

Guidance for centres completing the approval form to offer the Professional Development Award in Tutoring Adult Literacies Learning (PDA: TAL) at SCQF level 8 (GD5X 48)

Prior Knowledge

SQA centres applying for approval to offer the PDA: TAL should have tutors/assessors with at least two years of experience as adult literacies practitioners, possibly with experience of managing provision as well as tutoring, and should have a thorough knowledge of the social practice approach.

Appropriate experience could consist of performing aspects of the typical roles of Group Tutor and/or Co-ordinator (although roles are likely to be different, with different titles across sectors and settings) as described in the *Adult Literacies Professional Development Framework*, available at the following link:

http://www.educationscotland.gov.uk/Images/AdultLiteraciesCPDFramework_tcm4-744576.pdf

For example, appropriate experience could include planning, delivering and evaluating adult literacies learning and teaching for individuals and groups of learners.

It is desirable, but not essential, that staff delivering PDA: TAL have experience of assessing qualifications in adult literacies equivalent to at least SCQF level 8. If some staff who will be involved in the delivery of PDA TAL have no prior experience of having assessed adult literacies provision at SCQF level 8, they may have experience of having assessed other subject areas at this level, failing which the centre should ensure that internal verification meetings are arranged at an early stage in order to agree the standards required by all tutors/assessors.

Access to Appropriate Assessment Conditions

The SQA Centre should ensure that candidates meet the pre-requisites of the course to enable them to meet the practice based evidence requirements. Candidates must be working with a group of at least four adult numeracy learners to work towards the *Tutoring Numeracy in Adult Literacies* Unit and candidates must be working with a group of at least four adult literacy learners in order to work towards the *Tutoring Adult Literacy* Unit.

For the purposes of the practice based assessment, the adult literacies provision being delivered need not necessarily be formally certificated by SQA, or indeed any other awarding body. Suitable types of provision could include a community based adult literacies group or a workplace literacies group.

Candidates and assessors should have access to a wide range of adult literacies learning resources, including IT access.

Referencing and Learning Materials

As a minimum, materials listed in your application for approval should include *A Professional Development Framework for Scotland's Adult Literacies Workforce*, the *ALN Curriculum Framework and Wheel*, *Adult Literacies in Scotland (ALiS) 2020* and the *Scottish Survey of Adult Literacies (SSAL) 2009*, *Teaching Adult Literacy, Principles and Practice* (Hughes & Schwab, 2010), *Adult Numeracy, Shifting the Focus* (Coben, 2005) This is not intended to be an exhaustive list.