

# Instructor Award

## Overview

You will need to complete five tasks in order to be awarded the **Instructor Award** certificate: an underpinning knowledge online assessment, two group training sessions, and two sessions training individuals (1-2-1).

You will learn how to do this on the **Instructor Award** course, otherwise known as the **City & Guilds Level 3 Award in Facilitating Learning and Development**. This is described in further detail below:

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## Booking Your Award

To book an Instructor Award training course or to enquire for further information, please contact [booking s@assessotech.com](mailto:s@assessotech.com), where a member of the **AssessTech** team will be happy to assist.

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## Course Structure

The course is delivered as an initial day of classroom training, with a second day around four weeks after, and a third day a further 12 weeks after. The gap between days allows you time to practise and gather evidence for your award. The idea being that by the end of day three you will have done enough to complete your award (providing you've met the standard required).

Each of the days is outlined below:

### Day 1: Underpinning Knowledge

You will attend a trainer-led course where you will learn all about what is involved when facilitating training with groups and individuals. The subject matter will include:

- Responsibilities and traits of an Instructor
- The training cycle
- Planning
- Methods of delivery
- Learning styles
- Feedback
- Next steps and your continuing online support

The duration of this first day is approximately 6 hours. For the remainder of the day you should prepare material for Day 2 using the knowledge you have gained. It would be a good idea to attend this first day with an idea in mind for the session you will deliver on Day 2.

In between training Days 1 and 2 you will begin your underpinning knowledge assessment and prepare to deliver your first group training session (see below).

### Day 2: Training Groups

You will lead a training session for the whole group (using the techniques, methods and requirements you learned on Day 1) on a subject of your choice. This should be approximately 15 minutes from introduction to final steps – the structure of which you will learn on Day 1.

The subject could be a hobby, a process, a sport or anything you please. It should be something about which you have a good level of knowledge. You may use technology (laptops and software such as MS PowerPoint), handouts, practical exercises (for which you may need to bring props or equipment) or other means. You will also need to design some form of measuring learning (assessment) and a feedback form for your learners.

Your presentation will be assessed by your Instructor and guidance given to you for you to assimilate and improve your technique later. You will also be expected to partake in the training sessions delivered by the other candidates in your group.

In between training Days 2 & 3 you will deliver your second group training session and upload evidence for marking, deliver your first 1-2-1 training session and upload evidence for marking, prepare a second 1-2-1 training session (which happens during day three), and complete your underpinning knowledge assessment.

### Day 3: Training Individuals

You will give another 15-minute presentation as a 1-2-1 training session. Again, you will be assessed and expected to have incorporated the guidance given to you from your previous presentations.

## Completing Your Award

All work will need to be submitted to **AssessTech** using the online Learning Management System (**AssessBook**). You will receive an account and instructions on how to use it during your training.

Upon successful completion of all work you will gain competence in the following units:

- City & Guilds Level 3 Award in Learning and Development: Unit 001 - Understanding the principles and practices of learning and development
- City & Guilds Level 3 Award in Learning and Development: Unit 008 - Training Groups
- City & Guilds Level 3 Award in Learning and Development: Unit 009 - Training Individuals