



## **PTDQ Professional Care Trainers Certificate Specification V5 Jan 26**



**Professional Training & Development Qualifications**

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## **1.1 Synopsis**

On conclusion of this programme, learners will come away with a Ofqual Accredited Level 3 Education and training Award and be able to train and assess learners in the following from PTDQ Professional care Training programme.

- PTDQ Mandatory Care Training
- PTDQ Care Training Qualifications and Courses
- PTDQ Emergency First Aid at Work (Providing meets pre-requisites)

You can deliver the courses once licenced by PTDQ, for your own workplace and other companies, indivial and organisations. Flexible learning and delivery methods available throughout.

## **1.2 Who Should Attend the Professional Care Trainers Programme?**

This professional programme has been designed for any Care staff member to be able to take control of their training in house. So, entry level Care staff through to Senior Care staff would be suited to this training course.

## **1.3 Guided Learning Hours:**

40 hours contact with a PTDQ Senior Tutor, over a minimum of 5 days and some self-study time depending on progress during the course.

## **1.4 Outcome of Trainers Programme (Qualifications and Units)**

Part One - STA Level 3 Award in Education and Training this qualification is (Ofqual Recognised RQF)

Qualification Number: 601/1013/2, This qualification consists of three mandatory that hold 12 Credits. Units made up as the following:

- Understanding roles, responsibilities and relationships in education and training H/505/0053 3 Credits
- Understanding and using inclusive teaching and learning approaches in education and training D/505/0052 – 6 Credits
- Understanding the principles and practices of assessment D/601/5313 - 3 Credits

Part 2 – PTDQ Professional Care Trainers Certificate

Part 3 – PTDQ Professional Care Certificates include Emergency First Aid at Work and other Care Certificates.

### **1.5 Professional Care Trainers Programme Regulated**

The Level 3 Award in Education and training will be fully regulated by Ofqual or an accredited organisation by Ofqual.

PTDQ Professional Care Trainers Module and The Emergency First Aid at Work (EFAW) will be certificated by PTDQ - Professional Training & Development Qualifications [www.ptdq.co.uk](http://www.ptdq.co.uk).

In addition, we follow CQC and Skills for Care guidance of Care Training and development of Care Staff for your quality reassurance.

### **1.6 Overview of Each Day (Full Professional Trainers Course)**

Day 1 & 2 – Training for the Level 3 Award Education and Training

Needs to be attend by all new learners, those that have been granted a PTDQ exemption as they hold Level 3 Award in education and training will not need to attend. Introduction from course staff, learners, and professional care trainer's programme.

Course staff will provide course resources the learners will need to complete the programme. A personal mentor will be allocated, so you have support from the start of the programme and throughout.

Unit 1 - Understanding Roles, Responsibilities and Relationships in Education and Training:

Understand the roles of a teacher this will include legal requirements when delivering PTDQ Care Qualifications, promoting equality & diversity, as well as meeting learner's individual needs of learners during teaching of PTDQ Care qualifications.

During this unit we will look at the important aspect of safe teaching and learning and ways we can make sure learners and staff remain safe throughout, this will include behaviour of the PTDQ Professional trainer and ways of promoting exceptional behaviour to learners completing PTDQ qualifications.

The unit will conclude with look at professional relationships with other PTDQ staff and external staff, making referrals to support learners and teaching environment as well as suitable points of referral for learners.

Unit 2 - Understanding and using inclusive teaching and learning approaches in education and training.

During this unit we will be looking at how you can promote inclusive teach and involve all group members in the session, this will include looking at resources, equipment, and methods available to successfully deliver PTDQ Care qualifications.

This unit will enforce the importance of learner behaviour and teaching safety throughout PTDQ Care qualifications. This unit will take you through functional skills and how we can embed them into PTDQ qualifications.

As well this unit will learn you how to complete session plans and schemes of work to be able to run PTDQ qualifications.

Communication is a vital key for success, so we will learn you how to communicate efficiently during PTDQ qualifications as well as giving proper feedback, producing self-evaluation of teaching and completing peer feedback.

Unit 3 - Understanding the principles and practices of assessment.

This unit is the assessor's theory unit and has been selected as the first unit of the assessor's suite of qualifications, so if you are looking to assess Care vocational courses you will have completed one of the 2 units required, with PTDQ RPL programme we can support you in achieving the 2<sup>nd</sup> unit to become a Care vocational assessor,

The unit will look at the role of the assessor and the functioning of assessment that include the key principles, requirements of assessing including legal areas to consider.

We will cover diverse types of planning, assessment methods, and ways we can assess both vocational and occupational. Safety is especially important during assessing so we will look at safety risks and other risks associated with assessments. We will look at ways we can judge evidence and criteria that evidence needs to meet.

