



## ITEC DIPLOMA FOR LECTURERS

### Aim

This qualification is a self-paced study programme which once achieved will equip a trainee lecturer with the skills and tools to lecture on courses leading to ITEC qualifications at ITEC registered Centres.

### Pre-requisites

The pre-requisites for taking qualification are:

- an ITEC qualification, or an approved equivalent, in the subject(s) she/he wishes to teach, (copies of the diplomas/certificates of which should be sent to the ITEC office for verification upon application for the course)
- 2 years industry experience
- at least 5 GCSEs at grades A\* to C, or equivalent are recommended, as a reasonable standard of literacy must be demonstrated

### Duration

The trainee lecturer will be able to complete the written assignments at her/his own pace, however the entire course, including teaching practice, should be completed within one year of commencement; otherwise the work will be required to be repeated.

### Lecturing placement

The trainee lecturer must her/himself secure regular teaching hours with an ITEC registered Centre in order to undertake the teaching observations and teaching practice assignments required by the programme.

Lists of ITEC registered Centres can be found on the ITEC website – [www.itecworld.co.uk](http://www.itecworld.co.uk)

### Assessment

Verification of the written assignments should be carried out by the relevant qualified Lecturer at the Centre, and then sent to ITEC for marking. A written report will be sent back to the Centre.

Assessment of the practical aspect must take place in the registered Centre. One teaching practice (including Practical and Theory teaching) must be recorded on standard VHS Video tape, video/media file or DVD/CD and sent to ITEC for verification.

Assessments will be awarded a Pass or Refer. Assessments that are Referred may be re-submitted within the year for re-marking. A Diploma will only be awarded when all parts have been successfully completed.

### Content

This course consists of:

- 6 assignments set and marked by ITEC
- 30 hours of teaching observations
- 50 hours of teaching practice, one session of which must be recorded and submitted to ITEC.
- Centres to observe at least 5 lectures and 5 practical sessions taught by the trainee lecturer.

The observations are vital for a trainee lecturer to observe good practice in the learning environment.

## **Supporting documents**

Each trainee lecturer is provided with the following supporting documents:

- The list of assignments.
- Forms to be completed by the trainee lecturer for each assignment.
- Teaching observation forms to be completed by the trainee lecturer whilst observing a qualified lecturer in the workplace with constructive feedback given at the end of each session.
- Supporting documents must also be collected from the observation sessions and attached to the forms.
- Teaching practice self-assessment forms to be completed for each session by the trainee lecturer and, where a session is observed by a qualified lecturer, the qualified lecturer must add comments, suggestions and an assessment.

## **Teaching practice**

The teaching practice requires the trainee lecturer to teach sessions alone, and also on 5 lectures and 5 practical demonstrations whilst being observed by a qualified Centre lecturer under the ITEC lecturer assessment criteria supplied. The assessment must be evaluated by either the Centre Principal/Head of Department or a qualified lecturer appointed by the Principal. All supporting documents from the session must be kept on file and one, preferably the final, session must be recorded and submitted to ITEC for verification of the Centre assessment.

## **Cost**

The current fee is available from the ITEC office. Colleges may reserve the right to charge the trainee lecturer an additional administration fee for this course.

## **Results**

Results for the Diploma for Lecturers will be issued 35 working days after the receipt of the assignment/s. Results will be sent to the Centre.

## **Queries**

ITEC  
2<sup>nd</sup> Floor, Chiswick Gate  
598-608 Chiswick High Road  
London W4 5RT  
+44 (0)20 8994 4141  
[certificateforlecturers@itecworld.co.uk](mailto:certificateforlecturers@itecworld.co.uk)  
[www.itecworld.co.uk](http://www.itecworld.co.uk)



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### Assignments

When writing assignments you should take care not to copy from any text and commit plagiarism. If quoting place within inverted commas and state the reference after.

Always include a page at the end of your assignment to list the references you have used. Along with the title, author, publisher and published date, put a number beside it so that when quoting you need only write the number within your assignment beside the quote rather than the whole title etc.

e.g. (1) An Introductory Guide to Anatomy & Physiology by Louise Tucker.  
Published by Holistic Therapy Books August 2009

When writing your assignments make sure each sub-heading is covered.

