

Subject:

Circular Number: 2001/18

**QUALIFICATIONS OF TEACHERS IN
INSTITUTIONS OF FURTHER AND
HIGHER EDUCATION**

Date of Issue: January 2002

Audience:

- Governing Bodies and Principals of Institutions of Further and Higher Education

Status of Contents:
Information /Advice

Summary of Contents:

This Circular provides guidance on the qualifications required to teach in Institutions of Further and Higher Education.

Related Documents:

Circular 1997/17
Circular 2001/4

Enquiries:

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

Superseded Documents:

1997/17

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1. Introduction

1.1 This Circular takes effect on 1 September 2001.

The requirements for post-entry training of permanent lecturers and associate lecturers appointed on or after 1 September 1994 are set out in Circular 1997/27.

There have been several changes to the courses listed in the Schedules attached; and at paragraph 2 of the Annex the requirement is now for candidates to have a pass at key skill Level 2 or higher in Communication and Application of Number.

2. Qualifications/Courses

2.1 The attached Annex lists qualifications and courses approved under Article 70(1) of the Education and Libraries (Northern Ireland) Order 1986 (as amended) for teaching in institutions of further education. It should be noted that:

- (a) only those qualifications which are currently available have been listed;
- (b) teachers who hold other qualifications and who are already recognised as qualified teachers in institutions of further education will continue to be so recognised;
- (c) a Postgraduate Certificate in Further and Higher Education [PGC(FHE)] or a Postgraduate Diploma in Further and Higher Education [PGD(FHE)] or an equivalent qualification is not in itself an approved qualification for teaching in further education; holders of the Certificate or Diploma must also have a qualification acceptable under the terms of this Circular;
- (d) the list is not meant to be exhaustive; the Department should be consulted about the admissibility of other qualifications held by applicants for teaching posts.

- 3. An applicant for a teaching post who holds a qualification not listed in the Annex should not be appointed until the Department has confirmed that the qualification held is admissible.
- 4. When making appointments, colleges should bear in mind that examining and validating bodies may require teachers to hold specific qualifications as a condition of their approval of a particular course in a college. Principals/Directors should also bear this in mind when assigning teaching duties.
- 5. When assigning duties in practical subjects, Principals/Directors should give careful consideration to qualifications as they relate to safety.
- 6. The requirements for post-entry training for new entrants to teaching in further education and the criteria for financial assistance available under in-service arrangements are set out in Departmental Circulars.
- 7. Circular 1997/17 is withdrawn and ceases to have effect after 31 August 2001.

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Teachers' Pay and Administration Branch

QUALIFICATIONS AND/OR COURSES APPROVED BY THE DEPARTMENT FOR TEACHING IN INSTITUTIONS OF FURTHER EDUCATION

Introduction

1. General education and experience requirements.
 - 1.1 New teachers must have attained the standard of general education listed in paragraph 2 below **plus** 3 years (full-time or equivalent) relevant industrial or business experience after the age of 18 years unless the qualifications or course of study successfully completed is listed in Schedule A.
2. Candidates must have a pass in:
 - 2.1 GCSE English Language (at least Grade C) **or** key skill Level 2 or higher in Communication; **and**
 - 2.2 GCSE Mathematics (at least Grade C) **or** key skill Level 2 or higher in Application of Number,

in addition to at least one of the qualifications listed in Schedules A to H below.

The Department will consider qualifications equivalent to those listed in 2.1 and 2.2 above.

SCHEDULES

Schedule A: University Degrees

- A.1 A degree obtained at a university in the United Kingdom or the Republic of Ireland.
- A.2 A degree obtained at any other university provided the Department accepts the standard and content of the degree as equivalent to that of degrees at A.1 above.
- A.3 Any qualification deemed by the Department to be equivalent to a university degree.

Schedule B: Higher National Diplomas/Certificates

- B.1 A Higher National Certificate or Higher National Diploma awarded by the Business and Technology Education Council.

Schedule C: Certificate of the City and Guilds of London Institute

C.1 Electrical Engineering

City and Guilds Parts 1 and 2 and Course C - Certificate in Electrical Installation Work, Course No 235 or 236 with a pass with credit or distinction.

C.2 Construction

Advanced Craft Certificate in an appropriate construction discipline together with four City and Guilds Certificates in Construction Craft Supplementary Studies of which two must be at or above credit level.

C.3 Bakery

Certificate in Bakery and Food Management Studies - City and Guilds No 127 Part 1 and Part 2, (in Part 2 the applicant should hold passes at credit or distinction level in **one** of the written papers) with either,

- (a) a Certificate in Bakery - City and Guilds No 120 Part 2. (The applicant should hold a pass at credit or distinction level in either the Practical Examination or Course Work Assessment), **or**
- (b) a Certificate in Bakery Production - City and Guilds No 126. (The applicant should hold a pass at credit or distinction level in the course work assessment element), **or**
- (c) National Diploma in Bakery Technology.