This unit will help to support the assessor with how they can improve their assessment this may include use of technology, peer assessment, CPD and self-evaluation.

This unit can count towards the assessor qualification that will allow you to assess Health & Social Care vocational standards.

Day 3 – Mandatory Care Training and Care Training Module

Day 4 – Mandatory Care Training and Care Training Module

Day 3 and Day 4 – PTDQ Professional Trainers Certificate:

Attended by all – new learners and those granted exemption for day one and day two of the professional trainer's programme.

This unit will cover delivering all PTDQ care courses. During this unit will look at all the syllabuses and course requirements. We will look at PTDQ operational manuals and procedures.

This unit will take all learners through the procedure to complete the PTDQ Professional Trainers application and will give you time to complete it.

We will confirm PTDQ fees and special discounted package prices available.

On completion of the certificate the learner will complete a short assessment, to make sure they have understood the days content.

We have allocated some time at the end for you to complete your day one and two course work and for RPL learners to plan their teaching session for day five.

#### Day 5 – Care Training & Ofqual Level 3 Assessments

#### Day 5 – Support, Completion of Portfolio and Assessment Day

This day is when all course work should be submitted to your course tutor, extensions may be granted but may incur a making fee. We will allocate you about 3 hours to complete any outstanding work. This will give you an excellent opportunity to have 1 to 1 time with your tutor or mentor to help you succeed.

The second part of the day is allocated to the practical assessment of the micro teaching.

#### Completing Course Work Assignments and Assessments

Last day is day five for all work to be completed. During both days you will be given opportunity to complete your assignments, session planning, and practice delivery for your micro teaching assessment. Learners will need to be recommended they need to complete some of this work in their own time, we have allocated a weekend in between to give the learner further opportunity to do so. For those of you who do not wish to attend Day 4 (first aid and manual handling) then you have opportunity to work on your course work then as well

### **1.7 Professional Care Trainers Module (RPL Route): Holders a suitable teaching qualification recognised by PTDQ.**

Those that hold the following: A regulated teaching qualification at Level 3 or higher that has the minimum content of the Ofqual Recognised Level 3 Award in Education and Training may apply for recognising of prior achievement (RPL). The process will be to complete the following:

1. Provide a copy of your teaching qualification including the specification of the course so we can check the content.

2. Provide last 12 months CPD in teaching.
3. A £100.00 fee to cover the RPL checks (this is in addition to the course fee). Please check some initial course fees may cover the fee.

For successful RPL applicants you will need to attend days 3, 4 and 5 and complete some pre-course work.

Day 3 – Mandatory Care Training and Care Training Module

Day 4 – Mandatory Care Training and Care Training Module

Day 5 – Care Training & Ofqual Level 3 Assessments

See 1.6 Overview in this document for full outline.

### **1.8 Prerequisites for Attendance:**

- Learners need to be 19 years of age or over as Ofqual Level 3 Award Education and Training Requirement.
- No other formal qualifications or experience is required to attend the full course.

### **1.9 Aim of Qualification**

On conclusion of this training, learners will be confident to deliver PTDQ professional Care Programme to an exceptional standard to learners.

### **1.10 Performance Criteria's and Learning Objectives**

#### **Unit 1 - Learners will be able to understand the fundamentals of training Care.**

- a. Explain the teaching role and responsibilities in education and training.
- b. Summarise key aspects of legislation, regulatory requirements and codes of practice relating to own role and responsibilities.
- c. Explain ways to promote equality and value diversity.
- d. Explain why it is important to identify and meet individual learner needs.
- e. Explain ways to maintain a safe and supportive learning environment.
- f. Explain why it is important to promote appropriate behaviour and respect for others.
- g. Explain how the teaching role involves working with other professionals.
- h. Explain the boundaries between the teaching role and other professional roles.
- i. Describe points of referral to meet the individual needs of learners.

**Unit 1 Assessment Methods:** Assignment Workbook, RPL,

**Unit 2 - Learners will be able to understand how to plan training sessions for Care qualification.**

- a. Devise an inclusive teaching and learning plan.
- b. Justify own selection of teaching and learning approaches, resources, and assessment methods in relation to meeting individual learner needs.

**Unit 2 Assessment Methods:** Assignment Workbook, Session Plans, Schemes of Works, RPL,

**Unit 3 - Learners will be able to understand deliver a training session in Care.**

- a. Use teaching and learning approaches, resources, and assessment methods to meet individual learner need.
- b. Communicate with learners in ways that meet their individual needs.
- c. Provide constructive feedback to learners to meet their individual needs.
- d. Review the effectiveness of own delivery of inclusive teaching and learning.
- e. Identify areas for improvement in own delivery of inclusive teaching and learning.

