



# NOTTING HILL COLLEGE

## CATALOGUE

---

### TEACHER TRAINING PROGRAMMES

PROMOTING EXCELLENCE IN EDUCATION



## TABLE OF CONTENT

Accreditation	03
Overview	04
Ofqual Regulated Qualifications	06
Level 3 Award in Education and Training	07
Level 4 Certificate in Education and Training	09
Level 5 Certificate in TEFL (RQF)	11
Level 6 Diploma in TESOL (RQF)	13
Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)	15
Accredited Qualifications	18
Advanced TEFL Certificate	19
Diploma in Theory & Methodology of TESOL	21
Educational Leadership & Management	23
Teaching Methodology Diploma	25
Training of the Trainers (TOT)	27
Diploma in Educational Psychology	29
Advanced Diploma Educational Psychology	31

# STRENGTH IN ACCREDITATION



Notting Hill College is a dynamic fully accredited British institution which specialises in further education as well as vocational training. The College offers endorsed programmes and Ofqual regulated qualifications in the fields of business, language, health & safety and teacher training. By providing an array of programmes, Notting Hill College aims to satisfy the needs of individuals and institutes in the private, public and governmental sectors.

BAC accreditation is recognized all over the world by students, agents and government officials as the clearest mark of educational quality in the private sector.



ASIC is an independent body providing accreditation services for independent, further and higher education colleges. ASIC accreditation helps students and parents make a more informed choice and will also help a school, college, university, training provider or distance education provider, demonstrate to the international student body that they are a high quality institution.



ATHE Awards for Training and Higher Education (ATHE) is regulated by Ofqual Awarding organisations in the UK are regulated by Ofqual who report directly to the UK Parliament. In addition, ATHE is regulated by the Welsh Government for qualifications delivered in Wales.



QUK is an awarding organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) and the Welsh Government. TQUK offers qualifications on the Regulated Qualifications Framework (RQF). Qualifications regulated by Ofqual are listed on the Register of Regulated Qualifications.



Notting Hill College is also a UK Registered Learning Provider (UKRLP No. 10028428) and is registered with the Information Commissioner's Office (ICO Ref. ZA047052).



Notting Hill College School of Teacher Training presents a full range of teacher training programmes that address the practical and theoretical needs of novice & experienced teachers. The courses vary in duration, study method and price. Course qualifications vary from certificate level to diploma level programmes.

PROMOTING EXCELLENCE IN EDUCATION

# TEACHER TRAINING PROGRAMMES



## TEACH THE WORLD!



### MISSION

To train both native and non-native speakers to teach English worldwide and to provide educational services based on global market needs.



### PHILOSOPHY

NHC School of Teacher Training believes it has a responsibility as a leading institution of online distance learning to help shape and guide the academic life of the teachers who enrol in its programme



### COMMITMENTS

- Quality education.
- Affordable fees.
- Updated materials.
- Flexible learning.
- Rigorous assessment.
- Qualified trainers.
- Sound methodology.



OFQUAL  
REGULATED  
QUALIFICATIONS



(AET- NEW PTLLS)

Qualification ID: 601/1831/3

## Level 3 Award in Education & Training

Level 3 Award in Education and Training (RQF) is an introductory, knowledge based teaching qualification. The Award is the minimum mandatory qualification for learners planning to teach in the Learning and Skills Sector. It can also be undertaken by individuals who are not yet in a teaching role (pre-service), or are currently teaching (in-service).

### Eligibility

Age: 19+

#### Qualification:

- Level 3 qualification in your specialist subject area
- Level 2 qualification in English and Maths
- GSE grade C or above
- Some employers might request a valid DBS Certificate

### Course Features

- Regulated by Ofqual
- Accredited training provider
- Assessment feedback report
- Online learning portal
- Free verification service
- Flexible study plans
- Available e-books & handouts
- 30 minute micro-teaching
- Teach in an adult learning environment

### Assessment

To successfully complete your studies you need to write 5 assignments, submit a portfolio of evidence, and attach at least one reflective learning journal. For the practical side a micro teaching lesson is required, which can be done online or at our venue after which a self-evaluation form is filled.

**TOTAL QUALIFICATION TIME IS 120 HOURS  
AWARDING 12 CREDIT POINTS**



Notting Hill College

**TEACH IN THE LIFELONG  
LEARNING SECTOR**

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure & Duration

Learners must achieve a minimum of 12 credits from three mandatory unit groups. Group A is mandatory; Groups B and C contain optional units, some of which are taken from the Learning and Development suite.

