



Transcend Level 4 Certificate in Education and Training

Qualification Specification

Version 01: 01 July 2024



Welcome

Welcome to the Transcend Level 4 Certificate in Education and Training. Transcend Awards Limited is an awarding organisation regulated by Ofqual and this qualification sits on the Ofqual register of regulated qualifications. This specification must be complied with in conjunction with the *Transcend Centre Recognition Conditions, BTB Approved Delivery Approaches and Unit Specifications*.

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Part 01: Qualification Purpose Statement

Qualification Scope			
<p>The Transcend Level 4 Certificate in Education and Training is an Ofqual regulated occupational qualification. Developed in collaboration with the British Training Board [BTB], It is delivered by military trainers licenced by the BTB and is awarded by Transcend.</p> <p>This qualification is designed to enable members of the armed forces, veterans and other public servants 19+ who wish to develop advanced teaching skills for further education (FE), vocational training, or adult education settings. The aim of this qualification is to develop the learner's ability to design, deliver, and evaluate educational programmes through advanced theoretical and practical approaches that will enable them to GAIN and RETAIN employment as educators.</p> <p>This qualification is integral to the occupational pathways contained within the Transcend BTB MVP Education Portfolio. The purpose of the Transcend BTB MVP Education Portfolio is to offer the range of occupational qualifications that align to the BTB Military Skills Translator and range of BTB Initiatives designed to enable the Military Professionals, Veterans, Public Servants [MVP] and the families within their community to thrive.</p>			
Qualification regulation	This qualification is regulated by Ofqual in England. It is published as Level 4 qualification on the Register of Regulated Qualifications and is equivalent to a Level 5 on the European Qualifications Framework (EQF) .		
	Regulator reference	610/4369/2	Qualification sector
	Qualification start date	01 July 2024	Qualification TQT
	Qualification review date	31 July 2027	Qualification GLH
	Qualification credit	36	Qualification DSH
Qualification awarding	This qualification is solely awarded by Transcend Awards Limited as the recognised awarding organisation regulated by Ofqual.		
	This qualification is aligned to the professional proficiencies validated by the BTB Military Skills Translator .		

Qualification standards		
Qualification partner	This qualification is developed in collaboration with industry specialists the British Training Board [BTB] as the technical partner. The BTB is an independent educator of military professionals and veterans across the UK. This qualification is subject to consultation with armed forces trainers, military professionals, veterans, and equality experts. The collaboration and consultation groups remain in place for the lifetime of the qualification to ensure it remains fit for purpose.	
Qualification providers	This qualification is delivered in collaboration with industry specialists the British Training Board [BTB] as the independent licensing body for education providers of military professionals and veterans across the UK. To deliver this qualification providers must have a BTB licence and be able to meet the centre recognition and qualification approval conditions. It is only delivered by providers that have evidence of the BTB Licence, are recognised as centres and approved to offer the qualification by the awarding organisation. Recognised centres are required to deliver the qualification in accordance with the BTB licence, centre recognition and qualification delivery conditions. All providers must contact the British Training Board [BTB] to access their licencing scheme prior to making a submission to the awarding organisation.	
	Applicant centres	Recognised centres
	Access the Transcend Awarding Website to submit a centre recognition enquiry to initiate the process.	Access the Transcend Awarding Management System [TAMS] to create and submit the Transcend Recognised Centre Extension Request Form.
Qualification participants + progression	This qualification is relevant to military professionals and veterans.	
	Education progression routes	This qualification is relevant to military professionals and veterans that wish to achieve a regulated qualification that is recognised by civilian employers. It can lead to progression onto post graduate qualifications in strategic leadership and management.
	Employability progression routes	This qualification is relevant to military professionals and veterans that wish to gain employment as a civilian in the role of Further Education Tutor and Assessor in an occupational context.

Qualification endorsements	This qualification endorsed by BTB Armed Force Associates.
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Qualification Summary	
Qualification purpose	<p>The purpose of the qualification is to confirm occupational competence</p> <p>The sub-purpose of the qualification is to confirm competence in an occupational role to the standards required</p>
Qualification aim	The aim of the qualification is to develop the learner's ability to fulfil the role of a highly proficient Tutor and Assessor.
Qualification objective	<p>The objective is to provide learners with the knowledge, skills, and behaviours required to gain and retain employment as a Tutor and Assessor, equipping them to operate confidently across a variety of occupational settings. Learners will develop proficiency not only in subject-specific expertise but also in delivering high-quality training and assessment that meets national standards and sector expectations. Learners will be able to:</p> <ul style="list-style-type: none"> • Design and deliver inclusive, engaging learning programmes tailored to sector-specific needs • Plan, conduct, and document robust assessments that support learner achievement and progression • Provide constructive feedback that supports learner development and addresses individual learning styles • Ensure training delivery and assessment practices meet current regulatory, awarding body, and organisational standards • Adapt teaching and assessment methods to suit high-risk, international, or specialist security environments • Support continuous learner development with a focus on employability, professional conduct, and performance • Embed reflective practice to improve own delivery and contribute to organisational quality assurance processes • Mentor and develop others in learning and assessment roles within protective security or related sectors <p>Learners will be able to demonstrate sustainable impact as a Tutor and Assessor in a wide range of occupational environments, including but not limited to security, defence, law enforcement, and private training provision.</p>

