by the Office of Qualifications and Examinations Regulation (Ofqual). In Northern Ireland they are regulated by the Council for Curriculum, Examinations and Assessment (CCEA), in Wales by Qualifications Wales and in Scotland by the Scottish Qualifications Authority Accreditation. RSL is committed to maintaining and improving its reputation for excellence by providing high quality education and training through its syllabuses, examinations, music and resources.

Purpose of this syllabus specification

This specification guide serves the following purposes:

- To provide regulatory information surrounding the qualification
- To provide an overview of qualification structure and content
- To provide content and assessment specification relevant to the qualification

Period of operation

This syllabus specification is valid from January 2025

This syllabus guide outlines the following qualifications:

RSL Level 4 Professional Teaching Diploma

For detailed information on all aspects of RSL qualifications visit [rslawards.com](https://www.rslawards.com).

Qualification at a glance

Qualification title	Guided Learning Hours (GLH)	Total Qualification Time (TQT)	Credit Value
RSL Level 4 Professional Teaching Diploma	60	1000	100

Assessment

Form of assessment	All assessments are carried out by external examiners. Candidates are required to carry out a combination of practical tasks and underpinning theoretical assessments.
Unit format	Unit specifications contain the title, unit code, level, GLH and TQT, credit value, unit aim and content, learning outcomes (what has to be learnt), marking schemes (how the evidence of learning will be marked), and types of evidence required for the unit.
Assessment bands	There are three bands of assessment (Pass, Merit and Distinction) as well as Below Pass 1 and 2 for each unit (excluding Safe Teaching which is Pass or Below Pass only). Overall grades for the qualification are also banded Pass, Merit, Distinction and Unclassified. In order to pass this qualification, learners must achieve a minimum of a pass for each element of the qualification (listed on page 5)
Evidence Limits	Evidence limits are set to give an indication of the typically required amount of information to achieve the learning outcomes. Candidates may exceed the limits by 20%; this applies to all written and audio/video evidence (see page 6 on combining Evidence Limits).
Quality Assurance	Objective sampling and re-assessment of candidates' work ensures that all assessments are carried out to the same standard. A team of external examiners is appointed, trained and standardised by RSL.

1. Qualification summary

1.1 Qualification aim and broad objectives

The aims of Professional Teaching Diploma qualifications at levels 4 and 6 are:

- To provide progression from the graded examinations progressive mastery framework
- To provide opportunities for learners to develop skills, knowledge and understanding of teaching theories and practice
- To provide progression within the Professional Diploma pathways for management and/or higher level technical and professional skills, knowledge and understanding

1.2 Qualification rationale

RSL's Level 4 Professional Teaching Diploma Syllabus has been designed to build upon RSL's graded examinations in both Music and Performing Arts. It is aimed at candidates already working in the music and performing arts industry with the evidence required being based on each candidate's individual industry practice. This has resulted in an accessible and relevant qualification that offers the opportunity for learners to self-study and achieve units at a pace that fits with their professional and other educational commitments.

RSL's Level 4 Professional Teaching Diploma continues to provide a progressive mastery approach and an enjoyable experience for all learners.

1.3 Certification title

The qualification will be shown on the certificate as follows:

RSL Level 4 Professional Teaching Diploma

1.4 Post nominals

Achievement of this qualification entitles you to use the following post nominal letters after your name:

AssocRSL (Teaching)

1.5 Entry requirements

Applicants **must be 18 years of age or older at the time of certification**, and must upload a scanned copy of their birth certificate/passport/other proof of date of birth after their registration has been made.

There are no entry requirements for these qualifications. However, these qualifications are designed for those who have previously completed Grade 8, or equivalent, in their chosen discipline. While the prior completion of a Grade 8 qualification is not compulsory, candidates should already possess the skills, knowledge and experience in line with the standard of a relevant Grade 8 or Level 3 qualification before undertaking this qualification.

It is recommended that candidates have some experience of teaching theory and practice prior to taking this qualification as these units will require evidence of the candidate's teaching practice.

1.6 Candidate profile

Level 4 qualifications are broadly equivalent in terms of demand, but **not** in terms of size, to the first year of a university degree. These qualifications are designed for those who have previously completed Grade 8, or equivalent, in their chosen discipline. While the prior completion of a Grade 8 qualification is not compulsory, candidates should already possess the skills, knowledge and experience in line with the standard of a relevant Grade 8 or Level 3 qualification before undertaking this qualification.

2. Unit summary

2.1 Unit Overview

Candidates **must complete all 4 units** in order to achieve this qualification.

