



# Training to teach literacy, numeracy and ESOL in the South East

Information and advice  
Course prospectus, 2008/09

**New Futures** ✓



Under the banner of New Futures, the South East Region professional development centres offer:

- A regional website [www.newfutures-southeast.org.uk](http://www.newfutures-southeast.org.uk)
- Local contacts, information, consultancy, advice, training and events
- A recruitment agency for teachers and support staff  
[www.newfuturesrecruitment.co.uk](http://www.newfuturesrecruitment.co.uk)
- Online resources to support teaching and teacher qualifications  
[www.tvpdmoodle.co.uk](http://www.tvpdmoodle.co.uk)

The four areas of the South East Region are:

Hampshire and Isle of Wight

Kent and Medway

Surrey and Sussex

Thames Valley

The professional development centres coordinate specialist information, advice and training about literacy, numeracy and ESOL teaching. They work closely with talent, the website for teacher training in London and the regions and with the National Research and Development Centre for adult literacy and numeracy (NRDC) [www.nrdc.org.uk](http://www.nrdc.org.uk)



# Welcome

Welcome to Training to teach literacy, numeracy and ESOL in the South East.

Teaching and training in the South East is exciting, stimulating and rewarding. Learners of all ages need specialist, expert support in English and Maths. New and existing teachers need professional advice and the right level of qualifications, as well as support for working in a range of contexts such as colleges, workplace, community, prison, learndirect, Jobcentre Plus and other types of provision. We hope this guide helps you get started or enables you to help someone else to get started.

Colleagues from across the South East have worked together on this guide. While the listing of courses is as comprehensive as possible, a document of this type can never be fully up-to-date; local information changes continually.

Many thanks to all those who helped compile this guide. They include some key organisations in the South East:

Hampshire and Isle of Wight: Essential Skills Unit [www.essu.org](http://www.essu.org)

Kent and Medway: See the New Futures website, [www.newfutures-southeast.org.uk](http://www.newfutures-southeast.org.uk)

Sussex and Surrey: Skills for Life Development Centre, [www.sfldc.org](http://www.sfldc.org)

Thames Valley: Thames Valley Professional Development Network, [www.thamesvalleypdn.co.uk](http://www.thamesvalleypdn.co.uk)

London: talent, [www.talent.ac.uk](http://www.talent.ac.uk)



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# Training to teach in the lifelong learning sector

## The lifelong learning sector

The lifelong learning sector provides teaching, training and learning opportunities for people over the age of 14 in a whole range of settings and organisations. These include: further education colleges, work-based learning providers, learndirect and UK Online, adult and community learning, Jobcentre Plus, higher education institutions offering further and continuing education, sixth form colleges, local authorities, prisons and the probation service, specialist colleges for learners with learning difficulties and disabilities, workplaces and voluntary organisations.

Teachers<sup>1</sup> sometimes specialise in a particular sector, for example the voluntary sector or the work-based learning sector. More often they move across sectors as they develop their careers. For both new and experienced teachers it is important to keep abreast of activity and developments right across the lifelong learning sector.

Find out more and keep up to date by checking the sector skills council, Lifelong Learning UK website [www.lluk.org](http://www.lluk.org)

<sup>1</sup> "Teachers" is used to cover all those in a teaching role, including teachers, tutors and trainers.

## Qualifying to teach

### Initial teacher training

All new teachers in the post-compulsory sector need to have, or be working towards, an approved teaching qualification - for example, Certificate or a Diploma in Teaching in the Lifelong Learning Sector (CTLTS / DTLLS), a Certificate in Education or a Post Graduate Certificate in Education (PGCE). Teachers and trainers in any sector also need to be competent in the subject or vocational area they teach. This may be through qualification at degree level (or equivalent) or through considerable occupational experience. For instance, teachers of construction skills come with years of practical experience in the industry.

So, for teaching most subject and vocational areas there are two elements of training – the subject specific route to competence and the teacher training route to qualification.

New teachers of literacy, numeracy and English for Speakers of Other Languages (ESOL) do not normally come with an in-depth of knowledge of their subject. This means that they need to complete a subject-specific qualification in literacy, numeracy or ESOL.

For some subject areas there is the option of a combined training route. This is the case for adult literacy, ESOL and numeracy. Integrated courses develop subject expertise alongside teaching skills.

See [www.talent.ac.uk](http://www.talent.ac.uk) for more information about training to teach literacy, numeracy and ESOL. There are many awarding bodies offering qualifications which train people to teach.

They can be found on the Qualifications and Curriculum Authority website [www.qca.org.uk](http://www.qca.org.uk)

### Starting out or already teaching?

Some teacher training is in-service i.e. you need to have some teaching work before you start the course. Pre-service teacher training generally includes teaching practice with placements arranged for trainees. A lot of literacy, numeracy and ESOL part-time teacher training starts pre-service and many course providers arrange teaching practice placements for trainees. The later stages of training are generally in-service and you will need to be teaching adult literacy, ESOL or numeracy.

### Professional development for teachers

Newly qualified teachers are required to apply to the Institute for Learning (IfL) for

Qualified Teacher Learning and Skills (QTLS) status or Associate Teacher Learning and Skills (ATLS) status. See [www.ifl.ac.uk](http://www.ifl.ac.uk) for more on this.

All teachers currently working in the lifelong learning sector for an LSC funded provider also need to register with the IfL for continuing professional development (CPD) requirements: [www.ifl.ac.uk](http://www.ifl.ac.uk) – see below for more on this.

