

# Advanced JEB/EDI Teachers Diploma in IT

For those who want to teach advanced level courses in ICT applications, educational and other software. The Level 3 Certificate in Education Practice: ICT Advanced is intended for those who want to teach ICT at Level 2. The Level 3 Diploma in Education Practice: ICT Advanced is for those who want to deliver advanced ICT courses eg CLAIT Advanced, Advanced ECDL or C&G 7261/2 Advanced scheme.

## Prior Knowledge, Skills and other Requirements

The (former) JEB/EDI Teacher Trainer Diploma/Certificate in IT Skills or equivalent qualification or evidence of satisfactory knowledge/experience in IT to provide a reasonable basis for entry to an advanced course. A teaching qualification or evidence of 40 hours training experience during the past year.

## Content

- Unit 1 Management of Communications and Software Environments in Education
- Unit 2 Teaching Applications Software at Level 2
- Unit 3 Teaching Specialised ICT Applications

## Applied Principles of ICT Education

Those candidates who have not completed this as part of a JEB ICT Skills course will be required to complete the Teaching Project associated with Unit 3 of the JEB ICT Skills course and teach one or two sessions (totaling at least 2 hours of class-content time) which they have prepared as part of this project.

## Assessment

Candidates are required to complete 3 assignments in each Unit, on the following topics:

- Unit 1
  - i) Managing the operating and environmental user interface
  - ii) Computer communications
  - iii) Integration and data transfer

- Unit 2
  - i) Spreadsheets
  - ii) Databases
  - iii) Word Processing

Unit 3 Candidate's choice of 3 from:

- Diary and E-mail management systems
- DeskTop Publishing
- Imaging or Photo-editing software
- Web-Page creation software
- Accounting software
- End-user programming languages (eg Visual Basic, HTML)

Assignment iii) from each of Units 1 and 2 must be completed in controlled conditions, and will be set and marked by JEB. Candidates have to gain 60% of the marks for each assignment in order to pass.

## Assessment and Support Materials

- JEB assignments plus marking guides
- Guidance notes
- JEB distance learning materials

## Moderation and External Assessment

All centre-set assignments need to be assessed before the date of the JEB External Moderator's end of course visit to the centre.

Once all externally marked assessments have been completed, they should be sent to JEB together with a student assessment form for each candidate.

## Qualification

The JEB Level 3 Certificate in Education Practice: ICT Advanced will be awarded to candidates who successfully complete Units 1, 2 and 3.

The Level 3 Diploma in Education Practice: ICT Advanced

Prior Knowledge, Skills and other Requirements

The (former) JEB Teacher Trainer Diploma/Certificate in IT Skills or equivalent qualification or evidence of satisfactory knowledge/experience in IT to provide a reasonable basis for entry to an advanced course. A teaching qualification or evidence of 40 hours training experience during the past year.

Delivery and Duration

Approximately 60 tutor-led/guided learning hours, plus 60 additional hours of individual All centre-set assignments need to be assessed before the date of the JEB External Moderator's end of course visit to the centre.

Once all externally marked assessments have been completed, they should be sent to JEB together with a student assessment form for each candidate.

Qualification

The JEB Level 3 Certificate in Education Practice: ICT Advanced will be awarded to candidates who successfully complete Units 1, 2 and 3.

The Level 3 Diploma in Education Practice: ICT Advanced

Prior Knowledge, Skills and other Requirements

The (former) JEB Teacher Trainer Diploma/Certificate in IT Skills or equivalent qualification or evidence of satisfactory knowledge/experience in IT to provide a reasonable basis for entry to an advanced course. A teaching qualification or evidence of 40 hours training experience during the past year.

Delivery and Duration

Approximately 60 tutor-led/guided learning hours, plus 60 additional hours of individual learning.

Content

Candidates must complete Units 1, 2 and 3 before commencing Units 4, 5 and 6.

(Candidates who have completed the Level 3 Certificate in Education Practice: ICT Advanced within 2 years of registering for the Diploma will be credited with Units 1, 2 and 3. If a letter is submitted from the candidate's employer confirming that he/she has satisfactorily completed 30 hours level 2 ICT teaching and has covered the competencies in Unit 1 and/or Unit 2 and/or Unit 3, APEL will be allowed as applicable.)

Unit 4 Teaching Applications Software at Level 3

Unit 5 Developing an Advanced ICT Course

Unit 6 Delivery of Advanced ICT in the Learning Environment

Applied Principles of ICT Education

Those candidates who have not completed this as part of a JEB ICT Skills course will be required to complete the Teaching Project associated with Unit 3 of the JEB ICT Skills course and teach one or two sessions (totaling at least 2 hours of class-content time) which they have prepared as part of this project.

## Assessment

In addition to the requirements for Units 1, 2 and 3 candidates need to complete:

- Section 1      4 assignments: Word Processing, Spreadsheets, Databases, Presentation software
- Section 2      Plans and resources for an advanced short course of  
                    10-12 hours
- Section 3      Delivery and evaluation of the entire short course

Two assignments in Unit 4 - Spreadsheets and Databases - must be completed in controlled conditions and will be set and marked by JEB.

A minimum of two sessions from the short course, totaling at least 2 hours of tutor-led learning must be observed and assessed by a qualified teacher.

## Assessment and Support Materials

- JEB assignments for Unit 4 plus marking guide
- Guidance notes
- JEB distance learning materials

## Moderation and External Assessment

All centre-set assignments need to be assessed before the date of the JEB External Moderator's end of course visit to the centre.

Once all externally marked assessments have been completed, they should be sent to JEB together with a student assessment form for each candidate.

## Qualification

JEB Level 3 Diploma in Education Practice: ICT Advanced will be awarded to candidates who successfully complete Units 1, 2, 3, 4, 5 and 6