

Level 3 Award in Education and Training (AET)

A Guide for Participants, Line Managers & HR Teams

Course Details

Awarding Organisation: Highfield Qualifications
Assessment: Written Assignments and Micro-Teach Session

Qualification Credits: 12 Credits

Duration: 1 Week | 5 Days (6 hours per day)

Delivery: Face to face*

Cost: £995 + VAT per person

* Open courses will be delivered in our Training Centre in Southampton to include all award registration fees, course materials as well as refreshments. Closed courses can be delivered at the customer's venue of choice at their expense.

Why attend this course?

The Level 3 Award in Education and Training (AET) is a nationally recognised qualification that develops the confidence, knowledge and practical skills needed to plan and deliver effective learning. It is the recognised entry-level teaching qualification and the mandatory minimum standard required to teach adults in many private training organisations, adult education settings and military and defence environments.

Whether you are completely new to training or looking to enhance existing delivery skills, this qualification helps transform subject matter experts into confident trainers and educators. Through practical activities, tutor support and a micro-teach session, learners develop the ability to create inclusive learning environments, engage participants effectively and deliver training that has a lasting impact on individual and organisational performance.

Since 2016, Sterling has supported almost 3,000 instructors and trainers in the UK and internationally, helping them develop the skills and confidence needed to succeed in learning and development roles.

I loved how interactive the sessions were and how engaging and well-designed the materials felt. Most of all, I appreciated how practical the course was. I could take what I learned and apply it straight away

Larissa Ribeiro, Lewis School of English

Who is this course suitable for?

This qualification is suitable for anyone who wants to develop the skills, knowledge and confidence required to train, teach, instruct or facilitate learning effectively in workplace, educational, military or commercial training environments.

It is also suitable for those new to training who want to develop the knowledge, skills and confidence needed to deliver effective learning sessions.

This qualification is ideal for individuals who:

- ✓ Wish to begin a career in teaching or training
- ✓ Deliver workplace training as part of their current role
- ✓ Coach or mentor colleagues
- ✓ Are subject matter experts responsible for sharing knowledge
- ✓ Want to gain a nationally recognised teaching qualification
- ✓ Work within further education, adult learning or independent training providers
- ✓ Are assessors wishing to develop their teaching and facilitation skills
- ✓ Want to improve their confidence when delivering training

Learners do not need to be currently teaching in order to undertake this qualification.

Common challenges this course will address

- Lack of confidence when delivering training
- Uncertainty about how people learn effectively
- Structuring training sessions to maximise engagement
- Converting subject matter expertise into engaging and effective learning experiences.
- Managing different learner needs and learning preferences
- Maintaining participation and interaction during training
- Understanding the trainer's professional responsibilities
- Selecting appropriate methods to assess learning

What will participants be able to do afterwards?

Following the qualification, learners will be able to:

- Understand the roles and responsibilities of a trainer.
- Plan and deliver structured, engaging learning sessions.
- Create inclusive learning environments that meet diverse learner needs.
- Use a range of teaching, learning and assessment methods effectively.
- Deliver training with greater confidence and impact.
- Evaluate learning and identify opportunities for improvement.
- Apply practical teaching techniques within workplace, educational and training settings.

How will this benefit the organisation?

Developing qualified trainers within your organisation can help to:

- ✓ Improve the quality and consistency of internal training
- ✓ Increase learner engagement and knowledge retention
- ✓ Build internal training capability and workforce development
- ✓ Enhance knowledge sharing across teams
- ✓ Reduce dependency on external training providers
- ✓ Create a positive learning culture
- ✓ Develop confident trainers who can create engaging and impactful learning experiences.

Learners frequently report greater confidence and a stronger ability to deliver engaging, effective learning.

Qualification Structure

The qualification consists of three mandatory units:

Unit 1: Understanding roles, responsibilities and relationships in education and training

Unit 2: Understanding and using inclusive teaching and learning approaches

Unit 3: Understanding assessment in education and training

As part of the qualification, learners will plan and deliver a short micro-teach session. This provides an opportunity to practise newly acquired skills in a supportive environment and receive constructive feedback from both the tutor and fellow learners.

Most learners find this to be one of the most valuable and enjoyable aspects of the programme.

What's included?

- ✓ City & Guilds registration and certification
- ✓ Five days of facilitated learning
- ✓ Course textbook, learner resources and materials
- ✓ Assignment guidance and support
- ✓ Micro-teach assessment
- ✓ Ongoing tutor support throughout the programme

Course Progression

Successful learners may progress to the Level 4 Certificate in Education and Training or explore qualifications in assessment, internal quality assurance, coaching and mentoring. For many, the AET is the first step towards a career in teaching, training or learning and development.

The Sterling Difference

Since 2016, Sterling has helped almost 3,000 instructors, trainers, coaches and assessors develop their skills across a wide range of industries and sectors. Our trainers don't simply explain teaching theory, they demonstrate it throughout the programme, modelling the techniques, behaviours and approaches that make learning engaging, practical and memorable.

Learners leave with more than a nationally recognised qualification. They leave with greater confidence, practical teaching techniques and the ability to create inclusive learning environments that improve learner engagement, knowledge retention and performance.

Take the next step

Developing confident trainers is one of the most effective ways to strengthen learning and knowledge sharing within your organisation.

Contact us to discuss your learning and development goals and how the Level 3 Award in Education and Training can support them

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