

**Level 4 Award in Education and Training  
Portfolio Evidence Record Sheet**

Name of Candidate			
Name of Assessor			
Unit 1		<b>Understanding roles, responsibilities and relationships in education and training (H/505/0053)</b>	
<b>Learning Outcome 1</b>		<b>Understand the teaching role and responsibilities in education and training.</b>	
Assessment Criteria		Portfolio Reference	Date
1.1	Explain the teaching role and responsibilities in education and training.		
1.2	Summarise key aspects of legislation, regulatory requirements and codes of practice relating to own role and responsibilities.		
1.3	Explain ways to promote equality and value diversity.		
1.4	Explain why it is important to identify and meet individual learner needs.		
<b>Learning Outcome 2</b>		<b>Understand ways to maintain a safe and supportive learning environment.</b>	
2.1	Explain ways to maintain a safe and supportive learning environment.		
2.2	Explain why it is important to promote appropriate behaviour and respect for others.		
<b>Learning Outcome 3</b>		<b>Understand the relationships between teachers and other professionals in education and training.</b>	
3.1	Explain how the teaching role involves working with other professionals.		
3.2	Explain the boundaries between the teaching role and other professional roles.		
3.3	Describe points of referral to meet the individual needs of learners.		
Learner Signature			
Assessor Signature			
Internal Verifier Signature (If verified)			