C.4 Hotel and Catering

Certificate in Cookery for the Catering Industry - City and Guilds No 706/3, with passes in the following certificates:

- (a) Kitchen and Larder, **and**
- (b) Pastry/Advanced Pastry,

(In each of the certificates at (a) and (b) an applicant should hold passes at credit or distinction level in **one** of the following elements - Practical Examination, Course Work Assessment or Written Paper.)

or

- (c) an NVQ Level 4 in Catering and Hospitality (in an appropriate discipline), **or**
- (d) a National Diploma in Culinary Arts.

C.5 Hairdressing

Interim Arrangement - Certificate in Advanced Studies in Hairdressing
- NVQ Level 3 Hairdressing.

The Level 4 qualification to be gained within three years of qualification becoming available.

- Circular 2001/4 applies.

C.6 Soft Furnishings

Certificate in Soft Furnishings - City and Guilds No 7900 Parts 1 and 2.

Schedule D: Certificates and Diplomas in Business Studies

D.1 Four of the following certificates and diplomas providing there is no duplication or significant overlap. Two of the Oxford Cambridge and RSA Examinations (OCR) single subject certificates must be passes with credit or distinction.

(a) OCR Examinations Stage III (Single Subjects), for example,

Accounting

Audio-Typewriting **or** Typewriting **or** Text Processing **or** Word Processing

Background to Business

Commerce (Finance)

Medical Shorthand - Transcription **or** Shorthand-Transcription.

(b) Teachers' Certificates

i. OCR Examinations*:-

Word Processing **or** Typewriting

Shorthand

Administration Skills

*All three certificates together count as two single subjects at Stage III - pass level.
Two certificates count as one single subject at pass level.

ii. Joint Examining Board (JEB)*

Shorthand

Typewriting **or** Word Processing **or** Keyboarding

Information Processing (Business Systems) or Information Technology Skill at Level 1 or 2.

* All three certificates together count as two single subjects at Stage III - pass level.
Two certificates count as one single subject at pass level.

(c) Diplomas

OCR Examinations

Diploma for Personal Assistants or Higher Diploma in Administrative and Secretarial Procedures (counts as three single subjects at Stage 3 - pass level).

NOTE:

1. In addition to the above the Department is prepared to consider other certificates and diplomas in appropriate subjects, including those of other examining bodies.
 2. Where OCR does not examine subjects at Stage 3 level but does so at Stage 2, passes in two such subjects at Stage 2 may be accepted in lieu of one stage 3 certificate at pass level.
- D.2 NVQ Level 4 Business Administration **or** Administration **or** School Administration along with a keyboarding qualification (typewriting or word processing at Stage 3 distinction level).
- D.3 London Chamber of Commerce and Industry Examinations Board (LCCIEB) **Private and Executive Secretary's Diploma.**

Schedule E: Professional Bodies

Fellow or Associate of the following bodies:

- E.1 The Institute of Chartered Secretaries and Administrators.
- The Chartered Association of Certified Accountants.
- The Institute of Chartered Accountants in England and Wales, Ireland or Scotland.
- The Chartered Institute of Management Accountants.
- The Chartered Institute of Public Finance and Accountancy.
- The Society of Company and Commercial Accountants.
- The Chartered Insurance Institute.
- E.2 The Postgraduate Diploma in Operation and Industrial Management of the Institution of Industrial Managers.
- E.3 Diploma in Marketing of the Chartered Institute of Marketing or such qualification which is accepted by the Institute as providing exemption from the diploma examinations.
- E.4 Graduate of the Institute of Personnel and Development of such qualification which is accepted by the Institute as providing exemption from the Diploma examinations.
- E.5 Institute of Administrative Management Advanced Diploma obtained by examination.
- E.6 Full membership by examination, of the Hotel and Catering International Management Association (HCIMA).
- E.7 Professional Diploma of the Hotel and Catering International Management Association.
- E.8 HCIMA Professional Certificate plus appropriate industrial experience.
- E.9 Diploma of Higher Education in Hotel and Catering Management (University of Ulster - Jordanstown).
- E.10 NVQ Level 4 and 5 in management.

Schedule F: Nautical

- F.1 A Master's or Extra Master's Certificate of Competency of the board of Trade.
- F.2 A first Class **or** Extra First Class Engineer's Certificate of Competency of the board of Trade.

Schedule G: Health and Social Care

- G.1 First Level Registered Nurse.
- G.2 Diploma in Social Work **or** Certificate of Qualification in Social Work (CQSW) **or** Certificate in Social Services (CSS).

Schedule H: Meat Technology/Food Processing

- H.1 Advanced Certificate in Meat Technology.
- H.2 Membership of the Institute of Meat.
- H.3 Meat Inspection Certificate of the Royal College of Veterinary Surgeons, **plus** Associate Membership of the Institute of Meat.