

DIPLOMA IN LECTURING IN ITEC THERAPIES

Individuals who Pass the course will be entitled to be a lecturer on courses leading to ITEC qualifications at ITEC registered Colleges.

PRE-REQUISITES

The pre-requisites for taking this open learning course are that the trainee lecturer must hold an ITEC qualification, or approved equivalent, in the subject(s) she/he wishes to teach, copies of the diplomas/certificates for which should be sent to the ITEC office for verification upon application for the course.

DURATION

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

TEACHING PLACEMENT

The trainee lecturer must her/him-self secure regular teaching hours with an ITEC registered College in order to undertake the teaching observations and teaching practice assignments required by the course.

Lists of ITEC registered colleges may be found on our website or obtained from ITEC.

ASSESSMENT

Assessment of the written modules will be undertaken by ITEC and a written report will be sent back to the trainee lecturer.

Assessment of the practical aspect will take place in the registered College. One teaching practice will be recorded on video, DVD or CD and sent to ITEC for verification.

GRADES

Teaching practice will be assessed on the forms provided in the workbook: pass being 60%. Written modules and teaching observations will be assessed on a pass or fail basis, pass being 60%. Modules are submitted as completed for assessment and may be re-submitted within the year if they are initially found to be below standard. A Diploma will only be awarded when both parts have been successfully completed

CONTENT

The 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 videoed and submitted to ITEC. Colleges 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.

WORKBOOK

Each trainee lecturer is provided with a workbook file containing

- ◆ The assignments for the written elements of the course (with notes and sources)
- ◆ 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 the session.

Supporting documents must also be collected from the observation sessions and filed in the workbook.

- ◆ 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 college lecturer under the ITEC lecturer assessment criteria in the workbook. The assessment must be evaluated by either the College 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 college assessment.

COST

A fee is payable by the trainee lecturer to ITEC and this covers:

- ◆ Provision of the workbook file

Diploma in lecturing in ITEC Therapies: Syllabus

- ◆ Assessment and grading by an ITEC appointed assessor
 - ◆ Diploma and badge
- The current fee is advertised on the ITEC website and is available from the ITEC office.
- Colleges may reserve the right to charge the trainee lecturer an administration fee for this course.

ASSIGNMENTS

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 regulating body i.e. U.K. QCA; South Africa SAQA
- ◆ 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
- ◆ Learning process
- ◆ Types of learning: to include additional learning needs e.g. Dyslexia, Physical 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 organization 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

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 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: attendance register, tutorials, assessment records (theory and practical), teaching files, updating schemes of work.