If you are already working in the sector, the qualification requirements remain the same – all teachers taking up post from September 2001 are required to have a recognised teaching qualification, and all teachers of literacy and numeracy from September 2002, and teachers of ESOL from September 2003, are required in addition to have a recognised subject-specific qualification.

Teachers in the work-based learning sector (WBL) should refer to the LLUK guidance for WBL: [www.lluk.org.uk/documents/fewr\\_guidance\\_for\\_wbl\\_providers\\_220408.pdf](http://www.lluk.org.uk/documents/fewr_guidance_for_wbl_providers_220408.pdf)

The General Professional Recognition Learning and Skills scheme (GPRLS) enables competent and experienced teachers to have their expertise formally recognised for their application for QTLS. It is a process designed for those where undertaking an initial teacher

training qualification would be inappropriate. To request an application pack please email: [recognition@lluk.org](mailto:recognition@lluk.org)

Primary and secondary schoolteachers with QTS status who were previously fully qualified to work in the post-16 sector are now required to gain QTLS status within two years of joining the sector. This can be gained by completing the process of Professional Formation.

### **The Institute for Learning's Policy on Professional Formation**

Professional formation is the post-qualification process by which a teacher demonstrates through professional practice the ability to use effectively the skills and knowledge acquired whilst training to be a teacher and the capacity to meet the occupational standards required of a teacher. Professional formation leads to the conferral of Qualified Teacher Learning and Skills (QTLS) or Associate Teacher Learning and Skills (ATLS) status.

### **Continuing Professional Development (CPD)**

All full-time teachers need to complete a minimum of 30 hours continuing professional development (CPD) per year (pro-rata for

part-time teachers). This may be made up of a balance of informal activities such as peer observation or reflection on reading, and formal study. Units of study have been developed which may be followed as CPD activities for fully qualified teachers or as optional units on initial teacher training programmes. Themes include: working with 14 – 19 learners, embedding language, literacy and numeracy within vocational and other subjects.

For more information on CPD see the Institute for Learning (IfL) website:

[www.ifl.ac.uk](http://www.ifl.ac.uk)

### **Supporting teaching and learning**

Some jobs in the sector involve supporting, rather than teaching, learners. Professional qualifications developed within the Skills for Life framework prior to September 2007 are currently being revised in order to provide a coherent progression route in the new qualification framework. For more on this see the Lifelong Learning UK website:

[www.lluk.org/3036.htm](http://www.lluk.org/3036.htm)



### **Applying for a course**

Most teacher training course providers offer information sessions which give information about the course content, the workload, and the arrangements for teaching practice.

There is generally a recruitment process for all applicants, including an individual interview, several tasks relating to your subject area and your personal communication, maths and information and communications technology (ICT) skills and sometimes a practical or discussion task.

All teachers need to demonstrate their competence with language, literacy, numeracy and ICT by the end of their teacher training course. Teachers of all subjects will be expected to have at least a level three qualification ('A' Level or equivalent) in their specialist subject. They will also need evidence of level 2 (GCSE or equivalent) English and Maths to apply for Qualified Teacher Learning and Skills (QTLS). This is likely to be assessed through previous

qualifications, on-course assessment, national tests or their equivalent.

Don't be put off by the recruitment process for teacher training courses – the intention is to make sure the course is right for you – and you are right for the course. There will be lots of suggestions about ways to prepare for teacher training. The next pages in this guide include information about courses designed to help brush up your language, literacy, numeracy and ICT skills in preparation for teacher training. The process will also give you the chance to make sure the course, the location and the timing is right for you.

### **Resourcing your teacher training: time, commitment and cost**

Training to teach can be exciting, rewarding and fun. It also needs time, commitment and funding.

#### **Time and commitment**

Lots of people successfully train to teach alongside other jobs and commitments. It is a good idea, however, to plan carefully when you apply to start a teacher training course. You'll need plenty of time for reading, planning lessons for your teaching practice, reflecting on your experiences and preparing assignments.

## Funding

It's worth seeking information and advice from a number of sources so that you have the fullest possible picture about what you may need to pay and what you may be eligible for in terms of loans, support and incentives.

### 1. Teacher training organisations

Fees for teacher training courses vary from organisation to organisation- usually colleges or universities. Ask what the fee situation is and also seek information and advice from their Student Advice Service.

The service will be able to advise you on all possible sources of funding and should be able to tell you whether you are eligible for a training bursary or concessionary fees. They will also know whether there are any local sources of funding, including trusts and charities.

### 2. Local Education Authorities (LEAs)

There are some loans and grants available for some training programmes that lead to a full teaching qualification, including tuition fee loans, maintenance grants and maintenance loans administered by LEAs. You will need to complete a PN1 form. Eligibility depends on your own personal circumstances.

Find out how to contact your LEA from:

[www.dfes.gov.uk/localauthorities/index.cfm?action=authority](http://www.dfes.gov.uk/localauthorities/index.cfm?action=authority)

### 3. The Department for Innovation, Universities and Skills (DIUS)

There are limited opportunities for bursaries from DIUS, linked to teacher training providers which are part of the bursaries scheme. Read about bursaries on the Teachernet website: [www.teachernet.gov.uk/docbank/index.cfm?id=11698](http://www.teachernet.gov.uk/docbank/index.cfm?id=11698)

### 4. Learning and Skills Council (LSC)

Career development loans are available to fund work-related courses, through an arrangement between three high street banks and the LSC. Find out more from the career development loan website: [www.direct.gov.uk/EducationAndLearning/AdultLearning/CareerDevelopmentLoans/fs/en](http://www.direct.gov.uk/EducationAndLearning/AdultLearning/CareerDevelopmentLoans/fs/en)



### 5. Lifelong Learning UK helpline

Lifelong Learning UK (LLUK) is the sector skills council for the lifelong learning sector.