Code	Unit title	GLH	TQT	Credit Value
PTD401	Understanding Learning	20	300	30
PTD402	Safe Teaching	10	200	20
PTD403	Planning, Facilitating and Evaluating Learning	20	300	30
PTD404	Assessment	10	200	20

3. Assessment information

3.1 Assessment methodology

The Level 4 Professional Teaching Diploma is assessed remotely and assessment evidence must be submitted digitally. Learners can submit assessment evidence for single units or for the entire Diploma. A full Level 4 Professional Teaching Diploma requires assessment evidence to be submitted for four units.

All assessment of these qualifications is external and is undertaken by RSL Examiners.

3.2 Qualification grade

Unit	Element	Pass	Merit	Distinction
Understanding Learning	Understanding approaches	12 - 14 out of 20	15 - 17 out of 20	18+ out of 20
	Understanding inclusive practice	12 - 14 out of 20	15 - 17 out of 20	18+ out of 20
	Understanding learners	12 - 14 out of 20	15 - 17 out of 20	18+ out of 20
	Reflection	7 - 8 out of 12	9 - 10 out of 12	11+ out of 12
Safe Teaching	Assessing risk	Pass*	N/A	N/A
	Managing safe practice	Pass*	N/A	N/A
	Reflection	Pass*	N/A	N/A
Planning, Facilitating and Evaluating Learning	Planning	12 - 14 out of 20	15 - 17 out of 20	18+ out of 20
	Teaching techniques	12 - 14 out of 20	15 - 17 out of 20	18+ out of 20
	Communication	7 - 8 out of 12	9 - 10 out of 12	11+ out of 12
	Evaluation	7 - 8 out of 12	9 - 10 out of 12	11+ out of 12
Assessment	Planning	12 - 14 out of 20	15 - 17 out of 20	18+ out of 20
	Assessment	12 - 14 out of 20	15 - 17 out of 20	18+ out of 20
	Evaluation	7 - 8 out of 12	9 - 10 out of 12	11+ out of 12
Total Marks		60%+	75%+	90%+

In order to pass this qualification, learners must achieve a minimum of a pass for each of the elements listed above.

* Please note that the only available grades for this unit are pass or below pass. You must achieve a pass for all three learning outcomes within this unit in order to pass the qualification.

3.3 Retaking unit assessments

On receipt of summative assessment results, learners are permitted **one further attempt** (at an additional charge) **for each unit**. Learners must resit the entire unit and **all unit resits must be completed within 15 months of the original date of registration for the qualification**. This is uncapped and is available to any learner, regardless of the original mark awarded. We recommend that applications to retake assessments are made within two weeks of receipt of original marks as this ensures that retakes are completed while the work is still familiar to the learner. Learners have three months to complete and submit any work from the point of application for a retake.

Following the completion of a resit, any learners who wish to retake the entire qualification must re-register for the qualification and submit entirely new work.

3.4 Guide to referencing

It is advised that all referencing utilises the Harvard style:
<https://www.mendeley.com/guides/harvard-citation-guide>

3.5 Plagiarism

Plagiarism is the attempt to use the ideas or words of another and pass them off as one's own, or present those ideas or words as new and original, without appropriately crediting the source.

All candidates must understand that their work needs to be authentic, and that they must reference any research they have undertaken, or any wording, thoughts or ideas which are taken from another source.

RSL will check submissions for plagiarism and where this is detected, relevant learning outcomes will be assessed as Unclassified. In addition, plagiarism will be considered malpractice which will be investigated by RSL and may be subject to sanctions.

3.6 Artificial Intelligence

The use of artificial intelligence (AI) is not encouraged, however **should AI platforms or tools be used then this must be fully evidenced**. Evidence must include the prompts used, a full indication of how the AI responses have been utilised and any use of AI must be fully referenced within the work.

Use of AI platforms or tools is not permitted for any elements of reflection within the qualification.

3.7 Evidence limits

Evidence limits may be observed individually or combined. For example, a submission for unit PTD401 could consist of 2000 words or 14 minutes of audio/visual, or alternatively, 1000 words and 7 minutes of audio/visual. Combined limits can be proportioned in any way.

The required word count is for the main text of the written evidence only and does not include appendices and tables.

3.8 Quality assurance

Objective sampling and re-assessment of candidates' work ensures that all assessments are carried out to the same standard. A team of external examiners is appointed, trained and standardised by RSL.

