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AIM Awards Level 4 Certificate in Education and Training (QCF) **Portfolio SAMPLE**

Version 1 – August 2013

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| **Section A: The practitioner** |

Section A concerns the teaching role of an education and training practitioner, considering their responsibilities and how they work with others.

**A1 Roles, responsibilities and relationships**

Design and produce an induction information pack for a new colleague in your subject specialist area

The pack should include:

1. an outline of the teaching role - responsibilities and limits, e.g.:
* the key issues of equality & diversity facing the teacher and their learners
* identification and meeting of learner needs
* legislation & policies that impact on the teacher’s role & responsibilities, such as Every Child Matters, safeguarding, confidentiality
1. the teacher’s role in creating and maintaining a safe, supportive and inclusive environment
2. review of work with colleagues and other agencies, particularly when dealing with issues outside the teacher’s current expertise or responsibilities

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| **Mapping against assessment criteria** |
| **Portfolio** | **Unit of assessment** | **Criteria** |
| A1a | Understanding roles, responsibilities and relationships in education and training | 1.1;1.2; 1.3; 1.4 |
| A1b | 2.1; 2.2 |
| A1c | 3.1; 3.2; 3.3 |

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| **Contact AIM Awards** |

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