The LLUK helpline offers free professional advice for those working or intending to work in the sector. The helpline is staffed by experienced practitioners and can provide information on financing your training as well as offering specialist advice on all aspects of working in the lifelong learning sector.

**Helpline:** 020 7936 5798

**Email:** [advice@lluk.org](mailto:advice@lluk.org)

## Finding work

The South East Region has its own specialist recruitment agency for teachers, trainers and others in the lifelong learning sector. Look at their website at [www.newfuturesrecruitment.co.uk](http://www.newfuturesrecruitment.co.uk) click on the job title to access a full job description or contact Martine on 01329 286715.

There are lots of jobs related to teaching in the lifelong learning sector - in colleges, in the community, in work-based learning, in prison – in a whole range of settings.

For a wider perspective on the employment situation, we recommend you browse the Guardian on a Tuesday [www.jobs.guardian.co.uk](http://www.jobs.guardian.co.uk) or the Times Educational Supplement on a Friday [www.tesjobs.co.uk](http://www.tesjobs.co.uk), and the jobs section of the talent website [www.talent.ac.uk/jobs.asp](http://www.talent.ac.uk/jobs.asp) to get a feel for current vacancies and salaries.

Training to teach is a substantial commitment – you need to be sure it's the right time, place and course for you. The best course for you may not always be the closest. If you would like to discuss your training options in further detail please contact one of the advice services listed on pages 8-9. Good luck!

# Descriptions of qualifications

To be fully qualified as a teacher you will need a recognised teaching qualification – for example, a Diploma or Certificate in Teaching in the Lifelong Learning Sector (DTLLS or CTLLS), a Certificate in Education or a Post Graduate Certificate in Education (Cert. Ed or PGCE).

To be fully qualified to teach a Skills for Life subject - literacy, numeracy or ESOL - you will need:

## A recognised teaching qualification

For example.

- Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
- Certificate in Education
- Post Graduate Certificate in Education (PGCE).

AND

## A qualification in the subject you wish to teach

For example

- Additional Diploma in Teaching English (ESOL or Literacy) or Mathematics (Numeracy) in the Lifelong Learning Sector

It may be possible to follow a programme which covers both the generic teaching qualification requirements and the subject-specific requirements on a fully or partially integrated route.

## Fully integrated programme

For example

- Diploma in Teaching English (Literacy) in the Lifelong Learning Sector
- Diploma in Teaching English (ESOL) in the Lifelong Learning Sector
- Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector

The programme you follow could be

- Full time, over one year
- Part time, lasting up to two years
- In stages, with interim qualifications

There are many qualifications for teaching in the lifelong learning sector – some leading to fully qualified status, others providing stages on the way to full qualification, or qualifications for particular roles. The route you follow will depend on your previous qualifications and experience, your availability and the training programmes on offer, and your job role. You are advised to seek specialist advice to help you to choose a programme that best suits your needs. See

page 8 for advice services in the South East and page 8-9 for sources of information and useful websites.

The qualifications you will find in this guide are listed as follows:

## Full teacher qualification programmes

– generic and Skills for Life

Subject-specific programmes for Skills for Life teaching

Continuing professional development (CPD) programmes

Subject knowledge and skills preparation for teaching programmes



## Introduction to teaching programmes

As of September 2007 all initial teacher training now includes an introductory programme at the beginning of the course which provides new teachers with the minimum skills and knowledge needed and a Licence to Practise in the lifelong learning sector. This introductory programme may be a separate award, or may be integrated into the larger teacher training programme. If awarded separately, it leads to the

**1 Award in Preparing to Teach in the Lifelong Learning Sector (PTLLS)** at Level 3 or 4 on the Qualifications and Credit Framework (QCF).

Awarding bodies: City & Guilds 7303, OCNW, universities and others

Subject: generic teaching, or may be available in a context such as literacy, numeracy or ESOL

All teachers of literacy, numeracy or ESOL will need to continue to complete a full teaching qualification.

Some programmes include the PTLLS and provide a first step towards qualifying to teach:



**2 Certificate in English Language Teaching to Adults (CELTA)**

**3 Certificate in Teaching English to Speakers of Other Languages (Cert. TESOL)**

Awarding bodies: Cambridge ESOL (CELTA), Trinity (Cert TESOL)

Level: 4  
Subject: ESOL

This integrated ESOL and generic pre-service initial teacher training for new teachers includes 6 hours of practical teaching. It may be possible to find ESOL teaching work on gaining this qualification, and it is recognised worldwide as an initial ESOL teaching qualification. To be fully qualified as an ESOL teacher for the UK lifelong learning sector you will need to go on to complete further training, (see full teacher qualification programmes – generic and Skills for Life below).