- Group A – 3 credits
- Group B – a minimum of 6 credits
- Group C – a minimum of 3 credits

Micro teaching can be done at our venue, filmed and sent to us for grading or performed online

### Coursework

Groups	Topics	Assessment	Credits
<b>Group A</b>	Unit 1: Understanding roles, responsibilities & relationships in education & training	Essay or report	3
<b>Group B</b>	Unit 2: Understanding & using inclusive teaching & learning approaches in education & training	Essay or report Micro-teaching	3
	Unit 3: Understanding assessment in Education & Training	Essay or report	3
<b>Group C</b>	Unit 4: Understanding the principles & practices of assessment	Essay or report	3

## ENHANCING YOUR KNOWLEDGE AND YOUR PROFESSIONAL PRACTICE IN THE WORKPLACE.

### Learning Outcomes

**By the end of this course learners will be able to:**

- Explain ways to promote equality & value diversity
- Describe features of inclusive teaching & learning
- Provide feedback to improve the application of learning
- Support self evaluation by learners
- Explain the teaching role & responsibilities in education & training
- Explain how to overcome individual barriers to learning
- Identify areas for improvement in own delivery of inclusive teaching & learning
- Explain ways to maintain a safe & supportive learning environment
- Explain how the teaching role involves working with other professionals
- Explain how to monitor individual learner progress
- Explain how to adapt delivery to meet individual learner needs





**TEACH  
ENGLISH TO  
THE WORLD!**

Qualification ID: 601/2136/1

## Level 4 Certificate in **Education & Training**

The TQUK Level 4 Certificate in Education and Training (RQF) prepares trainee teachers to teach in a wide range of contexts. This qualification is suitable for individuals who want to focus on practical teaching and who want to teach in the further education and lifelong learning sector.

### Eligibility

Age: 19+

#### Qualification:

- Level 3 qualification in your specialist subject area
- Level 2 qualification in English and Maths
- GSE grade C or above
- Some employers might request a valid DBS Certificate

### Course Features

- Regulated by Ofqual
- Accredited training provider
- Assessment feedback report
- Online learning portal
- Free verification service
- Flexible study plans
- Attestable by the FCO
- Available e-books & handouts
- Teach in an adult learning environment

### Assessment

To successfully complete your studies you need to write 11 assignments, submit a portfolio of evidence, and attach at least one reflective learning journal. For the practical side 30 hours of teaching practice is required, which can be done online or at our venue after which a self evaluation form is completed.

**TQT: 360 HOURS  
AWARDING 36 CREDIT POINTS**



Notting Hill College

**AN UP-TO-DATE  
UNDERSTANDING OF THE  
ADULT TEACHING PROCESS.**

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure & Duration

The Ofqual Accredited Level 4 Certificate in Education and Training consists of 360 hours of study. Learners must achieve a minimum of 36 credits from five mandatory units and one optional unit. For the practical side of the qualification a minimum of 30 hours teaching practice is required. Video recording, Skype sessions and any other online platform is considered. Evidence of teaching can be sent to our Notting Hill College postal address or uploaded on your Moodle account.

### Mandatory Units

- Understanding roles, responsibilities and relationships in education and training.
- Planning to meet the needs of learners in education and training.
- Delivering education and training.
- Assessing learners in education and training.
- Using resources for education and training.

### Optional Units (Choose one)

- Inclusive practice.
- Teaching in a specialist area.
- Developing, using and organising resources in a specialist area.

**6 units:** 5 mandatory units and 1 optional unit

### Why Take the CET Qualification?

- Apply updated teaching techniques in your classroom
- Hone and develop your skill
- Refine and update your knowledge, skills and competencies within the field of teaching
- Reflect and fine-tune your teaching style

**CET QUALIFICATION PROVES THAT YOU  
CAN PLAN AND DELIVER EFFECTIVE  
TEACHING TO ADULT LEARNERS**

### Learning Outcomes

*By the end of this course learners will be able to:*

- Develop an awareness of your teaching role and responsibilities
- Integrate the theory and practice
- Reflect on your teaching experience
- Identify the principles of learning, teaching and assessment
- Develop communication and inter-personal skills
- Develop your teaching skills and competencies
- Assess learners in education and training
- Using resources for education and training
- Plan to meet the needs of learners in education and training
- Learn the impact of professional values on working in your area
- Develop skills to deliver education and training
- Understand effective teaching practices





# TEACH ENGLISH TO THE WORLD!

Qualification ID: 601/5234/5

## Ofqual Regulated TEFL (RQF)

The Ofqual Regulated TEFL is accredited by the Office of Qualifications and Examinations Regulations (Ofqual) at Level 5 on the National Qualifications Framework for England & Northern Ireland. The qualification allows you to teach both in the UK or overseas.

### Eligibility

This qualification is suitable for learners aged 19 years and over.

All trainee teachers should undertake an initial assessment of skills in English. They should record their development needs and, where applicable, agree an action plan to address them.

### Course Features

- Regulated by Ofqual
- Accredited training provider
- Assessment feedback report
- Online learning portal
- Free verification service
- Flexible study plans
- Attestable by the FCO
- Available e-books & handouts
- 11 chapters covering the TEFL areas

### Assessment

Notting Hill College takes a holistic approach by giving learners the opportunity to demonstrate several assessment criteria from different units at the same time.

**To accomplish this qualification candidates need to pass 28 Assignments**

**TQT: 168 HOURS  
AWARDING 29 CREDIT POINTS**



Notting Hill College

**LEVEL 5  
CERTIFICATE  
IN TEFL (RQF)**

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure & Duration

The Ofqual Accredited Level 5 Certificate in TEFL consists of 168 hours of study. This course offers a flexible alternative to CELTA and Trinity Level 5 TEFL courses. This qualification is made up of eleven mandatory units which cover the essential requirements for teaching English as a foreign language.