All RSL examiners are standardised in accordance with the processes and procedures laid down by RSL

4. Candidate Access and Registration

4.1 Access and registration

This qualification will:

- Be available to everyone who is capable of reaching the required standards
- Be free from any barriers that restrict access and progression
- Offer equal opportunities for all wishing to access the qualification
- Applicants **must be 18 years of age or older at the time of certification**

RSL publishes information about the requirements and demands of the qualification.

All evidence is submitted online for external assessment by RSL by individual candidates. Each learner will have their own personal log-in and password through which all submissions will be made and through which grades will be awarded.

RSL does not offer a course of study leading to the award of these qualifications or any formative guidance throughout; it assesses submissions from learners who have studied and prepared externally. **Where teachers and centres are mentoring learners, RSL has no quality assurance of these teachers and centres and, as such, has no liability for provision.**

Where bulk uploads of registrations are made by centres, the same rules apply as above and RSL's communication will remain directly with the individual learner.

Candidates should complete the qualification in 1 year from the date of registration. Extensions to this time can be applied for by directly contacting RSL awards at info@rslawards.com.

4.2 Accessing data and information

Learners will be able to review the progress of their study through the learner pages. These are learner specific and can be accessed through a personal password system, which will allow a learner to view their own records of unit registration and achievement but not those of any other learner.

4.3 Expectations of Knowledge, Skills and Understanding

The Level 4 Professional Teaching Diploma contains assessment outcomes at Level 4 which is broadly equivalent to the first year of an undergraduate degree. Learners will need to ensure that they can access the appropriate training or learning opportunities to gain the skills, knowledge and understanding required for this level.

It is recommended that learners contact a suitable trainer or mentor who will be able to provide them with opportunities for learning and practical application of skills.

5. Further Information and Contact

5.1 International learners

Units in this syllabus document are drafted to take account of legislation and regulations applicable in the UK. If studying outside of the UK, please indicate the relevant legislation and regulations for the country in which you reside, including links to websites or other resources as appropriate.

Information and guidance on using a translator or interpreter is available at: <https://www.rslawards.com/about-us/policies-regulations/>

5.2 Complaints and appeals

All procedures related to complaints and appeals can be found on the RSL website www.rslawards.com

5.3 Equal opportunities

RSL's Equal Opportunities policy can be found on the RSL website www.rslawards.com

5.4 Contact for help and support

All email correspondence about this qualification should be directed to:

info@rslawards.com

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Unit Specifications

Understanding Learning

Unit code: PTD401

Level 4

TQT: 300

GLH: 20

Unit aim

The learning process is at the heart of teaching. It is vital that teachers understand how learning takes place and how pedagogical approaches can influence learning. Teaching in music and performing arts areas also brings its own set of influences in the motivation and engagement of learners. You may deliver to students from a wide range of backgrounds, age groups and levels of skill and ability. You need to be able to understand, promote and champion diversity, equality and inclusion both within your own teaching practice and more widely in music and performing arts. In this unit, you will understand how pedagogical approaches can be applied to your own teaching, how different learner groups develop and how this affects the selection of repertoire and teaching styles.

Unit Content

This unit is about developing your knowledge, skills and understanding of pedagogical approaches to learning. You will also develop your understanding of inclusive practice and how to meet the needs to learners.

Pedagogical Approaches

Pedagogy relates to the “how”, or practice of educating. It concerns the interaction between teacher and learner, whilst recognising that how children learn and develop is not only subject to what is intended to be taught, but also how it is facilitated.

There are a wide range of pedagogical approaches, used both within the UK and internationally. Learners need to be able to consider the range of approaches commonly used in teaching music and performing arts and consider how these can be applied to your own practice.

Pedagogical approaches could include:

- Creative pedagogy
- Enquiry-based learning
- Reflective learning
- Collaborative learning
- Learning through play
- Learning through demonstration
- Effective communication

Education in the Creative Arts

Understanding how learners engage in music and performing arts is important for teachers. The performing arts can often be used as a way of motivating and engaging those learners who find traditional educational approaches more challenging. Many learners are engaged by practical delivery and a sense of achievement through the development of technical, musical and performance skills.

Learners who enter graded examinations will also have to demonstrate self motivation and self-reliance as teachers will often have a limited amount of teaching time to deliver the skills, knowledge and understanding required.

Cognitive Development

Teaching depends on the understanding of how children develop and how the stages of development that can influence teaching styles. Teachers of music and performing arts will often deliver lessons to a diverse range of learners, from the very young to the very old. A secure understanding of the needs of different age groups is therefore important.