**4 Certificate in Teaching in the Lifelong Learning Sector (CTLLS)**

Awarding bodies: City & Guilds, OCNW, universities and others

Level: 3 or 4, or may be higher if awarded by a university

These courses are for teachers with fewer responsibilities than those in a full teaching role, for example, someone whose teaching is: mainly from packs or pre-prepared materials; on a one-one basis; a programme for a particular subject or group of learners; short courses<sup>2</sup>. A CTLLS is not enough for teachers of literacy, numeracy or ESOL. They need to achieve further qualifications to be fully qualified.

<sup>2</sup> See [www.lluk.org](http://www.lluk.org) for a definition of full and associate teacher roles.

## Programmes leading to full teacher qualification

Full teacher qualification programmes – generic

**1 Diploma in Teaching in the Lifelong Learning Sector (DTLLS)**

**2 PGCE or Certificate in Education**

Awarding bodies: City & Guilds, OCNW, universities and others

Level: 4/5 to 7, according to the awarding institution

Subject: Generic

These programmes lead to full qualification for teachers in the lifelong learning sector who have a full teaching role. On achievement of the qualification, teachers can use it to apply for Qualified Teacher Learning and Skills (QTLS) status. Programmes generally take two years part-time or one year full-time.

Teachers of literacy, numeracy or ESOL may take an integrated subject-specific teacher qualification (see 3 – 6 below), or will need to take an additional subject-specific qualification (see Subject – specific qualifications) to meet the full requirement.

Full teacher qualification programmes – Skills for Life fully integrated route

### **3 Diploma in Teaching English (ESOL) in the Lifelong Learning Sector**

### **4 Diploma in Teaching English (Literacy) in the Lifelong Learning Sector**

### **5 Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector**

### **6 PGCE or Certificate in Education in literacy, numeracy or ESOL**

Awarding bodies: City & Guilds, OCNW, Cambridge ESOL, universities and others

Level: 4 to 7, according to the awarding institution

Subject: literacy, numeracy or ESOL

These are integrated generic and subject-specific programmes which lead to full qualification for literacy, numeracy or ESOL teachers. Programmes generally take two years part-time or one year full-time.

## **Full teacher qualification programmes – Skills for Life partially integrated route**

### **1 Diploma in Teaching in the Lifelong Learning Sector (English ESOL)**

Awarding bodies: Trinity College London, universities

Level: 5

On this programme teachers cover the subject specific requirements of the Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector as well as the requirements of the PTLLS in the first year of a two year programme. They can then continue onto year two of any generic DTLLS programme to complete their qualification.

### **2 Diploma in Teaching in the Lifelong Learning Sector (English Literacy) or (Mathematics Numeracy)**

Awarding bodies: City & Guilds, universities and others

Level: 5-7

On this programme teachers cover the subject specific requirements of the Additional Diploma in Teaching English (Literacy) or Mathematics (Numeracy) in the Lifelong Learning Sector as well as the

requirements of the PTLLS in the first year of a two year programme. They can then continue onto year two of any generic DTLLS programme to complete their qualification.

## **Subject-specific qualifications**

### **1 Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector**

### **2 Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector**

### **3 Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector**

Awarding bodies: City & Guilds, OCNW, universities and others

Level: 5 – 7

Subject: Literacy, numeracy, ESOL

These programmes provide the subject –specific qualification needed for teachers of literacy, numeracy or ESOL. Taken together with a generic full teaching qualification they lead to full qualification for teaching these subjects. This may be a pathway to qualification for people who are unable to find a suitable integrated programme or for teachers who already have a recognised teaching qualification but who have not yet gained a qualification in their subject. They could also be useful for qualified teachers of

other subjects who are interested in teaching literacy, numeracy or ESOL.

You may be able to follow a subject-specific course before taking a generic teaching qualification. In that case you would need to also complete a PTLLS to gain a Licence to Practise.

## **Continuing Professional Development (CPD)**

These courses are for teachers who wish to develop and update their professional knowledge and skills. Examples of subjects or themes for CPD are: Integrating e-learning; Coaching and mentoring; Assessment; Embedding language, literacy and numeracy. Some CPD is accredited by an awarding institution and will be mapped on the Qualification and Credit Framework.

Subject knowledge and skills preparation for teaching programmes

These offer a chance to brush up and develop your personal language, literacy, numeracy and ICT skills in preparation for going onto a teacher training programme. For people interested in going on to train as teachers of literacy, numeracy or ESOL, courses are likely to be at Level 3.

# Information and advice about training to teach adults

## South East Region contacts

### Hampshire and Isle of Wight: Essential Skills Unit

Telephone: 01329 286460

[www.essu.org](http://www.essu.org)

### Kent and Medway:

See the New Futures website for local contacts. [www.newfutures-southeast.org.uk](http://www.newfutures-southeast.org.uk)

### Sussex and Surrey: Skills for Life Development Centre

Telephone: 01273 704530

[www.sfldc.org](http://www.sfldc.org)

### Thames Valley: Thames Valley Professional Development Network

Telephone: 01189 667743

[www.thamesvalleypdn.co.uk](http://www.thamesvalleypdn.co.uk)

## National information and advice about teacher training

### Lifelong Learning UK LLUK – the Sector Skills Council for the lifelong learning sector

Telephone helpline: 020 7936 5798

Email: [advice@lluk.org](mailto:advice@lluk.org)

[www.lluk.org](http://www.lluk.org)

### London

#### talent Information & Advice Service

Covers all London regions

Telephone helpline: 020 7911 5372

Email [advice@talent.ac.uk](mailto:advice@talent.ac.uk)

[www.talent.ac.uk](http://www.talent.ac.uk)

## Sources of information and useful websites

### Adults Learning Maths ALM

Brings together maths and numeracy researchers and practitioners to promote the learning of maths by adults.

