



TQUK Level 3 Award in Education and Training

Enrolment form

To the learner:

- Please read and sign this form, all sections must be completed.
- Successful completion of this course will lead to the **TQUK Award in Education and training level 3.**
- The microteach will be carried out in Cambridge, or video-recorded on the learner's premises by prior arrangement.

Part 1: Your details

Name _____

Date of birth _____

Telephone number _____

Email address _____

Address _____

Part 1a: Entry requirements of the course

You must meet entry requirements in order to complete this course. Please tick to confirm you meet these.

- I am aged 19 or over
- I can read and communicate clearly and accurately enough to meet the requirements of the training
- I have reliable access to the internet

What's the highest English or Literacy qualification that you hold? For example functional skills grade 3, GCSE English grade C.

Please note, although not necessary to complete this course, in order to teach you will also need to hold a relevant vocational/academic qualification of at least the level above that of the learners and ideally a minimum of a level 3 qualification in the area of specialism. If you are planning on teaching in the future, what are you planning to teach?

Part 1b: Your reasons for study

Please describe using 250-350 words why you would like to complete this course?

Part 1C: Your requirements

Are you able to attend a microteach session in Cambridge

If the answer to the above is no, are you able to

- deliver a minimum of 30 minutes of class teaching to an appropriate group of learners in a local organisation **and**
- observe a qualified teacher in a classroom setting for a minimum of 30 minutes.

Do you have any additional support needs?

Part 2a: Learner Assessment Agreement

As the learner, you agree to:

- Comply with the requirements, policies and procedures of TQUK and NEC.
- Complete all three assignments prior to arranging your microteach.
- Be fully prepared for the microteach in line with the guidance given to you by your tutor/assessor and NEC.
- Give at least 48 hours notice of cancellation of the microteach if you are not ready on the pre-arranged date. A cancellation fee of up to £100 may be charged to cover costs already incurred by NEC.
- Adopt an appropriate code of conduct during your course, including at the microteach, both during your own assessment and while participating in the assessment of others.
- Notify NEC if there are any changes to circumstances, i.e. change of employment, address or situation which may impact on your studies.
- Where relevant, share information of progress with your manager and agree that your assessor/NEC can discuss your progress with your manager.
- Keep completed portfolio for three years after certificate date as it may be recalled by TQUK.

By signing this agreement you are confirming that you have received enough information and that the course you have chosen is suitable for your needs abilities and circumstances.

I have read and understood the terms and conditions of enrolment.

Signed _____

Print name _____

Date _____

Part 2: Information about your employer

This section should be completed if your employer is paying for your course.

As the manager/supervisor, you agree :

- The learner named in Part 1 is currently working at the named organisation and employed for the hours stated.
- To ensure that the learner is fully prepared for their microteach in line with the guidance given to you by your tutor/assessor and NEC. If the microteach needs to be cancelled because you are not ready on the pre-arranged date, a fee of up to £100 may be charged to cover costs already incurred by NEC.
- Give at least 48 hours notice of cancellation of the microteach. A cancellation fee of up to £100 may be charged to cover costs already incurred by NEC.
- To work with the learner to ensure all practice opportunities and evidence are ready for assessment by the agreed date of the microteach.
- To support the assessment process by releasing the learner from work duties to carry out the microteach.
- To comply with the requirements of TQUK and NEC.

Signed

Print name

Position

Name of organisation

Address of organisation

Contact telephone number

I would like to receive regular news of NEC's latest courses (please tick)

Part 3: Assessment Agreement

NEC agrees to :

- Provide training, including the provision of distance learning materials (excluding the recommended textbook) to support underpinning knowledge.
- Provide the learner with the name and contact details of the assessor at the beginning of the course.
- Support the learner throughout the course and in compiling their portfolio.
- Comply with TQUK and NEC requirements for the assessment and quality assurance of diverse evidence.
- Comply with TQUK and NEC policies and procedures.
- Adopt an appropriate code of conduct.
- Employ quality assessors/quality assurers who comply with TQUK requirements.
- Ensure that the assessor works to the correct standards and manages their workload effectively to ensure quality of access to assessment for all their learners for whom they are responsible.