### Assignment 1

Present an assignment on the structure of the educational system for the country in which the trainee lecturer resides/plans to teach:

This should include:

- Role of the Department of Education
- Role of the appropriate regulation body i.e. UK – Ofqual, Ireland – NQAI, South Africa – SAQA, etc.
- The purpose of the National Qualifications Framework where appropriate
- The funding mechanism
- The role of Further Education Colleges
- The role of Adult Education Colleges
- The role of Private Colleges
- Equal Opportunities

### Assignment 2

Present an assignment on the teaching/learning process to include:

- Define learning
- Learning Theories and concepts
- The learning process
- Types of learning: to include additional learning needs e.g. Dyslexia, physical and intellectual disabilities, impaired vision, impaired hearing, English as a Second Language (ESL)
- Management of learning
- Successful learning
- Adult learning as opposed to childhood learning

### Assignment 3

Present an assignment discussing the roles of the lecturer and learner to include:

- The role of the Lecturer/Educator/Facilitator
- The relationship between lecturer and learner
- Control within the learning environment
- Dealing with conflict in the learning environment
- Discipline in the learning environment

#### **Assignment 4**

Present an assignment demonstrating organisation of a 100 hour course including content and training materials for theory and practical sessions to include:

- Curriculum development
- Scheme of work
- Lesson plan
- Audio visual/Electronic aids
- Teaching notes
- Assignments

*For this assignment all material used including teaching notes, handouts, assessments, answers, copies of any overheads etc., must be sent along with all the lesson plans for the course. An example of a lesson plan is included. If you would prefer to draw up your own lesson plan template then please do so, but try to follow similar lines to the one included.*

**Teaching demonstrations must take place in a realistic classroom environment at a registered ITEC Centre in front of a minimum of 5 ITEC students.**

*For the recording;*

- *No music playing in the background as this interferes with the recording.*
- *The trainee lecturer to talk clearly and precisely*
- *The lesson to be taught should demonstrate their ability to teach and not a lesson where they are just going over a subject they have already taught.*
- *If teaching a practical lesson please ensure the camera stays on the trainee lecturer and some of the class*
- *It is good to show use of blackboard/whiteboard and use of equipment within the teaching lesson.*
- *Class participation is always good to see*
- *Theory and Practical - 30 minutes each*
- *Recordings to be on Standard VHS Tape, video/media file or CD/DVD Format*

#### **Assignment 5**

Methods of evaluation to include:

- Evaluation techniques
- Evaluation of the lecturer
- Evaluation of the learner
- Evaluation of assignments showing the underpinning rationale and justification for the marking scheme in theory and practice
- Devise an evaluation form for the subject to be taught detailing the rationale and justification for the levels of marking in theory and practice

#### **Assignment 6**

College/Centre administration:

- Costing of courses
- Promotional course outlines for marketing and advertising
- Code of Conduct
- Student Charter
- College Health and Safety Policy
- College Equal Opportunities Policy
- College Grievance Procedure
- College Disciplinary Procedure
- Discuss the importance of: the attendance register, tutorials, assessment records (theory and practical), teaching files, updating schemes of work

## SAMPLE LESSON PLAN

<b>Course:</b> ITEC Skin & Eye Treatments			
<b>Lecturer:</b> Josephine Bloggs			
<b>Module/Unit:</b> Unit 9		<b>Subject:</b> Skeletal system	
<b>Learning Aims and Objectives:</b> Students will be able to identify types and classifications of bones and the bones of the face and cranium			
<b>Resources/Equipment:</b> Handout – The Skeletal System – S3071 Overhead projector Poster Video recorder/TV/Tape Whiteboard/Pens			
<b>Time:</b>	<b>Lesson/Topic</b>	<b>Tutor Activity</b>	<b>Student Activity</b>
900-905	Recap last lesson		
905-910	Aims and objectives	Outline aims & objectives	
910-925	Types/ Classifications of bone	Chalk and talk diagrams	Add diagrams to handout, make additional notes, highlight
920-930	Functions of skeletal system	Questions List on whiteboard	Brainstorm
935-950	Skeletal system video		Watch video, take notes
950-1020	Bones of the skull – OHP	Chalk and talk	Add notes, draw own diagrams
1020-1035	Identify bones	Observe and assist	Work in pairs to name and number bones
1035-1050	Recap	Question and answer Set homework	Question and answer
<b>Personal Evaluation:</b> I felt this session went well with much interaction between the students and myself. All aims and objectives were covered in detail. I wondered whether the video was necessary.			