### 11 mandatory units

Unit 1 ( R/506/8712 )	Principles of Teaching English as a Foreign Language
Unit 2 ( D/506/8714 )	Understanding English Grammar
Unit 3 ( K/506/8716 )	Teaching English Grammar
Unit 4 ( A/506/8719 )	Teaching English Vocabulary
Unit 5 ( A/506/8722 )	Teaching Productive Skills: Speaking and Writing
Unit 6 ( F/506/8723 )	Teaching Receptive Skills: Listening and Reading
Unit 7 ( L/506/8725 )	Materials and Aids for Teaching English
Unit 8 ( R/506/8726 )	Teaching Pronunciation of English
Unit 9 ( D/506/8728 )	Lesson Planning for Teaching English as a Foreign Language
Unit 10 ( D/506/8731 )	Teaching English as a Foreign Language to Young Learners
Unit 11 ( H/506/8732 )	Using Resources Effectively When Teaching English

## YOUR TEFL KNOWLEDGE, SKILLS COMPETENCES ARE IDEALLY DEVELOPED

### Learning Outcomes

**By the end of this course learners will be able to:**

- Understand the current role of English as a global language
- Understand the contents of a lesson plan and the stages of a lesson
- Understand word classes and their uses in English grammar
- Be able to present grammatical structures and meaning in context
- Be able to select appropriate techniques and strategies for the teaching of vocabulary
- Be able to distinguish between accuracy and fluency
- Understand types of listening and reading skills
- Be able to evaluate the range of media available to the modern classroom
- Demonstrate an understanding of basic phonetics
- Understand the principles of teaching 5 – 16 year old learners
- Be able to evaluate course books and other texts





## EXCELLENT FOUNDATION FOR A WIDE RANGE OF CAREERS IN TESOL

Qualification ID: 603/0600/2

### Ofqual Regulated **TESOL** (RQF)

The TQUK Level 6 Diploma in Teaching English to Speakers of Other Languages (RQF) develops knowledge and skills in the key areas of: Language theory, Language teaching methodology, Classroom planning and organisation and Linguistics and language teaching. The qualification is suitable for learners already teaching and those seeking to enter work in a job role which involves profound knowledge and skills in teaching English to speakers of other languages.

#### Eligibility

- Prior teaching experience
- Holding any education and training qualification from an accredited institution
- Students are asked to write a 350-word pre-course assessment.
- For native & non-native teachers

#### Course Features

- Regulated by Ofqual
- Accredited training provider
- Assessment feedback report
- Online learning portal
- Free verification service
- Flexible study plans
- Attestable by the FCO
- Dedicated to experienced English teachers

#### Assessment

The qualification is assessed by a set essays, lesson plans, reports, and other designed projects. Assignments cover all learning outcomes and assessment criteria.

**Candidates need to achieve a "Pass" in all 20 assignments. No final exam is required.**

**TQT: 372 HOURS**  
**AWARDING 37 CREDIT POINTS**



Notting Hill College

## LEVEL 6 DIPLOMA IN TESOL (RQF)

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure and Duration

This qualification is made up of 4 mandatory units, covering the most updated aspects for teaching English to Speakers of Other Languages (TESOL). It is expected that a learner will typically take 6 months to complete the qualification i.e. to achieve all learning outcomes. Total Qualification Time is comprised of GLH; an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning activities including assessment. TQT is directed by, but not under the supervision of a lecturer or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning.

### Coursework

#### Module 1: Language Theory

- Analyse error in language
- Evaluate the nature & scope of language
- Differentiate between the different varieties of language
- Understand the principles of language teaching

#### Module 2: TESOL Methodology

- Explore techniques for using aids
- Describe how aids support teaching
- Appraise the aids available to the language teacher
- Understand what is involved in developing language skills

#### Module 3: Planning & Organisation

- Plan effective lessons
- Learn the role of the teacher
- Understand factors affecting aims
- Apply techniques to evaluate teaching
- Implement a procedure for evaluating textbooks

#### Module 4: Linguistics & TESOL

- Relate linguistic theory to teaching
- Use of linguistic texts with confidence
- Discuss & address the main concerns in language learning
- Select & apply a range of linguistic terms and categories

\***GLH:** Guided Learning Hours - 40/Module

\***TQT:** Total Qualification Time - 93/Module

**AN ADVANCED LEVEL TEACHING QUALIFICATION THAT  
DEEPENS YOUR PRE-EXISTING ENGLISH TEACHING  
KNOWLEDGE AND SKILLS.**

### Learning Outcomes

**By the end of this course learners will be able to:**

- Act as a benchmark for TESOL employers
- Enrich students strategies in teaching
- Enhance teachers' knowledge of issues concerning TESOL
- Refine & extend their ability to employ practical teaching skills
- Confirm students achievements in TESOL methods
- Design materials development & teacher training programmes
- Internationally contribute to the development of TESOL as a mature, qualified and regulated educator
- Develop their knowledge to a point where they become effective practitioners in a range of teaching situations
- Enable teachers to develop their career by seeking promotion to senior posts





Qualification ID: 601/ 3913/4

## Level 3 Award in UNDERSTANDING PRINCIPLES & PRACTICE (RQF)

The Level 3 Award in Understanding the Principles and Practices of Assessment is an ofqual regulated qualification. It is a knowledge-based Award for those who are embarking a career in assessment. The qualification provides learners with the opportunity to develop skills, knowledge and understanding to enable them to perform the role of an assessor.