**Unit 3 Assessment Methods:** Assignment Workbook, Session Plans, Schemes of Works, CPD Logs, Seld and Peer Feedback, Assessor Observations, RPL,

**Unit 4 - Learners will be able to understand Make safe and effective assessment decisions during a training session in Care.**

- a. Explain the function of assessment in learning and development.
- b. Define the key concepts and principles of assessment.
- c. Explain the responsibilities of the assessor.
- d. Identify the regulations and requirements relevant to the assessment in own area of practice.
- e. Compare the strengths and limitations of a range of assessment methods with reference to the needs of individual learners.
- f. Summarise key factors to consider when planning assessment.
- g. Evaluate the benefits of using a holistic approach to assessment.
- h. Explain how to plan a holistic approach to assessment.
- i. Summarise the types of risks that may be involved in assessment in own area of responsibility.
- j. Explain how to minimise risks through the planning process.
- k. Explain the importance of involving the learner and others in the assessment process.

- l. Summarise types of information that should be made available to learners and others involved in the assessment process.
- m. Explain how peer and self-assessment can be used effectively to promote learner involvement and personal responsibility in the assessment of learning.
- n. Explain how assessment arrangements can be adapted to meet the needs of individual learners.
- o. Explain how to judge whether evidence is: • sufficient • authentic • current.
- p. Explain how to ensure that assessment decisions are: • made against specified criteria • valid • reliable • fair.
- q. Evaluate the importance of quality assurance in the assessment process.
- r. Summarise quality assurance and standardisation procedures in own area of practice.
- s. Summarise the procedures to follow when there are disputes concerning assessment in own area of practice.
- t. Explain the importance of following procedures for the management of information relating to assessment.
- u. Explain how feedback and questioning contribute to the assessment process.
- v. Explain legal issues, policies, and procedures relevant to assessment, including those for confidentiality, health, safety, and welfare.
- w. Explain the contribution that technology can make to the assessment process.
- x. Evaluate requirements for equality and diversity and, where appropriate, bilingualism in relation to assessment
- y. Explain the value of reflective practice and continuing professional development in the assessment process.

**Unit 2 Assessment Methods:** Assignment Workbook, Professional Discussions, RPL,

### **Unit 5 - Learners will be able to understand Conduct, manage and PTDQ Care Industry Qualifications**

- a. Identify qualifications from the PTDQ Care Training Suite of Qualifications and Courses.
- b. Identify the compliance requirements for the Care Industry Suite of qualifications and courses.
- c. Use the correct administration systems for the Care Industry qualifications and courses.
- d. Identify the resources available to Professional Care Trainers.

**Unit 5 Assessment Methods:** Assignment Workbook, Session Plans, Schemes of Works, CPD Logs, Seld and Peer Feedback, Assessor Observations, RPL,

### **1.11 Assessment Methods for PTDQ Professional Care Trainers Certificate**

- Learners will produce a portfolio of evidence that includes assignments, session planning, and course delivery.
- Learners will be observed delivering session to their peers by their Professional Tutor.
- Self-evaluations of teaching
- Peer evaluations of a session you deliver.
- Continuous observation during the course by Professional course Tutor.
- Completion of PTDQ Professional Teachers Certificate Final Assessment

### **1.12 PTDQ Professional Care Trainers Course Outcomes**

**Pass** you will be issued with the PTDQ Professional Care License and will need to follow the IQA and PTDQ requirements.

**Passed subject to moderation** – you will have to work with a qualified PTDQ approved Mentor on the first course to be cleared to deliver PTDQ courses. Your second course run will be the IQA course.

**Fail** attend another course your tutor will give you an action plan.

### **1.13 Frequent Additional Questions Asked**

#### **What is the Cost for this Professional Care Trainers Programme?**

PTDQ have prided themselves on exceptional value and great course content.

Our course staff are all trained to a minimum of Level 5 Diploma in Education and Training and have been accepted through peer assessment to membership of SET at MSET level. Our professional course tutors are truly experts and industry learning.

#### **How Much is the Centres Yearly Accreditation Fees and Certificates?**

**Zero Annual Fees Guaranteed** - PTDQ do not charge yearly accreditation fee or a renewal fee, they are just a get rich scheme for other awarding organisations, the only time we charge would be if we must conduct investigations or support you in non-compliance. Do as we train you and there are no fees, guaranteed!

#### **How much are your certificates?**

**Low-cost certificate fees guaranteed** with our excellent value certification packages. that save the Care organisation further valuable training budget. Certificates are from

99p each learner and we offer great packages for certificates, that our customer tell us is the best value available. The price is based on our extremely popular group certification and taking out a low-cost package with us. We have great low-cost individual certificates.

