



Focus Awards Level 4 Certificate in Education and Training (RQF)

601/6341/0

Key Information

Level:	4
Sector:	Teaching and Lecturing
Qualification Type:	Occupational
Total Qualification Time:	360
Credit Value:	36
Guided Learning Hours:	140
Status:	Available to Learners
Methods of Assessment:	Portfolio of Evidence
Minimum Age:	19

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QRN: 601/6341/0
GLH: 140
TQT: 360
Credit: 36

Qualification Purpose

This “Focus Awards Level 4 Certificate Education and Training (RQF)” is intended for those who wish to enter into a teaching role and for those who have worked in assessing roles and wish to progress on to a teaching qualification. The qualification is also suitable for trainee teachers as well as those who have experience in a teaching role.

The “Focus Awards Level 4 Certificate in Education and Training (RQF)” provides Learners with the knowledge and understanding of delivering education and training, assessing learners, planning in education and training, using resources in the delivery in education and training, and understanding the roles and responsibilities in education and training.

Age Ranges

Entry is at the discretion of the Centre. However, Learners should be aged 19 to undertake this qualification.

Geographical Coverage

This qualification is available in England and Northern Ireland.

Learner Entry Requirements

Focus Awards does not set any other entry requirements, but additional criteria may be requested or specified by the centre.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards “Reasonable Adjustments and Special Considerations Policy”. A copy is available for download from the Focus Awards website at the following URL: <https://focusawards.org.uk/wp-content/uploads/2026/08/Reasonable-Adjustments-and-Special-Considerations-Policy-V8.pdf>

Assessment Methods

This qualification is Internally Assessed. Each Learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some, or all, of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners seeking progress from this qualification can advance their skills further through the following:

- Focus Awards Level 5 Diploma in Education and Training (RQF)

Supporting Material and Useful Websites

- <https://focusawards.org.uk/>
- <https://ofqual.gov.uk>

Qualification Structure

Learners must achieve 5 mandatory units totalling 21 credits, and a minimum of 15 credits must then be achieved from the remaining optional units; this is for a total credit value of 36 credits for this qualification.

Mandatory Units:

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Understanding Roles, Responsibilities, and Relationships in Education and Training	H/505/0053	3	3	12
Delivering Education and Training	M/505/0122	4	6	24
Using Resources for Education and Training	L/505/0127	4	3	15
Assessing Learners in Education and Training	F/505/0125	4	6	24
Planning to Meet the Needs of Learners in Education and Training	A/505/1189	4	3	15

Optional Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Assess Occupational Competence in the Work Environment	H/601/5314	3	6	30
Develop Learning and Development programmes	M/502/9545	4	6	30
Engage Learners in the Learning and Development Process	F/502/9551	3	6	30
Engage with Employers to Develop and Support Learning Provision	Y/502/9555	3	6	25
Engage with Employers to Facilitate Workforce Development	D/502/9556	4	6	30
Identify the Learning Needs of Organisations	H/502/9543	4	6	30
Internally Assure the Quality of Assessment	A/601/5321	4	6	45
Understanding the Principles and Practices of Externally Assuring the Quality of Assessment	F/601/5322	4	6	45
Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	T/601/5320	4	6	45
Action Learning to Support Development of Subject Specific Pedagogy	M/503/5376	5	15	50
Action Research	T/503/5380	5	15	50
Assessment and Support for the Recognition of Prior Learning Through the Accreditation of Learning Outcomes	F/505/0187	3	6	30
Delivering Employability Skills	M/505/1089	4	6	20
Developing, Using, and Organising Resources in a Specialist Area	H/505/1090	5	15	50

Effective Partnership Working in the Learning and Teaching Context	Y/503/5310	4	15	50
Equality and Diversity	Y/503/5789	4	6	25
Evaluating Learning Programmes	K/505/1091	4	3	15
Inclusive Practice	L/503/5384	4	15	50
Preparing for the Coaching Role	J/505/0188	4	3	15
Preparing for the Mentoring Role	L/505/0189	4	3	15
Preparing for the Personal Tutoring role	T/505/1093	4	3	15
Specialist Delivery Techniques and Activities	R/504/0229	4	9	30
Teaching in a Specialist Area	J/505/1096	4	15	50
Understanding and Managing Behaviours in a Learning Environment	Y/505/1099	4	6	20
Working with the 14-19 Age Range in Education and Training	D/505/1105	4	9	30
Using Study Skills Approaches and Techniques to Enhance the Learning of Others	K/503/5814	4	6	25
Working with Individual Learners	R/503/5385	4	15	50
Action Learning for Teaching in a Specialist Area of Disability	J/505/0756	5	15	40

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4, or 5 in Education and Training, or a Certificate in Education. Focus Awards will however consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards, a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however consider other relevant assessing qualifications upon submission.