Factors affecting cognitive development could include:

- The emotional development of children and adolescents
- Identity and self-esteem
- Body esteem and body image
- Difficult feelings for performers and how to manage them
- Challenge, motivation, support and encouragement
- Fostering creativity
- Individuality and difference
- Self-care and responsibility for learning
- The needs of children and adults with learning difficulties and/or disabilities

Inclusivity

Inclusivity tends to focus on students with special educational needs (SEN). SEN are important factors for the planning, management and evaluation of learning. However, inclusive learning is, in its broadest sense, about considering the diverse needs and backgrounds of all students to create a learning environment where they feel valued and have equal access to learn.

Legislation related to inclusivity

Teachers need to be aware of the legislation which is related to inclusivity, most importantly the Equality Act (2010). The Act is based around the two key concepts of **personal characteristics**, protected by the law and **prohibited conduct**.

Personal characteristics

Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation

Prohibited conduct

- Direct Discrimination
- Indirect Discrimination
- Discrimination arising from Disability
- Victimisation
- Harassment

You should research and review legislation relevant to your territory of practice. For example, <https://www.legislation.gov.uk/ukpga/2010/15/part/2/chapter/2>

Students with special educational needs (SEN)

Teachers need to be aware of the range of special educational needs that students may have and how students with special educational needs can learn and make progress.

Special educational needs include students with disabilities and/or learning difficulties. The Equality Act defines disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities'.

These can fall into four broad categories:

- Cognition and Learning Needs e.g. general and/or specific learning difficulties (such as Dyscalculia and Dyslexia)
- Communication and Interaction Needs e.g. Autistic Spectrum Disorder (ASD), speech, language and communication needs
- Sensory and Physical Needs e.g. hearing impairment, multi-sensory impairment, physical disability, vision impairment
- Social, Mental and Emotional Needs e.g. Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), mental health conditions

Teachers need to be aware of the Special Educational Needs Code of Practice (2015), which provides statutory guidance on duties, policies and procedures relating to Part 3 of the Children and Families Act (2014) and associated regulations.

Selection of Repertoire

The selection of challenging yet appropriate repertoire will be largely dependent on learners' age groups, skill levels and individual needs.

You will need to be aware of the following considerations when selecting repertoire:

- Physical stamina and development
- Vocal/physical health
- Suitability of material for younger learners
- Complexity of material
- Cultural sensitivity and awareness
- Needs of individual learners

Learning outcomes

Through completion of this unit, you will:

1. Understand how different pedagogical approaches meet the needs of music and/or performing arts learners
2. Understand learner development and the selection of appropriate and relevant repertoire
3. Understand how to reflect on your own teaching practice

Assessment Evidence

You should provide the following evidence for assessment:

A case study which includes:

- Analysis of **at least two** pedagogical approaches and how these relate to your own practice
- The needs of a particular group of learners in relation to their cognitive development – the group of learners should be drawn from your own experience
- Research into inclusive practice with a focus on the particular group of learners
- Understanding of relevant legislation
- How the needs of learners you teach influence the selection of repertoire
- A reflection on your own practice including what you have learned about your teaching style, your strengths and what you could improve on

Evidence may be presented as an essay, blog, vlog, podcast or filmed presentation. Total written evidence must not exceed 2000 words. Total audio/visual evidence must not exceed 14 minutes.

The required word count is for the main text of the written evidence only and does not include appendices and tables.

Marking schemes

1. Understand how different pedagogical approaches meet the needs of music and/or performing arts learners

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	18 - 20	15 - 17	12 - 14	6 - 11	0 - 5
Understanding approaches	You provided a comprehensive analysis of at least two pedagogical approaches and an insightful and perceptive explanation of how these relate to your own practice.	You provided a clear and detailed analysis of at least two pedagogical approaches and a detailed explanation of how these relate to your own practice, showing some insight and thought in your explanation.	You analysed at least two pedagogical approaches and explained how these relate to your own practice.	You provided limited and/or sometimes inaccurate analysis of at least two pedagogical approaches and explained how these relate to your own practice	No attempt or incomplete analysis of at least two pedagogical approaches and/or explanation of how these relate to your own practice.

