

**Subject:**

**ESSENTIAL SKILLS TUTOR EDUCATION POLICY  
Addendum No.2 (REVISED Jan 08)**

**Addendum No:**  
02

**Circular Number:**  
ES02/04 Addendum 2

**Date of Issue:**  
February 08

**Target Audience:**

Directors/Principals of Further Education Colleges  
Chairs of Governing Bodies  
College Finance Officers  
College Essential Skills Co-ordinators  
College Essential Skills Managers  
College Key Skills Co-ordinators  
College Key Skills Managers  
Managers of Voluntary and Community Organisations  
receiving EU Peace II funding for Essential Skills Projects  
Essential Skills Tutors  
Managers of Training Organisations

**Summary of Contents:**

This Addendum 2 of circular ES02/04 (which supersedes ES02/04 Addendum 1): provides clarification on the requirements for new and existing tutors teaching Essential Skills up to Level 2 from 1<sup>st</sup> September 2004. This document should be read in conjunction with the circular.

**Enquiries:**

Any enquiries about the contents of this Circular should be addressed to:

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**Status of Contents:**  
Information

**Related Documents:**  
ES01/04  
ES02/04  
FE16/04

**Superseded Documents:**  
ES02/04  
ES02/04 Addendum 1

**Expiry Date:**  
N/A

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## Introduction

1. Circular ES02/04 Essential Skills Tutor Education Policy issued in June 2004 outlined the qualification requirements for all new and existing tutors of Essential Skills.
2. It is necessary to issue a second addendum (No.2) to the circular to provide clarification on:
  - (i) the requirement in Table A for new tutors to hold a teaching qualification at Level 4 or above; and
  - (ii) the options in Tables B and D regarding qualifications that entitle the bearer to teach in Primary Schools in Northern Ireland.

Revised tables are shown at Annex A (page 4) with the amendments in ***bold italics***.

3. The application form for exemption from the requirements of Table D has also been amended to show the correct details regarding experience in teaching Essential Skills. In addition to Qualified Teacher Status, (i.e. have a recognised teaching qualification) applicants must have within in the past seven years experience of teaching adult literacy/communication and/or adult numeracy/application of number for a minimum of three years in a full time capacity i.e. 21 hours per week, or five years in a part time capacity i.e. a minimum on average of four hours per week. The revised form is shown at Annex B. Those applying for exemption are asked to ensure that all sections of the form are completed. Applicants will also be required to forward original certificates confirming details of qualifications held. These will be returned to applicants. ***Certificates must be sent to the Department by Recorded Delivery and will be returned to the applicants by the same method.***

4. From 31<sup>st</sup> August 2008 there will no longer be a facility for tutors to apply for an exemption. All tutors from 1<sup>st</sup> September 2008 will be deemed to be either:
  - (i) an existing tutor i.e. a tutor who qualified before 1<sup>st</sup> September 04 and who meets all of the requirements of Table C and one of the requirement from Table D; or
  - (ii) is a newly qualified tutor from 1<sup>st</sup> September 04 and who meets all of the requirements from Table A and one of the qualifications from Table B; or
  - (iii) is a tutor who has already been awarded an exemption from the Department of Employment and Learning.
  
5. The qualifications requirements set out in the circular are the minimum qualifications set by the Department. Employers may request new appointees to demonstrate a higher level of qualification and/or experience.

## Annex A

New Tutors (from 1<sup>st</sup> September 2004) must meet the requirements in Tables A and B ie. they must have both a subject specific qualification and a teaching qualification.

**Table A: each of the criteria a – c must be met**

<b>Table A – Mandatory General and Teaching Qualifications</b>
a. GCSE English (Grade A*-C) <u>or</u> Essential/Key Skill Level 2 in Communication **
b. GCSE Mathematics (Grade A*-C) <u>or</u> Essential/Key Skill Level 2 in Application of Number;**
c. <b>A teaching qualification as follows:</b> <ul style="list-style-type: none"> <li><i>i the Queen’s University of Belfast Diploma in the Teaching and Management of Literacy or Numeracy and Essential Skills;</i></li> <li style="text-align: center;"><i>or</i></li> <li><i>ii any qualification that meets the former Further Education National Training Organisation (FENTO) now known as Lifelong Learning UK (LLUK) specification (level 4) in teaching and supporting learning in Further Education;</i></li> <li style="text-align: center;"><i>or</i></li> <li><i>iii any other teaching qualification recognised by the Department of Education in Northern Ireland that allows the bearer to teach in Northern Ireland</i></li> </ul>
<b>NOTE **</b>  <i>The Department will consider Level 2 equivalent qualifications in English and Mathematics other than those listed at a. and b. above.</i>

**One qualification from Table B must be met (i.e. either a, b,c or d)**

<b>Table B – Subject Specific Qualification</b>
a. The Queen’s University of Belfast Certificate in the Teaching and Management of Literacy or Numeracy and Essential Skills
b. <b>For those who intend to teach Literacy</b> – a qualification that meets the former FENTO (now known as LLUK) subject specification at Level 4 in Literacy. <b>For those who intend to teach Numeracy</b> – a qualification that meets the former FENTO (now known as LLUK) subject specification at Level 4 in Numeracy.
c. <b>For those who intend to teach Literacy</b> – a degree in English (or a degree which majors in English). <b>For those who intend to teach Numeracy</b> – a degree in mathematics (or a degree which majors in mathematics).
d. <b>A teaching qualification acceptable in Northern Ireland, in which the teaching of English and/or mathematics at Primary level (key stage 1 and 2) has been a major focus.</b>

