Teaching Staff Appendix- Short Course in Computer Basics

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| Name of principal lecturer | \*Email address | Qualification(s) held | Where qualification(s) gained | Date(s) of obtaining qualification(s) | Teaching qualification and/or number of years teaching experience | Experience other than education, e.g in industry |
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\*In accordance with our UK regulator, staff are required to provide official school/business email addresses in order for us to grant access. Personal email addresses, such as ‘yahoo’, ‘Gmail’ or ‘Hotmail’ are not permitted; excluding exceptional circumstances.

***Guidance Notes***

***Teacher Requirements***

All teachers must hold a minimum of a first degree in a related subject to the qualification/module(s) they will be teaching.

All teachers must hold a recognised local teaching qualification and preferably have at least one year of relevant teaching experience.

Teachers whose first language is not English must be able to teach in English at the level equivalent to IELTS 6.0.

A Programme Manager is required who has overall responsibility for the teaching of the programme and who meets the requirements above.



***VLE Overview***

The VLE is NCC Education’s online learning environment for Centres accredited for NCC Education programmes, providing an exclusive area to access materials and information. It is packed with useful information on a range of topics and is the hub of tutor life at NCC Education.

Tutor Access to VLE will be provided and automatic welcome emails confirming log in details will be sent directly to the email(s) provided within five working days subject to:

- Full Approval of centre to deliver NCC Education qualifications and teaching programme(s) where appropriate

- Receipt of the appropriate ‘Teaching Staff Appendices’ with all necessary fields completed

***Please inform Centre Support when staff leave your centre in order that we can remove their access rights. Only staff at Centres are allowed to access the NCC Education online systems*.**

*The information you provide here will only be used to communicate by email and we will not share your details with other companies.*