2. Understand learner development and the selection of appropriate and relevant repertoire

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	18 - 20	15 - 17	12 - 14	6 - 11	0 - 5
Understanding inclusive practice	You showed a mature and perceptive understanding through your research into inclusive practice, making comprehensive connections with your own teaching practice. You showed detailed understanding of relevant legislation.	You showed a clear and detailed understanding through your research into inclusive practice, making clear connections with your own teaching practice. You showed clear understanding of relevant legislation.	You showed understanding through your research into inclusive practice and how this relates to your own teaching practice. You showed understanding of relevant legislation.	You showed limited and/or sometimes inaccurate understanding through your research into inclusive practice and how this relates to your own teaching practice. You showed limited and/or sometimes inaccurate understanding of relevant legislation.	No attempt or incomplete demonstration of understanding through your research into inclusive practice and how this relates to your own teaching practice. No attempt or incomplete demonstration of understanding of relevant legislation.

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	18 - 20	15 - 17	12 - 14	6 - 11	0 - 5
Understanding learners	You provided a comprehensive critical analysis of the needs of a particular group of learners and perceptively justified how their cognitive development influences teaching styles and repertoire selection.	You provided a clear and detailed critical analysis of the needs of a particular group of learners and showed clearly how their cognitive development influences teaching styles and repertoire selection.	You critically analysed the needs of a particular group of learners and how their cognitive development influences teaching styles and repertoire selection.	You provided limited and/ or sometimes inaccurate critical analysis of the needs of a particular group of learners and how their cognitive development influences teaching styles and repertoire selection.	No attempt or incomplete critical analysis the needs of a particular group of learners and how their cognitive development influences teaching styles and repertoire selection.

3. Understand how to reflect on your own teaching practice

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	11 - 12	9 - 10	7 - 8	4 - 6	0 - 3
Reflection	You provided a comprehensive and insightful reflection on your teaching practice and the classes you have taught including strengths and areas for improvement. You discussed a wide range of specific elements of your teaching practice.	You provided a thoughtful and detailed reflection on your teaching practice and the classes you have taught, including strengths and areas for improvement. You discussed a range of specific elements of your teaching practice.	You reflected on your teaching practice and the classes you have taught, including strengths and areas for improvement. You discussed specific elements of your teaching practice.	You provided limited reflection on your teaching practice and the classes you have taught, including strengths and areas for improvement.	No attempt or incomplete reflection on your teaching practice and the classes you have taught, including strengths and areas for improvement.

Safe Teaching

Unit code: PTD402

Level 4

TQT: 200

GLH: 10

Unit aim

This unit provides you with an overview of the key areas of legislation and good practice that you will need to be aware of if you are teaching either privately or within educational institutions (schools, colleges etc). It is vital that you are aware of and comply with the requirements so that you may demonstrate your responsibilities and your duty of care for the well-being and safety of the students you teach.

Please note that the only available grades for this unit are pass or below pass. You must achieve a pass for all three learning outcomes within this unit in order to pass the qualification.

Unit Content

Legislation applicable to teaching (in any setting) in your local area. For example, the Health and Safety Act 1974 if based in the UK.

Health and Safety

You need to be aware of the requirements of the Health and Safety at Work Act 1974 and how this affects your own situation. This is particularly important if you teach in a range of settings or own your own premises. You will need to understand how to ensure that students are safe when you have responsibility for them and that you are aware of any potential risks to health and safety in the venue or premises you teach in.

You will also need to understand how public liability and/or professional indemnity insurance applies to your work as a teacher.

Safeguarding and Child Protection

The NSPCC defines Safeguarding as 'the action that is taken to promote the welfare of children and protect them from harm'. Safeguarding can also be used more widely to include anyone who is at risk of abuse or neglect. For example, vulnerable adults or individuals with learning difficulties or disabilities.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child. In tandem with safeguarding and child protection is also an awareness of the Equality Act 2010 and the rights of individuals to be treated fairly and equally.

As a teacher, you will need to be aware responsibilities in relation to safeguarding and child protection which includes:

- How to ensure that children and/or vulnerable adults are protected and safe when in your care
- How to report any suspected safeguarding and/or child protection concerns and to whom

Whilst it is not mandatory to have a check with the Disclosure and Barring Service (DBS), it is recommended that you understand what this is and what it means.

Questions to ask yourself about safe practice

- How do you make sure that your teaching is inclusive? What are the challenges and issues to be addressed?
- How do you make sure that you are aware of health and safety requirements?
- What sort of measures do you have in place for safeguarding/child protection?
- How do you make sure you are protecting children you are teaching?
- How do you make sure you are insured against any potential risks?

