



Excelon
Learning

Education and Training

Level 4 Certificate in Education and Training

FOCUS AWARDS 





Course Description

The **Level 4 Certificate in Education and Training** is an intermediate level teaching qualification Ofqual recognised and accredited by Focus awards. This CET Level 4 programme equips learners with the knowledge and skills necessary to teach confidently with the right occupational competence in a variety of post-16 learning setups.

Our CTLLS course expects learners to approach teaching theories and practice with a critical reflection to indicate sound understanding of the various pedagogical theories and frameworks involved in effective teaching and training. The course focuses on reflective practice, instructional inclusiveness, and flexibility of instructional strategies to cater to the needs of learners with varying learning styles and preferences.

Course Structure

The **Level 4 Certificate in Education and Training** consists of **Six units**:

**UNIT
01**

Understanding roles, responsibilities and relationships in education and training

**UNIT
02**

Planning to meet the needs of learners in education and training

**UNIT
03**

Delivering education and training

**UNIT
04**

Assessing learners in education and training

**UNIT
05**

Using resources for education and training

**UNIT
06**

Teaching in a Specialist Area



How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

Assessment Process

Assessment is completed through:

Written assignments

3 Teaching Observation Sessions

Evidence for 30 hours of logged teaching

There are **no formal examinations**. Assessment focuses on demonstrating understanding, awareness, and the ability to apply knowledge appropriately.

Course Duration

The course offers self-paced modules. It can be completed within **a few weeks or over a duration of 9 months** based on the learner's own pace. However, the course access expires after a year and a re-enrolment charge is applicable.



Our Process

01.

Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

02.

Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding organisation.

03.

Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

04.

Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

05.

Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

06.

Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



Course Brochure Takeaways

A nationally recognised Level 4 teaching qualification

Ideal progression from Level 3 for developing practical teaching skills

Flexible online, self-paced study

No formal exams required – assessed through assignments and observations

Includes mandatory teaching practice (30 hours) and observations

Strong pathway to advanced teaching qualifications (e.g., Level 5 DET)

Level 4 Certificate in Education and Training

Apply Now