Assessors who only hold the “Level 3 Award in Understanding the Principles and Processes of Assessment” will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards the following an IQA qualification. This may include qualifications such as the V1 (previously D34), or the “Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice”. Focus Awards will however consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

Vocabulary of Terms

This table explains how the terms used in Focus Awards' Qualification Specification content are applied. Not all terms are necessarily used in this qualification.

Apply	Explain how existing knowledge can be used in new or different situations.
Analyse	Break the subject down into individual parts. Examine each, show how they fit together, whether they support each other, and why they're important. Reference to current research or theory may add weight to your analysis.
Clarify	Clearly and concisely explain the information presented.
Classify	Organise in alignment with specified criteria.
Collate	Gather and organise information in a logical order (e.g., alphabetically, numerically, chronologically, etc.).
Compare	Examine the subjects in detail to identify differences and similarities.
Critically compare	Similar to "compare" above but consider any positive aspects and/or limitations/restrictions arising from identified differences and similarities.
Consider	Think critically about a presented situation, problem, action or decision, and explain it. Also see "explain" overleaf.
Demonstrate	Describe or explain knowledge or understanding by providing examples or illustrations.
Describe	Write about the subject, presenting detailed information logically.
Develop	Expand a plan or idea by adding more detail and/or depth of information.
Diagnose	Collate and consider appropriate evidence to identify the cause or origin of a situation or problem.
Differentiate	Identify the differences between two or more arguments, situations, or subjects.
Discuss	Create a detailed account from a range of viewpoints, opinions, or perspectives.
Distinguish	Explain the difference between two, or more items, resources, or pieces of information.
Draw conclusions	Derive a reason or logic-based decision or judgement.
Estimate	Use existing knowledge, experience, and other relevant information to arrive at an approximate or "best guess" opinion or judgement.

Evaluate	Examine strengths and weaknesses, consider arguments for and against, and/or similarities and differences. Assess any presented evidence from different perspectives and arrive at a valid conclusion or reasoned judgement. Reference to current research or theory may support the evaluation.
Explain	Present detailed information about the subject with reasons showing how or why it's included. Include examples to support these reasons where possible.
Extrapolate	Use existing knowledge and data to predict possible outcomes or results that might be outside the expected "norm".
Identify	Recognise and name the main points accurately. Additional description or explanation may be needed to aid clarity and attribute credibility.
Implement	Explain how to put an idea or plan into action.
Interpret	Explain the meaning of something.
Judge	Form an opinion or make a decision.
Justify	Provide a satisfactory explanation for actions or decisions.
Perform	Carry out a task or process to meet the requirements of the question.
Plan	Create and record (list) a logical, organised sequence of information, required resources, and actions/events that enable a concept or idea to be crystalised and communicated.
Provide	Identify and deliver detailed and accurate information related to the subject.
Reflect	Consider actions, experiences, or learning and how these may impact practice and/or professional development.
Review and revise	Look back over the subject and make corrections or changes to improve clarity or better demonstrate understanding.
Select	Make an informed choice for a specific purpose or required outcome/result.
Show	Supply evidence to demonstrate accurate knowledge and understanding.
State	Provide the main points clearly in sentences or paragraphs.
Summarise	Convey the main ideas or facts concisely.

Assessor Feedback

Student Name:	
Student Number:	
Course:	
Unit(s):	
Criteria:	
Date:	
Comments:	
Decision:	
Further Actions:	
Assessor:	
Position:	

IQA Report

IQA Report			
Qualification:			
Assessor:		IQA:	
Candidate Name	Unit(s) Sampled	Assessment Methods	Comments
		IQA Signature	
		Assessor Signature	