Learning outcomes

Through completion of this unit, you will:

1. Assess and manage risk when teaching
2. Manage safe practice when teaching
3. Reflect on your own practice

Assessment Evidence

You should provide:

A case study explaining how you manage safe practice when teaching including:

- How you assess key risks in a chosen area of teaching practice
- How you manage health and safety issues
- How you manage safeguarding and child protection
- How you reflect on your own safe teaching practice

Evidence may be presented as an essay, blog, vlog, podcast or filmed presentation. Total written evidence must not exceed 1500 words. Total audio/visual evidence must not exceed 10 minutes.

The required word count is for the main text of the written evidence only and does not include appendices and tables.

Marking schemes

1. Assess and manage risk when teaching

Attainment Band	Pass	Below Pass
Assessing risk	You identified a range of relevant risks in a chosen area of teaching practice, assessed the level and impact of risks identified and identified a range of actions and mitigations for the risks identified.	Your identification of a range of relevant risks in a chosen area of teaching practice is either incomplete or the risks identified are not appropriate. You have not assessed the level and impact of risks identified and/or identified a range of actions and mitigations for the risks identified, or your assessment of the level and impact, and action and mitigations are not appropriate.

2. Manage safe practice when teaching

Attainment Band	Pass	Below Pass
Managing safe practice	You demonstrated that you take account of, and practice, effective safe teaching.	You have not demonstrated that you take account of, and practice, effective safe teaching.

3. Reflect on your own practice

Attainment Band	Pass	Below Pass
Reflection	You explained how safe practice is managed in a chosen area of teaching practice and reflected upon the effectiveness of your own safe practice.	Your explanation of how safe practice is managed in a chosen area of teaching practice is limited and/or sometimes inaccurate. Your reflection on the effectiveness of your own safe practice is incomplete.

Resources

There are a number of websites which give information about health and safety and responsibilities. Some useful sources include:

Health and Safety at Work Act <http://www.hse.gov.uk/legislation/hswa.htm>

Simply Business Public Liability Insurance <https://www.simplybusiness.co.uk/insurance/public-liability/#what-is-public-liability-insurance>

Websites relating to child protection and safeguarding:

Information on child protection <https://learning.nspcc.org.uk/child-protection-system>

Information on keeping children safe <https://www.nspcc.org.uk/keeping-children-safe/>

Information on how to identify and tackle bullying <http://www.anti-bullyingalliance.org.uk/>

Information about the Disclosure and Barring Service <https://www.gov.uk/government/organisations/disclosure-and-barring-service/about>

Online courses in safeguarding and child protection www.educare.co.uk/

Planning, Facilitating and Evaluating Learning

Unit code: PTD403

Level 4

TQT: 300

GLH: 20

Unit aim

The ability to plan and facilitate learning is at the core of good teaching practice. In the creative arts, teachers need to consider how to create inspiring and motivating lessons which will engage and encourage students. This unit will give you the opportunity to show how you plan and carry out lessons with your students and evaluate your teaching practice and the learning process.

Unit Content

This unit is about developing your knowledge, skills and understanding of planning, facilitating and evaluating teaching and learning.

Evidence of planning, facilitating and evaluating learning should be drawn from your own teaching practice for individuals or groups working up to Level 3 (Grade 8/Intermediate).

Planning Learning

Individuals and groups need a structured programme of learning to achieve their goals. Therefore, lesson planning is an important part of teaching practice. You need to be able to put together structured plans for teaching sessions and classes which show progression towards an identified goal. This is particularly important for teachers of graded examinations, where the abilities of individuals and groups of students will normally dictate the rate of progress, and some will progress faster than others.

There are a number of methods to use when planning learning:

Schemes of work – these can be useful tools to provide detail of the content and structure of a set of lessons which can identify content coverage and plan out the time required to reach the identified goal.

Lesson plans – for each individual lesson, a detailed plan can be helpful to ensure that the required content for that lesson is covered and that students are making progress with each lesson.

What to think about when planning learning:

- Initial assessment – where are the students in terms of their learning and achievement?
- What is the goal they are working towards – exam, performance, show, recital?
- What will need to be covered and in what order?
- Will you need to build in time to practice/refresh learning/prepare for the examination?
- If you have groups, do any students have particular needs?
- How can you bring in opportunities for creativity (e.g. improvisation and student-led activities)?

Facilitating Learning

When facilitating learning, you need to be aware of:

- Motivating and encouraging students – what methods can you use to keep them motivated and engaged?
- Communication – what methods can you use to communicate effectively with individuals and groups?
- Demonstration – showing students the syllabus elements
- Using resources – using props or other resources to explain or demonstrate to students
- Feedback – how do you feed back to your students on their progress?