[www.alm-online.org](http://www.alm-online.org)

### Basic Skills Agency

The Basic Skills Agency at NIACE is committed to finding, developing and disseminating good practice in literacy, language and numeracy.

<http://archive.basic-skills.co.uk/>

### BBC Skillswise

BBC essential skills project for teachers and learners - improve your English and Maths... factsheets, worksheets, quizzes, games.

[www.bbc.co.uk/skillswise/index.shtml](http://www.bbc.co.uk/skillswise/index.shtml)

### Cambridge ESOL

One of many awarding bodies in the UK responsible for development and design of qualifications.

[www.cambridgeesol.org/teaching/index.htm](http://www.cambridgeesol.org/teaching/index.htm)

### City and Guilds

One of many awarding bodies in the UK responsible for development and design of qualifications.

[www.city-and-guilds.co.uk](http://www.city-and-guilds.co.uk)

[www.basic-skills.org.uk](http://www.basic-skills.org.uk)

### Department for Innovation, Universities and Skills DIUS

Government department responsible for adult learning and for implementing the Skills for Life strategy - promoting adults' English and Maths skills.

[www.dfes.gov.uk/readwriteplus](http://www.dfes.gov.uk/readwriteplus)

### Excellence Gateway

The Excellence Gateway includes a section on 'Skills for Life', with resources and information for teachers, teacher-trainers and other staff.

<http://excellence.qia.org.uk/>

### Further Education Resources for Learning FERL

An advice service supporting individuals and organisations in making effective use of ILT within the post-compulsory education sector.

<http://ferl.qia.org.uk/>

### Institute for Learning IfL

The professional body for teachers and trainers and student teachers in the lifelong learning sector. Supports the professional needs of its members and strives to raise the status of practitioners across the sector.

[www.ifl.ac.uk](http://www.ifl.ac.uk)

### **Learning and Skills Council LSC**

One national and nine regional offices overseeing the work of local partnership teams. LSCs fund education for young people and adults in England and Wales according to targets set by Government.

[www.lsc.gov.uk](http://www.lsc.gov.uk)

### **Lifelong Learning UK LLUK**

The sector skills council for the lifelong learning sector responsible for the professional development of all those working in community learning and development, further education, higher education, libraries, information services and work-based learning.

[www.lluk.org](http://www.lluk.org)

### **LLU+ at London South Bank University**

LLU+ is a national consultancy and professional development centre in the areas of language, literacy, numeracy, dyslexia and family learning.

[www.lsbu.ac.uk/lluplus](http://www.lsbu.ac.uk/lluplus)

### **Move On**

Skills for Life resources for Entry 3, Level 1 and 2 learners and their teachers. Focus on progress towards national literacy and numeracy tests.

[www.move-on.org.uk](http://www.move-on.org.uk)

### **National Association for Teachers of English and other Community Languages to Adults NATECLA**

The national forum and professional organisation for ESOL practitioners

[www.natecla.org.uk](http://www.natecla.org.uk)

### **National Centre for Excellence in the teaching of Maths NCETM**

Lead centre for continuing professional development for teachers of maths for school and adult learning, including resources from Maths4Life.

[www.ncetm.org.uk](http://www.ncetm.org.uk)

### **National Recognition Information Centre NARIC**

Information about comparability between international and UK academic qualifications, to help those with overseas qualifications towards studies and employment in the UK.

[www.naric.org.uk](http://www.naric.org.uk)

### **National Institute of Adult Continuing Education NIACE**

The leading non-government organisation for adult learning in England and Wales.

Supports 'more and different adult learning'.

[www.niace.org.uk](http://www.niace.org.uk)

### **National Research and Development Centre for adult literacy and numeracy (NRDC)**

Researches teaching/learning of adult numeracy, literacy and language and organises national events; publications both online and on paper, are free.

[www.nrdc.org.uk](http://www.nrdc.org.uk)

### **Qualifications and Credit Framework QCF**

New qualifications framework replacing the National Qualifications Framework, based on units of assessment and transferable credits.

[www.qca.org.uk](http://www.qca.org.uk)

### **Qualifications and Curriculum Authority QCA**

Government sponsored body responsible for maintaining the national curriculum and assessments. Develops the framework for levels of study; agrees qualifications with awarding bodies.

[www.qca.org.uk](http://www.qca.org.uk)

### **Research and Practice in Adult Literacy RaPAL**

Organisation which brings together researchers and practitioners in literacy teaching and learning in order to promote the learning of language by adults.

[www.literacy.lancs.ac.uk/rapal](http://www.literacy.lancs.ac.uk/rapal)

### **Skills for Life Improvement Programme**

The SFLIP offers free events, training and support for organisations in England that provide literacy, numeracy and ESOL learning.

[www.sflip.org.uk](http://www.sflip.org.uk)

### **Skills for Life network.com**

Provides information about standards, policies, initiatives and research into numeracy and language, as they impact on learners and teachers.

[www.skillsforlifenet.com](http://www.skillsforlifenet.com)

### **talent**

Promotes the training of adult Literacy, ESOL, and Numeracy teachers in London; website with training course search and specialist information and advice facilities.