### Eligibility

To apply for this course, you need to have

- Age: a minimum 19
- Good Command of English reading & writing skills
- Knowledge of the subject you wish to assess

### Course Features

- Regulated by Ofqual
- Accredited training provider
- Assessment feedback report
- Online learning portal
- Free verification service
- Flexible study plans
- Attestable by the FCO
- Available e-books & handouts

### Assessment

This theory Award does not require a workplace observation visit. You will be assessed for this knowledge unit through a series of written questions. Certification is **The Award in Understanding the Principles and Practices of Assessment**.

**TOTAL QUALIFICATION TIME IS 30 HOURS  
AWARDING 3 CREDIT POINTS**



Notting Hill College

**START YOUR ASSESSMENT  
CAREER WITH LEVEL 3  
AWARD IN ASSESSMENT**

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

## Structure and Duration

Learners must achieve 3 credits from one mandatory unit to be awarded the TQUK Level 3 Award in Understanding the Principles and Practices of Assessment (RQF). The time frame is dependent upon a number of factors, mainly your commitment to self-directed study and producing the written work required. However, average students complete it within 30 hours.

## Coursework

Unit(s)	Unit no.	Level	GHL	Credit value
Understanding the principles & practices of assessment	D/601/5313	3	24	3

## Assessment requirements

The aim of this unit is to assess the trainee assessor's knowledge and understanding of the principles and practices that underpin assessment. All learning outcomes in this unit must be assessed using methods appropriate to the assessment of knowledge and understanding. There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## Who will benefit from undertaking this course?

- Those who are not yet, or just starting a career in assessment in either the further education and skills sector, or private sector.
- It is useful for those who are not directly involved in assessment, but require some knowledge on assessment practice as part of their role.
- It assists those who work in accredited, or non-accredited learning; the NQF and the RQF

## IDEAL FOR THOSE WHO ARE LOOKING FOR AN INTRODUCTION TO THE PRINCIPLES AND PRACTICE OF ASSESSMENT

## Learning Outcomes

**By the end of this course learners will be able to understand:**

- The principles and requirements of assessment
- Different types of assessment method
- How to plan assessment
- How to involve learners and others in assessment
- How to make assessment decisions
- Quality assurance of the assessment process
- How to manage information relating to assessment
- The legal requirements in relation to assessment

## Certificate Title

Level 3 Award in Understanding the Principles & Practices of Assessment. Your chosen method of study does not influence the title.





## ACCREDITED QUALIFICATIONS



**THE PROVEN  
COURSE FOR  
TEACHERS**

## Advanced **TEFL** Certificate

The 130-Hour Advanced TEFL Certificate provides a comprehensive introduction to the theories & methodologies of Teaching English as a Foreign Language (TEFL). TEFL professional qualification thoroughly prepares you to successfully teach different ages in different teaching settings. The training covers an extended syllabus. It focuses on lesson planning & practical teaching skills which equip novice teachers and inspire the experienced.

### Eligibility

- This course requires high standard of both written and spoken English. We require IELTS 6 or higher.
- Only high school Diploma is required.
- Age not less than 18 years.
- English teaching experience is not required.

### Learning Pathway

- Finish chapters 1 to 7
- Take the first term quizzes
- Finish chapter 8 to 17
- Take the second term quizzes
- Download your task-based exam
- Upload your work
- Receive grades and feedback
- Receive your Advanced TEFL Certificate

### Assessment

**The Advanced TEFL Certificate is achieved by satisfactory completing ...**

- Fourteen quizzes
- Four 500-word assignments
- Six lesson plans

Students must pass all the assignments

**A 130-HOUR TRAINING  
EQUIVALENT TO LEVEL 4 RQF**



**Notting Hill College**

**OPEN UP A WORLD OF  
OPPORTUNITIES WITH OUR  
TEFL QUALIFICATION**

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure & Duration

NHC Advanced TEFL Course has seventeen chapters divided into two terms. Course tasks are marked and returned with comments and guidance from your personal trainer. The chapters have been carefully selected to develop your teaching skills. The design of the course offers a great deal of flexibility. You have up to eight weeks to finish your course.