**How do you certificate, do you take a long while like others we have experienced?**

Not at all, Fast and quick certificates by email. As well as individual emails, we offer a group email for employers that have completed the learners, it is more of a record for their administration. The employers prefer these as they are a lot more cost effective, and the employer keeps them on learners leaving.

**I have taken a Care Train the Trainer course elsewhere, can we join PTDQ?**

**Yes, we have an RPL entry programme.** This is providing the qualification is a qualification in teaching and not like several of the programmes out there a bespoke non-recognised train the train inhouse certificate. See how to complete the RPL process and the accreditation will gain in this document.

**Any other fees you have not told us about, it is too good to be true!?**

**The only cost, if any is to factor in your internal quality assurance (IQA) fees,** the IQA is normally working within your centre and is needed like any other professional awarding organisation. PTDQ make it cost effective as we require the first course paperwork to be IQA checked and the trainer to have one IQA each year if complaint. Other awarding organisations demand each course to be IQA checked, we use common sense, you show you are complaint that is great, thank you for doing so.

**Can my IQA complete my first course and annual IQA requirements?**

**Yes, that is no problem.** Your IQA can apply to PTDQ to be a recognised IQA if they have the required qualifications. They will need to attend our IQA induction that is 4 to 6 hours and then they are good to start doing IQA with one of our mentors.

**Can I assess Care Industry Vocational Qualifications and Apprentiships?**

**PTDQ Have a flexible Professional Training Programme that incorporates the first module of the assessor's qualification.** So yes, once you have completed the Professional Trainers course, you can start work on your assessor's qualification that is full Ofqual recognised. We offer these qualifications and will do the claim for the

assessor's theory you would have already achieved. Please note you will normally have 12 months to complete the assessors to RPL over the unit achieved.

### **What resources will I receive being a PTDQ Professional Care Trainer?**

**Free resources as standard for all trainers.** We will provide you with all documents and some resources, PowerPoints, lesson plans, videos to help you succeed. WE will give you access to our resources area SharePoint login.

### **What support do you give us, our existing train the trainer provider, charges us if we do something wrong?**

**PTDQ are proud to allocate you a mentor to help you succeed at every stage.** Our professional mentors are here to see that you succeed and develop into a leading Professional Care Trainer.

Our fees are very transparent; we would only charge compliance fees if your malpractice and we need an investigation or audit to put it right. This fee is exceedingly rare and to date over one hundred Care Trainers this has not been the case, we prefer to support and not make you pay!

### **What Training Can I Deliver as a PTDQ Professional Care Trainer?**

**PTDQ has a portfolio of over 30 Care Industry qualifications,** PTDQ believe if you hold the pre-requisites as a licenced PTDQ Professional Care Trainer, then you can deliver them. Some of the courses require certain qualifications to deliver. Below is the list of Care Industry course Portfolio we currently offer.

Please check out [www.ptdq.co.uk](http://www.ptdq.co.uk) for the most up to date qualifications, courses, CPD and inductions available to you. Please note some may require additional certificates, IQA and inductions to deliver as may be delivered through a third party or a requirement national.

### **What are the Benefits of PTDQ Professional Care Training Programme, Over Others?**

- ✓ Training qualification recognised throughout the country and not just by the company delivering the course.
- ✓ Training and mentoring conducted by leading industry experts with a wealth of experience and qualification, here for you every step of the way!
- ✓ PTDQ charge zero yearly fees for accreditation, other charge up to £2000 a year for letting you be a centre with them.
- ✓ Excellent value certification packages.

- ✓ Leading resources available for delivering the training.
- ✓ Excellent value and quality all the way.
- ✓ The complete mandatory Care training package over thirty courses and qualifications to deliver subject to meeting requirements.
- ✓ Take control of your training, deliver at a time that suits your business and save vast amounts of money in the process!
- ✓ When you deliver PTDQ courses, you know your due diligence is being met. So, prevent these Care Trainers that have no care about your business and protect your legal obligations.
- ✓ Flexible training methods that best suits Your business.
- ✓ Support available 7 days a week, most bank holidays, typical 8 am to 10 pm, we understand Care is more than a 9-to-5 business.

**Can you deliver an exclusive PTDQ Professional Trainers Course, for our staff at our centre?**

**Yes, no problem and no minimum numbers!** Contact us today to discuss running a course at your own venue. All we need is a room suitable and we provide all the equipment need to deliver your PTDQ Professional trainer's course. You can have a course at your venue for one person up to twelve persons. Employers enjoy the discounts for this training at their own venue.

**Where is the Next Professional Care Trainers Program?**

Programmes are run regular in at a training centre is most areas including:

Chelmsford, London, Ipswich, Reading, Birmingham, Manchester

We limit the numbers to only ten, to maximise learners experience and support, so book today to avoid disappointment! If you can not find a venue near you, please call or email us.