



FAQ LEVEL 4 CERTIFICATE IN
EDUCATION AND
TRAINING

EVIDENCE LOG

Qualification Numbers: **601/0583/5 and C00/0583/0**

Qualification Reference: **L4CET**



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Assessment Principles

1. Assessment Principles

Please refer to the FutureQuals website (www.futurequals.com) for the current version of the Assessment Principles and the latest version of the qualification specification for any specific Assessment Principles relating to this qualification.

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Component 1: Understanding roles, responsibilities and relationships in education and training

Component Reference Number: H/505/0053

Level: 3

Credit: 3

GL: 12

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Understand the teaching role and responsibilities in education and training			
1.1 Explain the teaching role and responsibilities in education and training			
1.2 Summarise key aspects of legislation, regulatory requirements and codes of practice relating to own role and responsibilities			
1.3 Explain ways to promote equality and value diversity			
1.4 Explain why it is important to identify and meet individual learner needs			
2. Understand ways to maintain a safe and supportive learning environment			
2.1 Explain ways to maintain a safe and supportive learning environment			
2.2 Explain why it is important to promote appropriate behaviour and respect for others			

3. Understand the relationships between teachers and other professionals in education and training

3.1 Explain how the teaching role involves working with other professionals

3.2 Explain the boundaries between the teaching role and other professional roles

3.3 Describe points of referral to meet the individual needs of learners

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 2: Delivering education and training

Component Reference Number: M/505/0122

Level: 4

Credit: 6

GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to use inclusive teaching and learning approaches in accordance with internal and external requirements			
1.1 Analyse the effectiveness of teaching and learning approaches used in own area of specialism in relation to meeting the individual needs of learners			
1.2 Create an inclusive teaching and learning environment			
1.3 Demonstrate an inclusive approach to teaching and learning in accordance with internal and external requirements			
2. Be able to communicate with learners and other learning professionals to promote learning and progression			
2.1 Analyse benefits and limitations of communication methods and media used in own area of specialism			
2.2 Use communication methods and media to meet individual learner needs			
2.3 Communicate with other learning professionals to meet individual learner needs and encourage progression			
3. Be able to use technologies in delivering inclusive teaching and learning			

3.1 Analyse benefits and limitations of technologies used in own area of specialism			
3.2 Use technologies to enhance teaching and meet individual learner needs			
4. Be able to implement the minimum core when delivering inclusive teaching and learning			
4.1 Analyse ways in which minimum core elements can be demonstrated when delivering inclusive teaching and learning			
4.2 Apply minimum core elements in delivering inclusive teaching and learning			
5. Be able to evaluate own practice in delivering inclusive teaching and learning			
5.1 Review the effectiveness of own practice in meeting the needs of individual learners, taking account of the views of learners and others			
5.2 Identify areas for improvement in own practice in meeting the individual needs of learners			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 3: Using resources for education and training

Component Reference Number: L/505/0127

Level: 4

Credit: 3

GL: 15

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to use resources in the delivery of inclusive teaching and learning			
1.1 Analyse the effectiveness of resources used in own area of specialism in relation to meeting the individual needs of learners			
1.2 Use resources to promote equality, value diversity and meet the individual needs of learners			
1.3 Adapt resources to meet the individual needs of learners			
2. Be able to implement the minimum core when using resources in the delivery of inclusive teaching and learning			
2.1 Analyse ways in which minimum core elements can be demonstrated when using resources for inclusive teaching and learning			
2.2 Apply minimum core elements when using resources for inclusive teaching and learning			
3. Be able to evaluate own use of resources in the delivery of inclusive teaching and learning			
3.1 Review the effectiveness of own practice in using resources to meet the individual needs of learners, taking account of the views of learners and others			

3.2 Identify areas for improvement in own use of resources to meet the individual needs of learners			
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Learner declaration of authenticity:
 I declare that the work presented for this component is entirely my own work.