Qualification uniqueness	This is the only qualification developed specifically for military professionals and veterans to translate their skills into the civilian role of a Further Education Tutor and Assessor. The Register of Regulated Qualifications provides information on other awarding organisation providers who offer similar provision.
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<p>Qualification rationale</p>	<p>Across Great Britain, 2.03 million people reported that they had previously served in the UK armed forces (76% in the regular forces, 20% in the reserve forces and 4% in both). This represents 3.8% (almost 1 in 25) of the total population aged 16 or over. Overall, 7.0% of households in Great Britain included one or more veterans. To enable veterans to thrive in their transition into civilian life they need to demonstrate occupational competence in civilian roles.</p> <p>The Transcend BTB MVP Education Portfolio is comprised of progressive suites of qualifications that are regulated by Ofqual. This portfolio has been developed in collaboration with the British Training Board [BTB] and their talented team of experts. The BTB is recognised within the British Armed Forces as an independent awarding body dedicated to supporting those in service, public servants and their families throughout their careers and beyond! Specifically, the BTB is dedicated to the massive community of British Veterans who served our country with pride. BTB offer a range of programs and services aimed at helping veterans transition to civilian life, including career development, skills translation, and support for those in the Criminal Justice System. They provide lifelong learning and career development opportunities, ensuring that veterans can successfully integrate into civilian life and continue to thrive.</p> <p>BTB proudly run the National Armed Forces Academy and a range of progressive programs designed to enhance career prospects for veterans and their families. The BTB Military Skills Translator is revolutionary for the veteran community. This pioneering initiative empowers veterans to evaluate the scope of their occupational expertise developed throughout their military career. BTB facilitate the evidence collation and mapping of these proficiencies to occupational qualifications recognised by civilian employers. Where needed tailored learning, assessment, quality assurance programmes are delivered to cover any gaps in criteria and role specific duties in the civilian roles.</p> <p>The purpose of the Transcend BTB MVP Education Portfolio is to offer the range of occupational qualifications that align to the BTB Military Skills Translator and the range of BTB initiatives designed to enable the Military Professionals, Veterans, Public Servants [MVP] and their families within their community to thrive.</p> <p>This qualification is integral to the occupational pathways contained within the Transcend BTB MVP Education Portfolio.</p>
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Qualification Structure								
This qualification is comprised of eight mandatory units. Learners are required to have successfully achieved all mandatory units in order to be awarded the qualification certificate.								
Units		AO Ref	Ofqual ref	Level	GLH	DSH	TUT	Credit
Unit 01	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	QU001802	T/601/5320	4	45	15	60	6
Unit 02	Preparing for the Personal Tutoring Role	QU001800	T/505/1093	4	15	15	30	3
Unit 03	Assess Occupational Competence in the Work Environment	QU001798	H/601/5314	3	30	30	60	6
Unit 04	Assessing Learners in Education and Training	QU001794	F/505/0125	4	24	36	60	6
Unit 05	Delivering Education and Training	QU001792	M/505/0122	4	24	36	60	6
Unit 06	Using Resources for Education and Training	QU001789	L/505/0127	4	15	15	30	3
Unit 07	Planning to Meet the Needs of Learners in Education and Training	QU001785	A/505/1189	4	15	15	30	3
Unit 08	Understanding Roles, Responsibilities and Relationships in Education and Training	QU001783	H/505/0053	3	12	18	30	3
Summary				4	180	180	360	12

Part 02: Qualification Delivery Specification

Qualification Delivery Conditions	
<p>This qualification must be delivered in accordance with the Transcend Recognised Centre Conditions and the supplementary Qualification Delivery Conditions outlined here. This qualification sits with the Transcend BTB MVP Education Portfolio and the BTB Licenced workforce, venues and approaches have been agreed as meeting the required conditions. These are subject to continuous review by the awarding organisation to ensure the qualification is accessible and remains valid. The qualification unit specifications must be sourced via the BTB as a licensed practitioner.</p>	
Qualification resource conditions	Qualification coordination conditions
<p>The qualification resources are comprised of:</p> <p>BTB Licensed Tutors, Assessors, IQAs BTB Licensed Training Venues and Facilities</p>	<p>The qualification coordination must comply with:</p> <p>BTB Approved Engagement, Eligibility and Access SOP BTB Approved Agreement, Attendance and Achievement SOP</p>
Qualification delivery conditions	Qualification assessment conditions
<p>The qualification must be delivered in accordance with the:</p> <p>BTB Approved Delivery Models and RPL SOPs BTB Approved Standardised and Personalised Programmes</p>	<p>The qualification must be assessed in accordance with the:</p> <p>BTB Approved Assessment strategies and methods BTB Approved Assessment tasks and marking guidelines</p>
Qualification IQA conditions	Qualification IQA conditions
<p>The qualification must be internally quality assured in line with the:</p> <p>BTB Approved IQA Monitoring Approach BTB Approved IQA CASS Moderation Strategies</p>	<p>The qualification must be externally quality assured in line with the:</p> <p>Transcend EQA Monitoring approach Transcend EQA CASS Moderation Strategies</p>

Appendix: Qualification Specification Version Control

This document is subject to version control. All changes will be tracked here and confirmed as an updated version.

Version	Publication date	Publication details
Version 01	01 July 2024	Publication 01