

Jargon Buster: Glossary of terms

A

Academic and Vocational Pathways

Academic and vocational pathways are routes through academic or vocational learning, either formal or self-directed, in an institution or in the community.

They are clear lines of study or training that a learner can take to reach a desired outcome. This outcome may be a formal qualification, further study, or employment.

Accreditation of prior learning

Accreditation of prior learning (APL) is a means of crediting people for achievements, skills and knowledge that they have already gained. These may have been gained from a course or self-directed study.

In order to use APL to gain access to higher education, applicants need to match their previous learning with the requirements set by their chosen educational institution.

Credit is awarded for learning that can be demonstrated. Applicants will need to provide evidence of that learning, either in writing or through an interview.

APL is of particular benefit to mature learners who want to re-enter education or training, and those who want to reduce the overall time of a programme of study.

Advanced Apprenticeships

Apprenticeships allow people to learn on the job, while building up skills and gaining qualifications. Advanced Apprenticeships give people the training, skills and qualifications that they need to go into management or become a technician.

Advanced Apprenticeships last for at least two years and lead to a National Vocational Qualification at Level 3, relevant key skills qualifications and a technical certificate.

Apprenticeships

Vocational (work-based) learning schemes.

Assessment

The method of grading and evaluating work undertaken on a course. This may include exams and course work.

Awards

A term used for qualifications (Certificates, Diplomas, Degrees etc).

B

BTEC

British Training and Enterprise Council examination board. This qualification is usually the equivalent of two A Level courses in a vocational field such as construction.

Basic Skills

A range of essential skills that underpin success in education, employment, lifelong learning and personal development. These include communication, application of number and information technology.

C

City & Guilds

City & Guilds is an awarding body in the United Kingdom. It offers vocational qualifications in almost all sectors and at all levels, from entry to post graduate. Students can enrol for a qualification at a school, college or other training organisation approved by City & Guilds. Qualifications include National Vocational Qualifications (NVQ), Modern Apprenticeships and Higher Level qualifications.

CPD

Continuing Professional Development is the opportunity to undertake further professional development, usually made up of a balance of personal and professional development and attendance at nationally accredited courses.

Connexions

Connexions is an information, advice, guidance and support service for young people to help them make decisions about education, training, employment and other life choices.

Curriculum

A programme of study.

D

Data protection

The term data protection describes a set of rules that protect the privacy of individuals and make sure that their personal data is handled fairly and lawfully. It covers a range of personal information, such as contact details and date of birth. The Data Protection Act 1998, the rules for how personal information should be handled and processed, is enforced by the Information Commissioner.

Data Protection Act

The Data Protection Act 1998, enforced by the Information Commissioner, sets out rules for how personal information should be handled and processed. It came into force on 1 March 2000 and applies to both paper and electronic data.

The Act gives individuals several rights, including the right to find out what information is held about them and the right for their personal data not to be used for marketing purposes. It also contains eight best-practice principles that data controllers (individuals and companies that hold information about people) are encouraged to work towards.

These principles include not keeping information for longer than is necessary, and making sure it is accurate and secure. DfES Department for Education and Skills, which is the government department responsible for education.

Diagnostic assessment

Diagnostic assessment is an evaluation, carried out with a tutor, of a learner's skills, strengths and weaknesses. The assessments show the level that an individual should be put at within a subject and areas of work that they need to improve on.

The development of materials and training needed for the assessments has been funded by the Department for Education and Skills as part of the Skills for Life strategy.

Differentiation

Differentiation is the process of identifying and catering for the individual needs of all students in one classroom. This means that the needs of both the very able and those with learning difficulties are identified and met.

Differentiation means that pupils do not necessarily need to learn the same thing, at the same pace, in the same way at all times. For example, some students may be given existing examples to work with, while more able students are asked to create their own.

Disability Discrimination Act 1995 (DDA)

The Disability Discrimination Act 1995 (DDA) aims to tackle discrimination against disabled people. It gives disabled people rights in the areas of employment, buying or renting land or property, and access to goods, facilities and services. It also allows the Government to set minimum standards so that disabled people can use public transport easily.

Drop-In Centres

IT facilities that may be used to study for qualifications at your own pace rather than in set classes.

E

Entry-Level

An educational route for students who require extra help or have specific learning difficulties. Many of entry-level courses follow a general programme to enable students to develop their potential.

Enrolment

The formal process of actually starting a course at college or university or training provider. It usually involves completing an enrolment form.

ESOL

English for Speakers of Other Languages, sometimes referred to as English as a Second (or Other) Language.

EFL

English as a Foreign Language.

External Verifier

Is appointed by the Awarding Body to report on the quality of the work done by the Assessment Centre.

