

HONG KONG AIR CADET CORPS
Vocational Qualifications Unit

MEMO

<i>From</i> <u>OC VQU</u>	<i>To</i> <u>All OC Units</u>
<i>Ref.</i> <u>VQU/6c/2017</u>	<i>CC</i> <u>DCO Trg & OC Trg Gp</u>
	<i>Date</i> <u>23 May 2017</u>

**Recruitment of Tutors-Assessors for
BTEC Level 3 Education and Training**

VQU will offer the BTEC Level 3 Education and Training programme for our members who are interested in education and training. This is an introductory professional teaching qualification for the further education sector (ie FE colleges) and the workplace learning sector (training at work, apprenticeships, volunteers, etc). In this programme, tutors-assessors are responsible for providing training and feedback to candidates and assessing their assignments.

Recruitment is now made to all adult members regardless of ranks and posts to join our training team as secondary duty. This recruitment exercise welcomes application from any adult member who possesses a recognized teaching qualification and has a strong commitment to teaching excellence.

Interested member please refer to Appendix 1 for details and send your completed application form (see Appendix 2) to Fg Off Vivian Chung, VQO and the undersigned at vqu@aircadets.org.hk.

Winnie S Y Ho
Flt Lt
OC VQU

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Appendix 1 - BTEC Level 3 Award in Education and Training

What is it?

This is an introductory professional teaching qualification for the further education sector (ie FE colleges) and the workplace learning sector (training at work, apprenticeships, volunteers, etc).

It is a knowledge-based qualification that provides the necessary skills to prepare, plan, deliver and evaluate basic teaching and learning sessions.

Who is it for?

It is for anyone who delivers any form of education or training, inside or outside of a classroom, in any environment, for any subject or activity. There is no requirement for previous teaching experience. Candidates must be 19 years of age or over.

Content

The qualification is 12 credits and is 48 guided learning hours. The learning hours include the time taken in directed learning, research, assignment completion and practical activities.

There are three units:

- Understanding roles, responsibilities and relationships in education and training
- Understanding and using inclusive teaching and learning approaches in education and training
- Understanding assessment in education and training

Delivery and assessment

Face to face lessons will be conducted in Hong Kong. A group of suitably experienced staff will support the learning. Learners should also have access to the Internet at some point during the course.

CVQO will register the learners, provide the learning resources, give access to **CVQO's Moodle Virtual Learning Environment (VLE)**, provide assignments, mark and internally verify these assignments, manage the external standards verification and claim certificates.

Learners will initially need some directed learning, tutorial support and a micro-teach session. They download assignments from CVQO's VLE, complete them offline with tutorial support if necessary, and then upload them to the VLE for marking and feedback.