[www.talent.ac.uk](http://www.talent.ac.uk)

### **Trinity College London**

One of many awarding bodies in the UK responsible for development and design of qualifications.

[www.trinitycollege.co.uk](http://www.trinitycollege.co.uk)

# Literacy, Numeracy and ESOL Teacher Training and Preparation Courses

## Personal Skills in English (Literacy or ESOL) or Mathematics (numeracy) - L3

Brush up your Maths or English skills before applying for a numeracy, literacy or ESOL teacher training course.

### Maths

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Brooklands College	Preparation in Maths at Level 3	Part Time	Sep-08	Mick Dawson	<a href="mailto:mdawson@brooklands.ac.uk">mdawson@brooklands.ac.uk</a>	01932 797 860
Oxford and Cherwell Valley College	Preparation in Maths at Level 3	Part Time	Sep-08	Ingrid Widdows	<a href="mailto:iwiddows@ocvc.ac.uk">iwiddows@ocvc.ac.uk</a>	01865 551 966

### English

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Brooklands College	Preparation in English at Level 3	Part Time	Sep-08	Mick Dawson	<a href="mailto:mdawson@brooklands.ac.uk">mdawson@brooklands.ac.uk</a>	01932 797 860
Central Sussex College	Preparation in English at Level 3	Part Time	Sep-08	Graham Crozier	<a href="mailto:gcrozier@centralsussex.ac.uk">gcrozier@centralsussex.ac.uk</a>	01293 453 463
Oxford and Cherwell Valley College	Preparation in English at Level 3	Part Time	Sep-08	Ingrid Widdows	<a href="mailto:iwiddows@ocvc.ac.uk">iwiddows@ocvc.ac.uk</a>	01865 551 966
Medway English Training Community Interest Company (METcic)	Preparation in English at Level 3	Part Time	Sep-08	Delia Halsey	<a href="mailto:training@metcic.co.uk">training@metcic.co.uk</a>	01634 573867

## Diploma in Teaching in the Lifelong Learning Sector with the literacy, numeracy or ESOL subject area

For those who need a teaching qualification with the subject area. Some programmes offer one integrated diploma, some offer two concurrent diplomas.

### ESOL

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Brooklands College	Diploma in Teaching English (ESOL) in the Lifelong Learning Sector (DTE[E]LLS)	Part Time	Sep-08	Mick Dawson	<a href="mailto:mdawson@brooklands.ac.uk">mdawson@brooklands.ac.uk</a>	01932 797 860
Central Sussex College	Diploma in Teaching in Teaching in the Lifelong Learning Sector + Additional Diploma in Teaching English (ESOL)	Part Time	Sep-08	Martyn Howe	<a href="mailto:mhowe@centralsussex.ac.uk">mhowe@centralsussex.ac.uk</a>	01293 442348
Languages Training and Development (LT&D)	Diploma in Teaching in the Lifelong Learning Sector (English ESOL)	Part Time	Sep-08	David Gorbitt	<a href="mailto:david@ltdoxford.com">david@ltdoxford.com</a>	01993 708637
Medway English Training Community Interest Company (METcic)	Diploma in Teaching in the Lifelong Learning Sector (English ESOL)	Part Time	Sep-08	Delia Halsey	<a href="mailto:training@metcic.co.uk">training@metcic.co.uk</a>	01634 573867
Oxford and Cherwell Valley College	Diploma in Teaching English (ESOL) in the Lifelong Learning Sector (DTE[E]LLS)	Part Time	Sep-08	Ingrid Widdows	<a href="mailto:iwiddows@ocvc.ac.uk">iwiddows@ocvc.ac.uk</a>	01865 551 966
Thames Valley University	Diploma in Teaching in the Lifelong Learning Sector + Additional Diploma in Teaching English (ESOL)	Both	Sep-08	Harry Ariaratnam	<a href="mailto:harry.ariaratnam@tvu.ac.uk">harry.ariaratnam@tvu.ac.uk</a>	0800 036 8888

Literacy and numeracy courses continue overleaf

## Literacy

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Medway English Training Community Interest Company (METcic)	Diploma in Teaching in the Lifelong Learning Sector (English Literacy)	Part Time	Sep-08	Delia Halsey	<a href="mailto:training@metcic.co.uk">training@metcic.co.uk</a>	01634 573867
Thames Valley University	Diploma in Teaching in the Lifelong Learning Sector + Additional Diploma in Teaching English (Literacy)	Both	Sep-08	Harry Ariaratnam	<a href="mailto:harry.ariaratnam@tvu.ac.uk">harry.ariaratnam@tvu.ac.uk</a>	0800 036 8888
University of Brighton	Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Irena Andrews	<a href="mailto:I.L.Andrews@bton.ac.uk">I.L.Andrews@bton.ac.uk</a>	01273 643428

## Numeracy

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
City College Brighton and Hove	Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Anna Smith	<a href="mailto:AS1@ccb.ac.uk">AS1@ccb.ac.uk</a>	01273 667788

## Additional Diploma in Teaching English (ESOL)

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Abingdon and Witney College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Anne Haig-Smith	<a href="mailto:anne.haig-smith@abingdon-witney.ac.uk">anne.haig-smith@abingdon-witney.ac.uk</a>	01993 208009
Basingstoke College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Maurice Gower	<a href="mailto:maurice.gower@bcot.ac.uk">maurice.gower@bcot.ac.uk</a>	01256 306350