### Coursework

#### 1<sup>st</sup> Term

1. Grammar Rules & Terms
2. Teaching Pronunciation
3. Teaching Grammar
4. Classroom Management
5. Lesson Planning
6. Teaching Vocabulary
7. Introduction to TEFL Methodology

#### 2<sup>nd</sup> Term

1. Using Games & Songs
2. Teaching Reading
3. Teaching Listening
4. Teaching Speaking
5. Teaching Writing
6. Teaching Literature
7. Cooperative Learning
8. Teaching Young Learners & Teenagers
9. Selection & Use of Course-Book
10. Materials and Aids



### Learning Outcomes

*By the end of this course learners will be able to:*

- Learn the various roles / duties / qualities of a teacher in the ELT industry.
- Become acquainted with various methods related to classroom management skills
- Plan lessons to ensure that students are able to communicate effectively
- Improve their language awareness
- Develop familiarity with appropriate resources and materials for use with young and adult learners
- Learn how to evaluate course-book and other teaching resources
- Apply strategies related to exploiting the 4 language skills in order to make teaching and learning more effective & enjoyable
- Learn about the various approaches needed when teaching adults and teenagers

### Course at a Glance

- Training to suit you: Study online, in the classroom or a blend of both!
- Teach abroad: Our courses are recognised by 1,000s of language schools worldwide.
- Experienced: We have trained thousands of teachers in the last decade.
- Affordable: Make back the cost of your TEFL course in less than a month of teaching.
- Practical: Get the essential skills you need to be a successful teacher.
- Resources: Access our digital library, audio-visual materials & ready made lesson plans.
- Credentials: Receive a Certificate of Achievement, a Course Transcript & Feedback Reports.
- Verification: Access our free and secure online Verification Service.

# ACADEMIC EXCELLENCE WITH MORE EMPLOYMENT OPTIONS



## Diploma in Theory & Methodology of **TESOL**

The NHC Diploma in the Theory and Methodology of TESOL is a research-based programme, designed for teachers who wish to achieve a higher, more advanced qualification level in the theory & methodology of teaching English to speakers of other languages and seek excellence in their field. Enhancing professional competence and career opportunities are only two of the many benefits associated with higher level credentials.

### Eligibility

To apply for this course, you need to have

- A degree from an approved institution of higher education.
- At least two years teaching experience.

### Course Features

- Accredited training provider
- Detailed feedback reports
- Online learning portal
- Free verification service
- Flexible study plans
- Resources and handouts
- Different learning formats; blended learning or online

### Assessment

The modular format of the course obviates the need for a final test as the course is graded on an ongoing basis. The Diploma is achieved by completing all tasks and assignments. There are eight 1000 to 1500 word assignments required for this qualification.

## A 370-HOUR TRAINING QUALIFICATION



Notting Hill College

DEVELOP A SUCCESSFUL  
CAREER IN TEACHING  
ENGLISH

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure and Duration

The programme has 4 modules forming the basic theoretical framework for TESOL practice. Each module contains two assignments, which must be completed and uploaded on the NHC Learning Portal. While you are ultimately in command of the time you take to finish the course, we estimate that each module, including assignments, will require approximately 75 hours of study, 300 hours in total. Since this is a distance learning course, there is no specific start date; you may start when convenient for you. As far as course duration is concerned, this is totally dependent on your individual learning pace; however, we can advise you that it takes an average of 2 months to finish the four modules.

### Coursework

#### Module 1: (5 Credit Points) Teaching Methods & Teaching Principles

- Language acquisition
- The nature of language
- Theories & methodologies of TEFL
- Principles of modern language teaching

#### Module 2: (5 Credit Points) Theory of TESOL: language skills

- Receptive skills
- Productive skills
- Bloom's taxonomy
- Approaches to teaching language skills

#### Module 3: (5 Credit Points) Planning & Organisation in TESOL

- Developing lesson plans
- Roles of language teachers
- Classroom management techniques
- Using materials & aids in the classroom

#### Module 4: (5 Credit Points) Applications of Linguistics to TESOL

- Syntax and semantics
- Introduction to linguistics
- Phonetics & morphology
- Errors & mistakes in language learning

## STAY ABREAST OF THE LATEST DEVELOPMENTS IN THE DYNAMIC FIELD OF ENGLISH LANGUAGE TEACHING AND LEARNING

### Learning Outcomes

*By the end of this course learners will be able to:*

- Demonstrate a thorough grasp of the main aspects of English
- Write instructional objectives & prepare appropriate lessons
- Develop and deliver an integrated skill-based ESOL lesson
- Intelligently discuss an extensive repertoire of lesson forms
- Predict the specific learning needs of ESOL learners
- Understand and use a range of teaching techniques
- Differentiate between errors, slips and mistakes
- Identify the different roles of TESOL teachers
- Teach English effectively at any level
- Apply the linguistic theories of the language to the practice of teaching





## VISIONARY LEADERS & COMPETENT MANAGERS

# Educational Leadership & Management

This programme is designed to help school-level administrators be both visionary leaders and complete managers. It addresses the needs of aspiring & practicing principals by providing the tools to build effective & efficient schools. The Diploma endeavours to prepare its graduates for the many challenges facing school administrators. It aims at providing hands-on opportunities for students to demonstrate proficiency and to practice leadership skills in their schools.

### Eligibility

To apply for this course, you need to have

- Level 3 or 4 in appropriate subject (Bachelor's Degree).
- Mandatory 2-3 years of teaching experience.
- Experience in school administration is highly recommended.

### Course Features

- Develops and supports educators.
- Focuses on various leadership situations.
- Highlights the techniques to become an effective school leader
- Introduces the different leadership styles

### Assessment

Notting Hill College takes a holistic approach by giving learners the opportunity to demonstrate several assessment criteria from different units at the same time. To accomplish this qualification candidates need to pass 13 assignments.