It is recommended that all tutors complete relevant in-service training on the Literacy or Numeracy Core Curriculum

## Existing Tutors

**Existing Tutors are those who have achieved qualifications listed in Table D before 1 September 2004 and meet all the criteria listed in table C and one of the categories a-g listed in Table D.**

<b>Table C – Mandatory General Qualifications</b>
a. GCSE English (Grade A*-C) <u>or</u> Essential/Key Skill Level 2 in Communication **
b. GCSE Mathematics (Grade A*-C) <u>or</u> Essential/Key Skill Level 2 in Application of Number;**
<b>NOTE **</b>  <i>The Department will consider Level 2 equivalent qualifications in English and Mathematics other than those listed above.</i>

<b>Table D – Subject Specific and Teaching Qualifications</b>
a. A City & Guilds 9285 Level 3 or Level 4
b. Diploma in Teaching Adult Basic Skills awarded by The Royal Society Arts (DTLABE)
c. Certificate (and/or) Diploma in the Teaching and Management of Literacy/Numeracy and Essential Skills awarded by Queen's University
d. Any qualification that meets the former FENTO (now known as LLUK) subject specification at Level 4 in either Literacy or Numeracy. (e.g. City and Guilds 9485/9486)
<b>e. For those who intend to teach Literacy – a degree in English (or a degree which majors in English) <i>and a teaching qualification. The teaching qualification should meet the former FENTO (now known as LLUK) specifications, or allow the bearer to teach in a school or further education college in Northern Ireland and is recognised by the Department of Education in Northern Ireland.</i></b>
<b>f. For those who intend to teach Numeracy – a degree in Mathematics (or a degree that majors in mathematics) <i>and a teaching qualification. The teaching qualification should meet the former FENTO (now known as LLUK) specifications or allow the bearer to teach in a school or further education college in Northern Ireland and is recognised by the Department of Education in Northern Ireland.</i></b>
<b>g. A teaching qualification acceptable in Northern Ireland, in which the teaching of English and/or mathematics at Primary level (key stage 1 and 2) has been a major focus.</b>

It is also recommended that all tutors complete relevant in-service training on the Literacy or Numeracy Core Curriculum. Tutors who had enrolled on a FENTO approved subject specification Level 4 course before 1<sup>st</sup> September 2004 meet the requirements for existing tutors

# ESSENTIAL SKILLS TUTORS

## APPLICATION FOR EXEMPTION

In order to be considered for an exemption from the requirements of Table D of Circular ES02/04 addendum 2 you must complete all sections of this pro-forma. The completed pro-forma must be signed by the applicant and verified by the current employer.

An exemption is to facilitate a tutor who has already achieved qualified teacher status and is an **experienced** tutor of literacy/communication or numeracy/application of number, but who **does not have subject specific qualifications** literacy or numeracy.

<i><b>PERSONAL DETAILS</b></i>
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First Name \_\_\_\_\_ Surname \_\_\_\_\_

Maiden Name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (mobile) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

<i><b>Date of Birth</b></i>

\_\_\_\_\_

<i><b>CURRENT EMPLOYMENT</b></i>
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Organisation Name \_\_\_\_\_

Address \_\_\_\_\_

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Do you teach:      Literacy/Communication        
                                 Numeracy/Application of Number        
                                 Both     

Full Time     Associate Lecturer     Part Time

### Qualified Teacher's Status

Do you have Qualified Teacher Status?    Yes\* / No\*    If you have answered Yes please provide details below of your teaching qualification, to include the name of the institution it was awarded by and the date achieved.

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Teacher's Reference Number \_\_\_\_\_

Are you in possession of qualifications as outlined at Table C ?    Yes\* / No\*  
If you have answered Yes please provide details below of the qualifications, to include the qualification, grade and year achieved.

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Do you have experience within the last 7 years of teaching adult literacy/communication and/or numeracy/application of number in a group situation for either a minimum of 3 years in a full-time capacity (i.e. 21 hours or more per week) or 5 years in a part-time capacity i.e. a minimum of four hours per week

Yes\* / No\*

Please give specific details below of:

- (i)      the type of students you taught Essential /Key Skills to;
- (ii)     the average number of hours per week teaching Essential/Key Skills over a three period in a full-time capacity or over a five year period in a part-time capacity; and
- (iii)    the organisation/s where this teaching took place.

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**Please forward original certificates with your application (by recorded delivery) for qualifications demonstrating competence in:**

- 1) English and Maths (at level 2)**
- 2) Recognised Teaching qualification**

### **Declaration by applicant**

I confirm that the information contained in this form is accurate and I wish to be considered for an exemption from the requirements of Table D of Circular ES02/04.

Signed \_\_\_\_\_ (applicant) Date \_\_\_\_\_

***N.B. Applications will NOT be accepted after 31<sup>st</sup> August 2008***

### **Declaration by employer (if applicable)**

I confirm that to the best of my knowledge that the information in this form is accurate and the applicant's work is of a satisfactory standard to teach Essential Skills.

Signed \_\_\_\_\_ (employer) Date \_\_\_\_\_

Name (Block Capitals) \_\_\_\_\_

Position \_\_\_\_\_

### **Details of Certificates enclosed with this application.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_