## Additional Diploma in Teaching English (ESOL) continued

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Bournemouth & Poole College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Celia Hewitt	<a href="mailto:hewittc@bpc.ac.uk">hewittc@bpc.ac.uk</a>	01202 205 960
Bracknell & Wokingham College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Colette Galloway	<a href="mailto:colette.galloway@bracknell.ac.uk">colette.galloway@bracknell.ac.uk</a>	01344 404073
Brockenhurst College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Jill Lueddeke	<a href="mailto:jlueddeke@brock.ac.uk">jlueddeke@brock.ac.uk</a>	01590 625 372
Central Sussex College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Martyn Howe	<a href="mailto:mhowe@centralsussex.ac.uk">mhowe@centralsussex.ac.uk</a>	01293 442348
Hastings College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Silvana Richardson	<a href="mailto:srichardson@hastings.ac.uk">srichardson@hastings.ac.uk</a>	01424 442222
Languages Training and Development (LT&D)	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	David Gorbitt	<a href="mailto:david@ltdoxford.com">david@ltdoxford.com</a>	01993 708637
Medway English Training Community Interest Company (METcic)	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Jan-09	Delia Halsey	<a href="mailto:training@metcic.co.uk">training@metcic.co.uk</a>	01634 573867
Oxford and Cherwell Valley College	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Sep-08	Ingrid Widdows	<a href="mailto:iwiddows@ocvc.ac.uk">iwiddows@ocvc.ac.uk</a>	01865 551 966
Thames Valley University	Additional Diploma in Teaching English (ESOL) in the Lifelong Learning Sector	Part Time	Oct-08	Harry Ariaratnam	<a href="mailto:harry.ariaratnam@tvu.ac.uk">harry.ariaratnam@tvu.ac.uk</a>	0800 036 8888

## Additional Diploma in Teaching English (Literacy)

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Abingdon and Witney College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Anne Haig-Smith	<a href="mailto:anne.haig-smith@abingdon-witney.ac.uk">anne.haig-smith@abingdon-witney.ac.uk</a>	01993 208009
Bournemouth & Poole College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Celia Hewitt	<a href="mailto:hewittc@bpc.ac.uk">hewittc@bpc.ac.uk</a>	01202 205 960
Bracknell & Wokingham College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Colette Galloway	<a href="mailto:colette.galloway@bracknell.ac.uk">colette.galloway@bracknell.ac.uk</a>	01344 404073
Brockenhurst College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Jill Lueddeke	<a href="mailto:jlueddeke@brock.ac.uk">jlueddeke@brock.ac.uk</a>	01590 625 372
Brooklands College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Mick Dawson	<a href="mailto:mdawson@brooklands.ac.uk">mdawson@brooklands.ac.uk</a>	01932 797 860
City College Brighton and Hove	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Clare Flowers	<a href="mailto:CF@ccb.ac.uk">CF@ccb.ac.uk</a>	01273 667788
Essential Skills Support Unit (ESSU)	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Jan-09	Debby Miller	<a href="mailto:debbymiller@essu.org">debbymiller@essu.org</a>	01329 286460
Medway English Training Community Interest Company (METcic)	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Jan-09	Delia Halsey	<a href="mailto:training@metcic.co.uk">training@metcic.co.uk</a>	01634 573867
Newbury College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Jennifer Hyde	<a href="mailto:j-hyde@newbury-college.ac.uk">j-hyde@newbury-college.ac.uk</a>	01635 845404

## Additional Diploma in Teaching English (Literacy) continued

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Northbrook College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Lynn Court	<a href="mailto:enquiries@nbcoll.ac.uk">enquiries@nbcoll.ac.uk</a>	01903 606172
Oxford and Cherwell Valley College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Ingrid Widdows	<a href="mailto:iwiddows@ocvc.ac.uk">iwiddows@ocvc.ac.uk</a>	01865 551 966
South Downs College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Course Information		0800 056 0511
Thames Valley University	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Oct-08	Harry Ariaratnam	<a href="mailto:harry.ariaratnam@tvu.ac.uk">harry.ariaratnam@tvu.ac.uk</a>	0800 036 8888
University of Brighton	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Irena Andrews	<a href="mailto:I.L.Andrews@bton.ac.uk">I.L.Andrews@bton.ac.uk</a>	01273 643428
West Kent College	Additional Diploma in Teaching English (Literacy) in the Lifelong Learning Sector	Part Time	Sep-08	Mary McCrae	<a href="mailto:marymccrae@wkc.ac.uk">marymccrae@wkc.ac.uk</a>	01732 358 101 ext 2524

