

# Education and Training Award

Trainer Resource Handout  
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## About This Handout

This handout is designed for use by **Education and Training Awards** as a delegate resource. It covers the key knowledge areas, legislation, and practical skills required for the course. Delegates may retain this handout for future reference.

## Learning Outcomes

By the end of this course, delegates will be able to:

- Understand roles, responsibilities and relationships in education and training
- Plan and deliver inclusive teaching and learning
- Assess learning in education and training
- Use a range of teaching and learning approaches
- Understand the minimum core in literacy, language, numeracy and ICT

## Key Legislation & Standards

- Equality Act 2010
- Children and Families Act 2014
- Data Protection Act 2018
- Ofqual Regulations

## Core Knowledge — Education and Training Award

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### **Roles and Responsibilities**

As a trainer, you have a duty of care to your learners. This includes creating a safe and inclusive learning environment, maintaining professional boundaries, and keeping accurate records.

### **Planning for Learning**

Effective teaching starts with good planning. A scheme of work provides an overview of the course; individual lesson plans detail each session. Both should include clear learning objectives, activities, and assessment methods.

### **Teaching and Learning Strategies**

Effective trainers use a variety of methods including presentations, discussions, group work, role play, and practical activities. Varying your approach keeps learners engaged and caters for different learning styles.

## Practical Skills & Key Points

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- ✓ Write clear, measurable learning objectives
- ✓ Plan a scheme of work and individual lesson plans
- ✓ Deliver an engaging microteach session
- ✓ Use a range of formative assessment techniques
- ✓ Give constructive feedback to learners
- ✓ Reflect on and evaluate your own teaching practice

### Key Facts to Remember

- The Level 3 AET is the entry-level teaching qualification for the FE sector
- It requires at least 30 minutes of observed teaching practice
- Reflective practice is a core component of professional development
- Inclusive teaching means adapting to meet all learners' needs