**A 370-HOUR TRAINING  
EQUIVALENT TO LEVEL 6 RQF**



Notting Hill College

**TAKE YOUR TEACHING  
CAREER TO THE NEXT LEVEL**

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

## Learning Outcomes

The diploma enables you to examine all spheres of education and training and ensures you are well positioned to select suitable opportunities from a broad array of options. Graduates often work within a school setting, or in a community or senior college setting. They may also administrate government programmes, or work as curriculum coordinators for schools or community programmes.

## Coursework

**Part 1: Schools & Principals:** It focuses on the complex nature of schools, the Principal roles & responsibilities, effective schools for all students... etc

**Part 2: Leadership Expectations:** It focuses on Principal behaviour & instructional leadership, organising & evaluating instructional programmes, building & maintaining relationships ... etc

**Part 3: Managerial Responsibilities:** It focuses on managing material resources, managing human resources, managing pupil services, providing a safe school environment...etc

**Part 4: Vital Aspects of practice:** It focuses on problem solving & decision making, collaborative effort for school improvement, career planning...etc.

**THE DIPLOMA MEASURABLE LEARNING OUTCOMES  
HAVE BEEN BENCHMARKED USING OFQUAL'S  
QUALIFICATION AND CREDIT FRAMEWORK LEVEL  
DESCRIPTORS AT LEVEL 23— 6 CREDITS.**

## Objectives

Candidates who complete the programme are educational leaders who have the knowledge and ability to promote the success of all students by:

1. Facilitating the development, articulation, implementation & stewardship of learning.
2. Promoting a positive school culture, providing an effective instruction programme, applying the best practices to student learning & designing comprehensive professional growth plans for staff
3. Managing the organisation, operations & resources in a way that promotes a safe, efficient & effective learning environment.
4. Collaborating with families & other community members, responding to diverse community interests & needs, and mobilising community resources.
5. Acting fairly, with integrity and in an ethical manner.
6. Understanding, responding to and influencing the larger political, social, economic, legal & cultural context.





# Teaching **METHODOLOGY** Diploma

This course develops skills in teaching. At 370 hours of study, this course includes, but exceeds the scope of a typical Training Course. It shows you how to handle students more effectively; how to enthuse them and keep them committed to their studies. There is a special focus on how to diffuse problems that might undermine their ability to learn effectively.

## Eligibility

To apply for this course, you need to have

- Level 3 or 4 in appropriate subject (Bachelor's Degree).
- Having 2-3 years of teaching experience is highly recommended.

## Course Features

- Accredited training provider
- Trendy topics
- Detailed feedback reports
- Online learning portal
- Free verification service
- Flexible study plans
- Resources and handouts
- 14 chapters covering the most relevant instructional methods

## Assessment

Notting Hill College takes a holistic approach by giving learners the opportunity to demonstrate several assessment criteria from different units at the same time.

To accomplish this qualification candidates need to pass 11 Assignments

## A 370-HOUR TRAINING QUALIFICATION



Notting Hill College

LEARN THE CORE TEACHING  
METHODOLOGY STRATEGIES

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

## Structure and Duration

NHC Teaching Methodology Diploma has 14 chapters divided into 3 parts in addition to a practicum section. Course tasks are marked and returned with comments and guidance from your assessor. The chapters have been carefully selected to develop your teaching skills. The design of the course offers a great deal of flexibility. You have up to sixteen weeks to finish your course.

## Coursework

### Part 1: The Backdrop of Teaching

- How we teach
- Teaching in a changing society
- Teaching diverse students
- Know and motivate your students
- Three Schools of Thought about learning and teaching

### Part 2: The Act of Teaching

- Planning instruction
- Presentation and discussions
- Independent and individualized instruction
- Cooperative and discovery learning
- Constructivism and direct instruction
- Evaluating students' learning

### Part 3: The Effective Teacher

- Characteristics of effective teachers
- Professional skills and abilities
- Classroom management skills
- Problem-solving skills
- Reflective skills
- Personal attributes of teachers

### Part 4: Practice Teaching Manual

- **Microteaching:**  
Practicing critical teaching skills
- **Reflective Teaching:**  
Practicing being a thoughtful practitioner
- **Classroom Simulation:**  
Solving a classroom problem

**AIMED AT EQUIPPING TEACHERS WITH THE  
SKILLS AND TECHNIQUES NEEDED TO PLAY AN  
ACTIVE ROLE IN CLASSROOMS!**

## Learning Outcomes

*By the end of this course learners will be able to:*

- Discuss theories of development and learning.
- Explain behavioral theories of learning.
- Describe processes involved in memory loss and retention.
- Describe different methods of effective instruction to cater for individual needs.
- Explain the relevance of constructivist learning in education.
- Discuss definitions of motivation and the application of motivating learners.
- Determine the use of simple motivational skills in training and learning environment.
- Explain characteristics which influence the effectiveness of education, including aspects of both learning and teaching.