F

FE

Further Education is education for people over 16 years old. This includes all types of full- or part-time study, up to and including Advanced Level programmes.

FT

Full-time courses are those that take more than 12 hours per week.

G

GCSE

General Certificates of Secondary Education are the examinations of basic secondary education generally taken by 16 year-olds.

GNVQ

A General National Vocational Qualification is taken in school or college and can be related to particular industries. GNVQs can be taken at levels equivalent to GCSE and A Level.

H

I

IAG

Information, Advice and Guidance

ICT

Information and Communication Technology

Internal Verifier

Holds a D34 or V1 award and it is their job to check the standards of assessment and liaise with the Assessor and External Verifier.

ILR

Individual Learner record

ILP

Individual Learning Plan

IT

Information Technology

J

Jobcentre Plus

Agency responsible for providing individual citizens with the opportunity to get into work. Works closely with the LSC

K

Key Skills

Key skills are a range of essential skills that underpin success in education, employment, lifelong learning and personal development. Available across all post-16 routes in the UK, they include communication, application of number and information technology.

L

Learning and Skills Council

Non-departmental public body (NDPB) responsible for funding and commissioning post-16 learning, except Higher Education

Lesson plan

It is good practice for a teacher to think about what they are going to teach before a lesson starts. They will plan the structure of the lesson and consider things such as the aims and objectives of the lesson, the activities that will be done by the students, and any follow-up work.

This plan is called a lesson plan. Lesson plans have several advantages. For example, they can help to predict any problems, decide what resources are needed, make sure that the lesson is suitable for all students and give the teacher more confidence.

Lesson plans are useful for any form of lesson, from those in a school or college to driving lessons.

Level 1

Level 1 qualifications include GCSEs, GNVQs at Foundation Level and NVQ1s.

Level 2

Level 2 qualifications include 4 or more GCSEs at grades A - C, GNVQs at Intermediate Level, BTEC First Certificates and First Diplomas, and NVQ2s.

Level 3

Level 3 qualifications include AS- and A-Levels, NVQ3s, BTEC National Certificates and National Diplomas, and CACHE Diplomas.

Level 4

Level 4 includes Foundation Degrees, HNDs and Degrees.

M

Mentor

A trusted counsellor, teacher or professional person who provides guidance and support to an individual.

N

National Curriculum

This outlines what students should be taught from their first days in school right through to GCSE level, with math's, science, design and technology, IT, history, geography, art, music, PE and a foreign language as compulsory.

National Occupational Standards (NOS)

NOS define the competences which apply to job roles or occupations in the form of statements of performance, knowledge and the evidence required to confirm competence. They cover the key activities undertaken within the occupation in question under all the circumstances the job holder is likely to encounter. NOS can be used to:

- describe good practice in particular areas of work;
- set out a statement of the skills, knowledge and understanding necessary to do a specific occupation;
- provide managers with a tool for a wide variety of workforce management and quality control;
- offer a framework for training and development; and
- form the basis of vocational qualifications.

NVQ

National Vocational Qualifications are work-based qualifications.

NVQ Assessor

NVQ assessors work with candidates to help them meet the occupational standards (competences) needed to gain National Vocational Qualifications (NVQs).

O

OFSTED

The Office of Standards in Education is designed to raise standards in British schools and colleges through regular inspections. The inspections are conducted by teams of Ofsted-accredited (but independent) inspectors, led by a Registered Inspector. They must ask parents for their opinions, and anyone is allowed access to the completed report, detailing their results in terms of performance for quality and consistency.

P

PT

Part-time.

Portfolio

A collection of examples of work.

Q

R

S

Skills for Life and Work

Skills for Life, or Basic Skills, are the ability to read, write, speak and use mathematics at a level necessary to function and progress at work and in society in general.

T

Train to Gain

Train to Gain is a service that builds on the success of the Employer Training Pilots and is designed to help businesses get the training they need to succeed.

One of the aims of the service is to make sure that businesses are offered impartial, flexible, responsive training and skills advice at a time and place to suit them.

U

V

VI

Visually Impaired.

Vocational Learning

This is education that is aimed at providing students a direct experience of the 'real world' of work. Vocational-based learning can be undertaken from GCSE level upwards.

W

Work-Based Learning

'Work-based training' generally describes training while a person is employed. The training is usually based on the needs of the individual's career and employer, and can lead to nationally recognised qualifications.

There are essentially three components to work-based training. These are practical skill training, underpinning knowledge and key skills.

Providers of training tend to be further education colleges or privately funded training organisations. They can also be employers funded by the Learning and Skills Council (LSC) and the Employment Service to deliver work-based training programmes such as apprenticeships.

Leads to NVQ qualifications gained in the workplace. It includes Apprenticeships and Adult Apprenticeships.

X

Y

Z