



Level 3 Award in English for Literacy and Language Teaching

About the course

The Level 3 Award in English for Literacy and Language Teaching aims to develop candidates understanding of the English language. The course also aims to develop skills in speaking, listening, reading and writing.

The qualification is also a gateway to progress to further English qualifications at a higher level, or to qualifications in other subject areas, particularly those where good English skills are required.

This qualification is recognised by the Society of Education and Training as meeting their Level 3 English or literacy requirement when applying for QTLS.

Entry Requirements

There are no specific entry requirements. Candidates should however be working at a minimum level two in literacy and numeracy. You will be expected to be motivated and have access to a word processor, multi-media computer and the internet.

Course Structure

You need to achieve 12 credits by completing all four units highlighted below:

Unit No	Unit Title	Level	Guided Learning Hours	Credits
1	Analysing English language for literacy and language teaching	3	15	3
2	Reading skills for literacy and language teaching	3	15	3
3	Speaking and listening skills for literacy and language teaching	3	15	3
4	Writing skills for literacy and language teaching	3	15	3

The Units in Detail

Unit 1	Analysing English language for literacy and language teaching	
Level:	3	
Credit value:	3	
Guided learning hours:	15	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1. Understand the relationship between forms of language and meaning	1.1	Analyse key aspects of meaning of words
	1.2	Analyse the relationship between grammatical form and meaning
2. Understand structural features of language	2.1	Analyse key features of word formation
	2.2	Categorise words according to their classes
	2.3	Categorise verbs according to their forms
	2.4	Analyse phonological aspects of language including phonemes and stress patterns

Unit 2	Reading skills for literacy and language teaching	
Level:	3	
Credit value:	3	
Guided learning hours:	15	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1. Be able to read written texts	1.1	Select written texts for specific purposes
	1.2	Use reading skills for specific purposes
	1.3	Evaluate linguistic devices in texts
2. Be able to respond to written texts	2.1	Utilise results of own reading for specific purpose
	2.2	Produce coherent records of own interpretations of texts

Unit 3	Speaking and listening skills for literacy and language teaching	
Level:	3	
Credit value:	3	
Guided learning hours:	15	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1. Be able to present information	1.1	Select linguistic strategies and techniques to enable cohesion in own expression of information
	1.2	Express information clearly and coherently
2. Be able to listen and respond to non verbal and verbal information	2.1	Identify types of non verbal communication
	2.2	Use and respond to non verbal communication to indicate engagement and interest
	2.3	Listen critically to verbal information
	2.4	Indicate understanding of verbal information
	2.5	Identify speakers' intentions
	2.6	Respond to verbal information according to its nature and content

Unit 4	Writing skills for literacy and language teaching	
Level:	3	
Credit value:	3	
Guided learning hours:	15	
Learning outcomes	Assessment criteria	
The learner will:	The learner can:	
1. Be able to prepare written texts	1.1	Plan written texts according to the intended audience, purpose and situation
	1.2	Draft written texts using techniques at: <ul style="list-style-type: none"> • text level • sentence level • word level
2. Be able to produce written texts	2.1	Write fluently, coherently and cohesively
	2.2	Write accurately and legibly using conventions of lexis and syntax including grammar, spelling and punctuation according to purpose
	2.3	Edit and proof read written texts at text level, sentence level and word level

Course Delivery and Support

The course is delivered by either distance, blended or as classroom based. You are expected to meet all course requirements regardless of the method of delivery. The course has a 60 hours guided learning requirement. The expected total qualification time is 120 hours.

Candidates studying by either distance or blended learning will need to fully participate in online activities and provide multimedia evidence whenever possible.

We are flexible and will work with you to devise a suitable holistic learning and assessment plan. We regularly host support sessions during the day, night and weekends.

Every candidate is allocated a tutor who will also be his or her assessor on enrolment. You will have access to resources, coursework, tutorials, events, forums, web conferences, and face-to-face sessions.

Assessment

The course is assessed by a portfolio of evidence made up of five short tasks, which include written and listening exercises.

Costs

All current costs including instalment options are published on the course web page: <https://www.vocationallearning.co.uk/level3englishliteracyandlanguage/>

Suggested Reading list

The following books will be useful to teachers in planning and delivering the programme Bragg, M. 2004 *The Adventure of English*, New York, Sceptre Bryson, B. 2009 *Mother Tongue*, London, Penguin Books

Cruse, A. 2004 *Meaning in Language: an Introduction to Semantics and Pragmatics*, Oxford, Oxford University Press

Crystal, D. 2003 *The Cambridge Encyclopaedia of the English Language* Cambridge, Cambridge University Press,

Crystal, D. 2nd edition 2002, *The English Language: A Guided Tour of the Language*, London, Penguin Books

Crystal, D. 2005, *How Language Works: How Babies Babble, Words Change Meaning and Languages Live or Die*, New York, Penguin

Crystal, D. 1996, *Discover Grammar*, London, Longman

Crystal, D. 2009, *Txting: the gr8 db8*, Oxford, Oxford University Press

Thorne, S. 1997, *Mastering Advanced English Language*, Basingstoke, and Palgrave

Truss, L. Paperback edition, 2009, *Eats, Shoots and Leaves*, London, Fourth Estate

The Oxford English Dictionary The Use of English, Randolph Quirk. Published by Longmans. A History of English, Albert C Baugh. Published by Routledge & Kegan Paul. Roget's Thesaurus of English Word and Phrases. Published by Penguin. Mother Tongue, Bill Bryson. Published by Penguin Books.

A Comprehensive Grammar of the English language, Randolph Quirk, Sidney Greenbaum, Geoffrey Leech, Jan Svartvik. Published by Longmans.

The Longman Grammar of Spoken and Written English, Douglas Biber, Stig Johansson, Geoffrey Leech, Susan Conrad, Edward Finegan. Published by Longmans.

The Cambridge History of the English Language, Richard M Hogg. Published by Cambridge University Press. The Cambridge Guide to English Usage, Pam Peters. Published by Cambridge University Press. The Cambridge Encyclopedia of the English Language, David Crystal. Published by Cambridge University Press. Discover Grammar, David Crystal. Published by Longmans.