# THE ART OF TEACHING ADULTS



## Training of the Trainers (TOT)

Keeping the information fresh and reinforcing new learning is a constant challenge to trainers teaching adults. Trainers persistently ask themselves questions like: how can I assess the level of knowledge and the learning style of my trainees? How can I determine the learning needs of my audience? How can I improve my classroom charisma? Who are the difficult participants and how can I handle them? Should I design my own material?

### Eligibility

To apply for this course, you need to have

- Level 3 or 4 equivalent to (Bachelor's Degree)
- Teaching experience is not required
- Significant to teaching Adults
- Competence in English

### Course Features

- Accredited training provider
- Trendy topics
- Deliver 20 min. presentation
- Online learning portal
- Free verification service
- Flexible study plans
- Resources and handouts
- Topics covering the most relevant presentation skills

### Assessment

Assessment of this course evaluates your understanding of the main TOT concepts. Practical-based and hands-on assessment.

**The Diploma is achieved by the satisfactory completion of a quiz, a presentation and a final project.**

## A 70-HOUR TRAINING PROGRAMME



Notting Hill College

## DESIGN, DELIVER AND ASSESS EFFECTIVE TRAINING PROGRAMMES

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure and Duration

NHC TOT course focuses on 2 main training areas; planning and delivering. The course greatly emphasises on presentation skills, classroom management, material development and assessment needs. The topics have been carefully selected to develop the knowledge and understanding of the adult learning process (Andragogy). The course is designed to offer a great deal of flexibility and you should complete it within an eight week period.

### Coursework

#### Module 1: Planning

- Needs assessment
- Planning training sessions
- Material development
- Characteristics of the perfect trainer
- Features of adult learners and learning
- Identifying presentation methods and techniques

#### Module 2: Delivering

- Delivering training
- Handling tough participants
- Setting smart objectives
- Assessing learning outcomes
- Evaluating attendees performance
- Adapting high tech, low tech and no tech visuals

### Why Training of the Trainers (TOT)

Employees who need to learn how to overcome challenges that keep them from developing and coaching their teams. The target audience should be those who need to raise their level of understanding and usage of training, and to be introduced to the most effective and engaging training methods.

**This course is good for:**

- Educators, teacher trainers, supervisors, teachers and educational leaders.
- Trainer-to-be, Training Specialists, Executive Management, and Quality Personnel.

## DESIGNED FOR CANDIDATES WHO WISH TO SHARPEN THEIR SKILLS AND LEARN NEW AND INNOVATIVE TECHNIQUES IN TRAINING

### Learning Outcomes

**By the end of this course learners will be able to:**

- Explain how adults differ from children!
- Identify the characteristics of the exceptional trainer!
- Understand different behavioral and learning styles!
- Identify the importance of TNA!
- Develop strategies for handling disruptive participants!
- Point out the highlight and pitfalls of various visual aids!
- Present & deliver a clear, concise & engaging session!
- Provide tactics for handling unplanned situations!
- Demonstrate successful understanding of key presentation concepts!
- Prepare participants to analyze their audience and tailor their material & program delivery to suit them!
- Show the ways how to evaluate and assess the audience and how to keep them learning after you've stopped teaching them!





**IN THE CLASSROOM,  
NO CHILD IS LEFT BEHIND!**

## Diploma in Educational **PSYCHOLOGY**

The Educational psychology Diploma (EP) provides a framework for teachers and trainers to deliver effective lessons and assess each student's learning. Key development theories related to the learning process and practical classroom examples are supplied to engage the learner throughout the course. Student Diversity Vital material is also presented including strategies and information about working with students with special educational needs.

### Eligibility

**To apply for this course, you need to have**

- Level 3 or 4 equivalent to (Bachelor's Degree)
- Teaching experience is not needed
- Significant to teaching kids & teenagers
- Competence in English

### Course Features

- Accredited training provider
- Trendy topics
- Detailed feedback reports
- Online learning portal
- Free verification service
- Develops and support teachers
- Gives the academic essentials
- Helps you succeed in various teaching situations

### Assessment

Assessment of this course evaluates your understanding of the main EP concepts. Questions are either multiple choice or true or false.

**The Diploma is achieved by the satisfactory completion of 3 quizzes and 2 essays.**

## A 120-HOUR TRAINING QUALIFICATION



**Notting Hill College**

## UNDERSTANDING THE LEARNING PROCESS

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure and Duration

The NHC Educational Psychology Diploma has 3 modules. The course greatly emphasises on how children develop, what triggers learning and how they are motivated. The topics have been carefully selected to develop the knowledge and understanding of the learning process. Assignments are marked and returned with comments and guidance from your assessor. The design of the course offers a great deal of flexibility. You have up to eight weeks to finish your course.

### Coursework

The curriculum of this diploma is divided into three main modules; the learning process, student development and student diversity & individual differences.

#### Understanding the Learning Process

- Introduction to the Learning Process
- Behaviourism Theories
- Constructivism Theories

#### Understanding Student Development

- Physical Development
- Cognitive Development
- Social Development
- Moral Development

#### Understanding Student Diversity

- Gender Differences
- Cultural Differences

### Why Educational Psychology (EP)

Educational psychology concentrates on how students learn and develop. It emphasises trends in educational development while also focusing on educational diversity. For teachers and trainers to fulfil their instructional role effectively, their teaching methods must be grounded in educational psychology. The course is open for parents, who want to learn about their children's development.