Evaluating Learning

Reflection and evaluation of how students are learning and progressing are an essential part of monitoring schemes of work and lesson plans. This would include making appropriate changes to plans and lessons to ensure that students are progressing appropriately.

Inclusive practice

Inclusivity is not just restricted to delivering lessons to students. It needs to be a key factor in the planning and evaluation of learning as well. Inclusive practice may take the following forms:

- **Planning learning:**
 - Ensuring that goals for students are achievable
 - Planning individual learning goals for students
 - Carrying out formative assessment of students' skills and abilities
 - Taking into account any disabilities or learning difficulties which may require different methods of delivery or teaching styles to be incorporated
 - Ensuring appropriate choice of repertoire (e.g. age, cultural or religious background etc.)
- **Delivering teaching sessions:**
 - Identifying any particular needs for students before a class
 - Managing the teaching session so that everyone feels included
 - Communicating clearly with everyone and ensuring that everyone has understood instructions
 - Identifying any additional support needed during a class
- **Evaluating learning:**
 - Identifying individual progress and needs for future sessions
 - Evaluating lesson plans and identifying any changes needed
 - Talking to students about their progress and getting feedback on their needs

Learning outcomes

Through completion of this unit, you will:

1. Plan lessons within a scheme of work
2. Demonstrate a range of teaching techniques
3. Evaluate teaching practice

Assessment Evidence

You should submit:

- An outline of the scheme of work for one individual or group of students
- Lesson plans for five consecutive lessons within the scheme of work including identification of student needs and planning to address these needs
- A video submission of one 20 minute lesson in action*
- An evaluation of the submitted lesson, which may include student feedback

Evaluation evidence and SoW/lesson plans may be presented as an essay, blog, vlog, podcast or filmed presentation. However, the planning evidence must be recognisable as a set of lesson plans and a SoW outline. Total written evidence must not exceed 1500 words. Total audio/visual evidence must not exceed 10 minutes.

The required word count is for the main text of the written evidence only, and does not include schemes of work, lesson plans, appendices and tables.

*The video should be one of the five planned lessons. If a longer lesson is submitted, it is recommended that candidates state which 20 minutes the examiner should assess. This section must be continuous.

Marking schemes

1. Plan lessons within a scheme of work

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	18 - 20	15 - 17	12 - 14	6 - 11	0 - 5
Planning	You produced a well structured and well thought through outline for a scheme of work, and a comprehensive plan of five sessions for a chosen group or individual student.	You produced a clear and structured outline for a scheme of work and provided a detailed plan of five lessons for a chosen group or individual student.	You outlined a scheme of work and planned five lessons for a chosen group or individual student.	Your scheme of work and five lesson plans were limited.	No attempt or incomplete planning.

2. Demonstrate a range of teaching techniques

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	18 - 20	15 - 17	12 - 14	6 - 11	0 - 5
Teaching Techniques	Overall, your management of the class was excellent and demonstrated selection of teaching techniques that showed perceptive understanding of the needs and level of the class.	Overall, your management of the class was good and demonstrated selection of teaching techniques that showed understanding of the needs and level of the class.	Overall, your management of the class was satisfactory and demonstrated selection of relevant teaching techniques.	Your management of the class was inconsistent and selection of teaching techniques was limited and/or sometimes inappropriate.	No attempt or no teaching techniques evident.

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	11 - 12	9 - 10	7 - 8	4 - 6	0 - 3
Communication	You maintained an excellent level of communication with the students meaning a consistent and excellent level of engagement and motivation was shown throughout the class.	Overall a very good level of communication was maintained with the students meaning a very good level of engagement and motivation was shown throughout the class.	Overall a good level of communication was maintained with the students meaning a good level of engagement and motivation was shown throughout the class.	Your communication was inconsistent and/or sometimes inappropriate meaning limited engagement and motivation was shown throughout the class.	No attempt or poor communication demonstrated.

3. Evaluate teaching practice

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	11 - 12	9 - 10	7 - 8	4 - 6	0 - 3
Evaluation	You evaluated your teaching practice, showing perceptive and comprehensive understanding of your teaching ability and learning, including consideration of student feedback. You discussed a wide range of specific elements of your teaching practice.	You evaluated your teaching practice, giving thoughtful insight into your progress and the ability to adopt good practice into your own teaching. You discussed a range of specific elements of your teaching practice.	You evaluated your teaching practice. You discussed specific elements of your teaching practice.	Your evaluation of your teaching was limited.	No attempt or incomplete evaluation.

