**A.E.T. Assignment 001 Guidance**

**General**

Please note, all assignments should be word processed. You should include a front sheet which clearly states the assignment title and your name. You should include a ‘footer’ on all pages giving the page number and your name.

A Level 3 qualification requires good presentation and coherent written skills. Writing should also link theory and principles to your own practice and there should be clear evidence of reflection.

**Report writing**

A report should include:

* An introduction – this sets out what you will be covering in your report. Also include in this the area you are currently teaching in, or the area you hope to teach in and who your learners are (likely to be)
* The main body divided into subsections – suggest you use the 3 headings on the assignment brief (but I am happy if you want to organise your material in a different way as long as it is coherent and covers the criteria)
* A conclusion – this is a summary of your main findings in the report (NB You should not be introducing new material in a conclusion)

**Referencing**

If you have used books and/or websites, please ensure that these are acknowledged. You don’t have to use Harvard or other formal referencing, but you should make it clear who the author is and what book or website it comes from.

**Covering the criteria**

Ensure that you refer to both the **Professional Standards** and **key legislation** within your report

The following are suggestions of what you should be including in your report to ensure you cover the criteria – where possible give links to any research you have done, and also to your own practice (or intended practice).

*1.1 an explanation of the teaching role and responsibilities in education and training* – refer to the stages of the teaching and learning cycle and the professional standards

*1.2 a summary of key aspects of legislation, regulatory requirements and codes of practice relating to your own role and responsibilities* – ensure you include Health & Safety, Equality and Diversity, Data Protection, Safeguarding, professional standards plus any legislation, regulatory requirements or codes of practice relevant to your own skill specific area (i.e. what you are/will be teaching)

*1.3 an explanation of ways to promote equality and value diversity* – include some examples of how you do or would promote equality and value diversity with your learners

*1.4 an explanation of why it is important to identify and meet individual needs* – include initial assessment

*2.1 an explanation of ways to maintain a safe and supportive learning environment* – this should include how you make the learning environment safe for your learners and how you also make it a supportive environment for learning (you could refer to Maslow’s ‘Hieararchy of Needs’)

*2.2 an explanation of why it is important to promote appropriate behaviour and respect for others*  - as well as explaining why it is important, give some examples of how you promote appropriate behaviour/respect for others (e.g. setting ground rules)

*3.1 an explanation of how the teaching role involves working with other professionals* – who are some of the people you are/will be working with in your teaching role

*3.2 an explanation of the boundaries between the teaching role and other professional roles* – where does your role end and other professionals’ roles start (link to the professionals you may be working with)

*3.3 a description of points of referral to meet the individual needs of learners* – give some examples of points of referral both internal to your organisation (or intended organisation) and externally