## DEVELOP EFFECTIVE LESSONS BASED ON THE KNOWLEDGE AND UNDERSTANDING OF EP; ESSENTIAL FOR TEACHING MIXED ABILITY CLASSES.

### Learning Outcomes

**By the end of this course learners will be able to:**

- Discuss trends in student development
- Explain the terms of educational learning theories
- Identify key cognitive, social and moral development theories
- Describe the process of learning and the types of motivation
- Illustrate the different learning & development theories
- Differentiate between behaviourism and constructivism as the two main learning theories
- Name renowned philosophers, psychologists & researchers associated with educational learning theories
- Describe the gender differences & the impact of the physical, social, academic and cognitive factors
- Identify how cultural differences affect a student's educational experience





## IMPROVING YOUR ABILITY TO FULFILL YOUR TEACHING ROLE

### Advanced Diploma in Educational **PSYCHOLOGY**

The Educational psychology Diploma (EP) provides a framework for teachers and trainers to deliver effective lessons and assess each student's learning. Key development theories related to the learning process and practical classroom examples are supplied to engage the learner throughout the course. Vital material for student diversity material is also presented including strategies and information about working with students with special educational needs.

#### Eligibility

To apply for this course, you need to have

- Level 4 or 5 (equivalent to Bachelor's Degree)
- Teaching experience is needed
- Significant experience working with the young
- Competence in English

#### Course Features

- Accredited training provider
- Modern and relevant topics
- Detailed feedback reports
- Online learning portal
- Free verification service
- Develops and support teachers
- Gives the academic essentials
- Helps you succeed in various teaching situations

#### Assessment

Assessment of this course evaluates your understanding of the main EP concepts. Questions are either multiple choice or true or false.

**The Diploma is achieved by the satisfactory completion of 15 quizzes and 15 essays.**

### A 370-HOUR QUALIFICATION



Notting Hill College

## UNDERSTAND THE PSYCHOLOGICAL PROCESSES OF LEARNING

[nottinghillcollege.co.uk](http://nottinghillcollege.co.uk)

### Structure and Duration

The NHC Educational Psychology Diploma has 15 chapters. The course places a strong emphasis on how children develop, what inspires learning and how to motivate your students. The topics have been carefully selected to develop knowledge and understanding of the learning process. Assignments are marked and returned with comments and guidance from your assessor. The design of the course offers a great deal of flexibility. You have up to eight weeks to finish your course.

### Coursework

The curriculum of this diploma is divided into three main modules; the learning process, student development and student diversity & individual differences.

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Understanding Learning &amp; Teaching</li> <li>• Cognitive &amp; Language Development</li> <li>• Personal, Social &amp; Moral Development</li> <li>• Learning Diversity</li> <li>• Learning &amp; Exceptionalities</li> </ul> | <ul style="list-style-type: none"> <li>• Behaviourism &amp; Social Cognitive Theory</li> <li>• Cognitive Views of Learning</li> <li>• Complex Cognitive Process</li> <li>• Knowledge Construction in Social Context</li> <li>• Motivation Learning</li> </ul> | <ul style="list-style-type: none"> <li>• Classroom model for Promoting Student Motivation</li> <li>• Classroom management</li> <li>• Learning &amp; Effective Teaching</li> <li>• Increasing Learning through Assessment</li> <li>• Standardised Testing &amp; Learning</li> </ul> |
|--|---|--|

### Why Educational Psychology (EP)

Educational psychology concentrates on how students learn and develop. It emphasises trends in educational development while also focusing on educational diversity. For teachers and trainers to fulfil their instructional role effectively, their teaching methods must be grounded in educational psychology. The course is also open for parents, who want to learn about their children's development.

## ENABLING EDUCATORS TO CREATE IMPROVED LESSON PLANS THAT ENCOURAGES AND AIDS STUDENT LEARNING.

### Learning Outcomes

**By the end of this course learners will be able to:**

- Discuss trends in student development
- Explain the terms of educational learning theories
- Identify key cognitive, social and moral development theories
- Describe the process of learning and the types of motivation
- Illustrate the different learning & development theories
- Differentiate between behaviourism and constructivism as the two main learning theories
- Name renowned philosophers, psychologists & researchers associated with educational learning theories
- Describe the gender differences & the impact of the physical, social, academic and cognitive factors
- Identify how cultural differences affect a student's educational experience





“EDUCATION IS THE PASSPORT TO THE FUTURE, FOR TOMORROW BELONGS TO THOSE WHO PREPARE FOR IT TODAY.”

*Malcom X*

**PROMOTING EXCELLENCE IN EDUCATION**



**Notting Hill College**

19 Watersedge Business Park,  
Modwen Road, Salford,  
Manchester,  
M5 3EZ, United Kingdom  
Telephone: (+44) 161872 9271  
[manchester@nottinghillcollege.co.uk](mailto:manchester@nottinghillcollege.co.uk)

**[WWW.NOTTINGHILLCOLLEGE.CO.UK](http://WWW.NOTTINGHILLCOLLEGE.CO.UK)**