## Additional Diploma in Teaching Mathematics (Numeracy)

Provider	Course title	FT/PT	Start date	Contact name	Contact email	Contact telephone
Abingdon and Witney College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Anne Haig-Smith	<a href="mailto:anne.haig-smith@abingdon-witney.ac.uk">anne.haig-smith@abingdon-witney.ac.uk</a>	01993 208009
Bournemouth & Poole College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Celia Hewitt	<a href="mailto:hewittc@bpc.ac.uk">hewittc@bpc.ac.uk</a>	01202 205 960
Bracknell & Wokingham College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Colette Galloway	<a href="mailto:colette.galloway@bracknell.ac.uk">colette.galloway@bracknell.ac.uk</a>	01344 404073
Brockenhurst College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Jill Lueddeke	<a href="mailto:jlueddeke@brock.ac.uk">jlueddeke@brock.ac.uk</a>	01590 625 372
Brooklands College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Mick Dawson	<a href="mailto:mdawson@brooklands.ac.uk">mdawson@brooklands.ac.uk</a>	01932 797 860
Central Sussex College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Martyn Howe	<a href="mailto:mhowe@centralsussex.ac.uk">mhowe@centralsussex.ac.uk</a>	01293 442348
City College Brighton and Hove	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-08	Anna Smith	<a href="mailto:AS1@ccb.ac.uk">AS1@ccb.ac.uk</a>	01273 667788
Essential Skills Support Unit (ESSU)	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Jan-09	Debby Miller	<a href="mailto:debbymiller@essu.org">debbymiller@essu.org</a>	01329 286460
Oxford and Cherwell Valley College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Jan-09	Ingrid Widdows	<a href="mailto:iwiddows@ocvc.ac.uk">iwiddows@ocvc.ac.uk</a>	01634 573867
South Downs College	Additional Diploma in Teaching Mathematics (Numeracy) in the Lifelong Learning Sector	Part Time	Sep-09	Course Information		01635 845404

# Glossary

## **Accreditation of prior learning**

### **APL / APEL / APLA**

The accreditation of prior learning, experience, achievement. People with existing qualifications may be able to use them as credit towards a further qualification. Criteria and procedures are determined by the individual awarding institution.

## **Associate Teacher, Learning and Skills**

### **ATLS**

An associate teacher role, which contains fewer teaching responsibilities than a full teaching role (see QTLS).

## **Awarding institution**

The organisation that awards a qualification, either a national awarding body or a higher education institution (HEI).

## **Cert Ed**

A recognised teaching qualification, often a Certificate in Education for FE or a Cert Ed Adult and Further Education. Offered by a range of awarding institutions. Some institutions offer a PGCE to graduate trainees and a Cert Ed to non-graduates. Other institutions offer a standardised Cert Ed to all trainees, regardless of graduate status.

## **Continuing Professional Development CPD**

The process through which staff maintain up-to-date knowledge, skills and reflection upon their learning, in their chosen field of expertise, through professionally recognised organisations and courses.

## **Department for Innovation, Universities and Skills DIUS**

This new Department brings together functions from the former Department of Trade and Industry, including responsibilities for science and innovation, with further and higher education and skills, previously part of the Department for Education and Skills (DfES).

## **e-learning, also ICT or ILT**

Information and Communications Technology, Information and Learning Technology, electronic learning. Terms commonly used interchangeably. Knowledge and use of IT is an essential skill; all three terms refer to the use of computers, or other digital technology, in teaching and learning.

## **Generic teacher training**

A teacher training course which is for teachers of all subject areas rather than tailored to a specific learner group or subject.



## **In-service/Pre service**

If a course is advertised as in-service, it means that it is intended to be done alongside your current teaching role. Trainees will be expected to have teaching work at entry to the programme. Many courses are designed to be in-service. Pre-service courses are undertaken before finding a teaching job.

## **Language, literacy and numeracy (LLN)**

Language, literacy and numeracy (LLN) is the ability to read, write and speak in English and

to use mathematics at a level necessary to function at work and in society in general.

## **Level or achievement level**

Qualifications are placed at a specific level on the Qualifications and Credit Framework QCF. Teacher training is usually at Levels 4 - 7.

## **Lifelong Learning UK LLUK**

The sector skills council for the lifelong learning sector.

**NARIC**

National Recognition Information Centre  
Compares international and UK academic qualifications; provides information to assist those with overseas qualifications towards study and employment in the UK. Only able to assess overseas awards which constitute national standards in the country of origin. Web address listed in this prospectus.

**Post-Graduate Certificate of Education****PGCE**

A recognised teaching qualification typically offered by universities. Some institutions offer a PGCE to graduate trainees and a Cert Ed (see above) to non-graduates.

**Professional Development Centre PDC**

An organisation established to promote and offer teacher training, especially in ESOL, Literacy and Numeracy, providing varied courses for volunteers, subject supporters or teachers. PDCs are usually attached to a larger education organisation, such as an FE college or university.

**Qualifications and Credit Framework QCF**

The National Qualification Framework has been revised and replaced from September 2007 by the QCF, which is unit-based and provides a framework for transfer of credit.

**Qualified Teacher Status QTS**

The professional status needed to teach in schools in England and Wales.

**Qualified Teacher, Learning and Skills****QTLS**

The new professional status awarded to those in a full teacher role, for teaching in the lifelong learning sector from September 2007.

**Recognised Teaching Qualification**

A teaching qualification must be endorsed by SVUK (Standards Verification UK) as meeting the requirements for teacher education. Not all teaching qualifications are recognised by SVUK.

**Subject Specialist**

A teacher fully qualified in the subject s/he teaches through completion of a recognised subject specific course such as the Additional Diploma in teaching English or Mathematics in the lifelong learning sector as well as a recognised teaching certificate.

**Skills for Life**

A Government initiative to promote ESOL, literacy and numeracy skills among adults, derived from research into the economic and social consequences of poor skills, and the recommendations of the Moser report 'A Fresh Start'. As a term, 'Skills for Life' has replaced 'Basic Skills'.

**Teaching Practice TP**

While on a training course, all trainee teachers complete a teaching placement through which they put their developing teaching skills into practice. The requirements of teaching practice vary according to the level and stage of training.