Learner signature: _____ Date: _____

Assessor sign off of completed component:
 I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name: _____

Signature: _____ Date: _____

Component 4: Assessing learners in education and training

Component Reference Number: F/505/0125

Level: 4

Credit: 6

GL: 24

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to use types and methods of assessment to meet the needs of individual learners			
1.1 Explain the purposes of types of assessment used in education and training			
1.2 Analyse the effectiveness of assessment methods in relation to meeting the individual needs of learners			
1.3 Use types and methods of assessment to meet the individual needs of learners			
1.4 Use peer- and self-assessment to promote learners' involvement and personal responsibility in the assessment for, and of, their learning			
1.5 Use questioning and feedback to contribute to the assessment process			
2. Be able to carry out assessments in accordance with internal and external requirements			
2.1 Identify the internal and external assessment requirements and related procedures of learning programmes			

2.2 Use assessment types and methods to enable learners to produce assessment evidence that is valid, reliable, sufficient, authentic and current			
2.3 Conduct assessments in line with internal and external requirements			
2.4 Record the outcomes of assessments to meet internal and external requirements			
2.5 Communicate assessment information to other professionals with an interest in learner achievement			
3. Be able to implement the minimum core when assessing learners			
3.1 Analyse ways in which minimum core elements can be demonstrated in assessing learners			
3.2 Apply minimum core elements in assessing learners			
4. Be able to evaluate own assessment practice			
4.1 Review the effectiveness of own assessment practice, taking account of the views of learners and others			
4.2 Identify areas for improvement in own assessment practice			

Learner declaration of authenticity:

I declare that the work presented for this component is entirely my own work.

Learner signature:

Date:

Assessor sign off of completed component:

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name:

Signature:

Date:

Component 5: Planning to meet the needs of learners in education and training

Component Reference Number: A/505/1189

Level: 4

Credit: 3

GL: 15

	Assessment Method	Evidence Ref. Page number, Method	Assessor Decision Sign and Date
You must be able to:			
1. Be able to use initial and diagnostic assessment to agree individual learning goals with learners			
1.1 Analyse the role and use of initial and diagnostic assessment in agreeing individual learning goals			
1.2 Use methods of initial and diagnostic assessment to negotiate and agree individual learning goals with learners			
1.3 Record learners' individual learning goals			
2. Be able to plan inclusive teaching and learning in accordance with internal and external requirements			
2.1 Devise a scheme of work in accordance with internal and external requirements			
2.2 Design teaching and learning plans which meet the aims and individual needs of all learners and curriculum requirements			
2.3 Explain how own planning meets the individual needs of learners			
2.4 Explain ways in which teaching and learning plans can be adapted to meet the individual needs of learners			

2.5 Identify opportunities for learners to provide feedback to inform inclusive practice			
3. Be able to implement the minimum core in planning inclusive teaching and learning			
3.1 Analyse ways in which minimum core elements can be demonstrated in planning inclusive teaching and learning			
3.2 Apply minimum core elements in planning inclusive teaching and learning			
4. Be able to evaluate own practice when planning inclusive teaching and learning			
4.1 Review the effectiveness of own practice when planning to meet the individual needs of learners, taking account of the views of learners and others			
4.2 Identify areas for improvement in own planning to meet the individual needs of learners			

Learner declaration of authenticity:
I declare that the work presented for this component is entirely my own work.

Learner signature: _____ Date: _____

Assessor sign off of completed component:
I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this component.

Assessor name: _____

Signature: _____ Date: _____

Level 4 Certificate in Education and Training
Summary of Achievement

Learner Name		FutureQuals Learner Number	
Centre Name		Centre Number	

Component Number	Component Title	Credits	Date Verified	Learner Signature	Assessor Signature	IQA Signature	EQA Signature
H/505/0053	Understanding roles, responsibilities and relationships in education and training						
M/505/0122	Delivering education and training						
L/505/0127	Using resources for education and training						
F/505/0125	Assessing learners in education and training						
A/505/1189	Planning to meet the needs of learners in education and training						

Competence has been demonstrated in all the components recorded above using the required assessment procedures and the specified conditions/contexts. The evidence meets the requirements for validity, authenticity, currency, reliability and sufficiency.

Internal Quality Assurer Signature

Date



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