Assessment

Unit code: PTD404

Level 4

TQT: 200

GLH: 10

Unit aim

In this unit you will develop an understanding of the principles of formative and summative assessment, and the ability to identify student needs, track progress, make clear and robust assessment decisions and give appropriate and constructive feedback to your students.

Unit Content

Principles of Assessment

Assessment can be defined as a process of making judgments of learners' knowledge, skills and competence against set criteria. There are two key forms of assessment, formative and summative.

Formative assessment is about measuring the progress of students through a course of study by providing ongoing feedback to improve performance.

Summative assessment is about measuring achievement and outcomes at the end of a course of study.

The principles of assessment include:

- The ability to make valid and reliable judgements (i.e. that you are assessing the right things and that you can make repeatable judgements in the same way)
- The kinds of evidence to take into account when making assessment decisions
- How evidence can be authentic (i.e. the student's own work), sufficient (detailed and clear enough to meet the criterion) and current (up to date)
- The importance of objectivity and fairness to students in making assessment decisions
- The importance of transparency for the students both in the decision made and the feedback given

Types of Assessment and Evidence

These could include:

- Discussion with the student
- Observation of performance
- Written evidence from the student
- Written test

Carrying Out Assessment Activities

In carrying out formative or summative assessments you will need to be able to:

- Prepare for assessment including:
 - Identifying student needs
 - Choosing the appropriate method of assessment
 - Communicating the requirements to the student(s)
- Carry out the assessment including:
 - Conducting the assessment
 - Making assessment decisions
 - Comparing the assessment with the standards or progress measures you are using
 - Recording the assessment decisions
 - Feeding back to students

Learning outcomes

Through completion of this unit, you will:

1. Plan and carry out assessment activities

Assessment Evidence

You will need to submit:

A case study of either formative or summative assessment that you have carried out. This should include:

- **How you planned the assessment activity** – formative or summative, what type of assessment and the methodology you chose
- **How you carried out the assessment** – what preparations and resources you needed to have in place, how you conducted the assessment and how you managed the process
- **How you gave feedback to the student(s)** – what format you chose, how you delivered the feedback (formal or informal, verbal or non-verbal), how it was received and how you delivered constructive feedback which gave information about both strengths and areas for improvement or achievement based on the standards
- **An evaluation of your assessment practice** – identifying your strengths and areas for improvement, how you managed the assessment process, any learning and development needed for the future

Evidence may be presented as an essay, blog, vlog, podcast or filmed presentation. Total written evidence must not exceed 1500 words. Total audio/visual evidence must not exceed 10 minutes.

The required word count is for the main text of the written evidence only and does not include appendices and tables.

Marking schemes

1. Plan and carry out assessment activities

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	18 - 20	15 - 17	12 - 14	6 - 11	0 - 5
Planning	You demonstrated comprehensive planning of the assessment activity, giving relevant and highly detailed information about the type and nature of the activity and why you chose the methodology.	You demonstrated clear and accurate planning of the assessment activity, giving clear and relevant detail about the type and nature of the activity and why you chose the methodology.	You demonstrated appropriate planning of the assessment activity, giving detail about the type and nature of the activity and why you chose the methodology.	Your planning of the assessment activity was limited and/or sometimes inappropriate.	No attempt or incomplete planning.

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	18 - 20	15 - 17	12 - 14	6 - 11	0 - 5
Assessment	You gave a comprehensive explanation about how you carried out the assessment and managed the assessment process. You gave constructive and relevant feedback to student(s) that not only reflected on student work but also provided information about how students improve.	You gave a clear and detailed explanation about how you carried out the assessment and managed the assessment process. You gave constructive and relevant feedback to student(s) and delivered this in an appropriate way.	You explained how you carried out the assessment and managed the assessment process. You gave relevant feedback to student(s).	Your explanation and feedback was limited and/ or sometimes inappropriate.	No attempt or incomplete explanation and feedback.

Attainment Band	Distinction	Merit	Pass	Below Pass 1	Below Pass 2
Mark Range	11 - 12	9 - 10	7 - 8	4 - 6	0 - 3
Evaluation	You evaluated your assessment practice, giving a comprehensive and perceptive identification of your strengths and areas for improvement and the way in which you managed the assessment process.	You evaluated your assessment practice, giving a clear and thoughtful identification of your strengths and areas for improvement and the way in which you managed the assessment process.	You evaluated your assessment practice, identifying relevant strengths and areas for improvement and the way in which you managed the assessment process.	Your evaluation was limited.	No attempt or incomplete evaluation.