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**Qualifications and Training for School Support Staff – Autumn 2011**

Please find enclosed details of School Support Staff accredited qualifications for Autumn 2011. I have detailed below the courses available, the employees they are appropriate for and their cost. We are delighted that we have been able to keep the fees at the same level as last year and are also able to offer schools/candidates instalment and/or direct debit options to help spread the cost, as well as offering alternatives in some areas.

**Teaching Assistants qualifications**

- **C&G Level 3 Apprenticeship in Supporting Teaching & Learning:** for experienced Teaching Assistants working 16hrs/wk or more – cost **£300**. There is a government expectation that the employer meets the cost of apprenticeship training.
- **C&G Level 2 Certificate in Supporting Teaching & Learning:** for volunteers and newly appointed Teaching Assistants– cost **£450**. Applicants who do not hold a full level 2 qualification will be fully funded.

**All school staff qualifications**

- **C&G Specialist Level 3 Unit in Cover Supervision.**
- **C&G Specialist Level 3 Unit in Invigilating tests and examinations.**
- **C&G Specialist Level 3 Unit in Planning and Allocating the Work of a Team.**
- **C&G Specialist Level 3 Unit in Facilitating Learning through Mentoring.**
- **C&G Specialist Level 3 Unit in Leading Ex-Curricular Activities.**
- **C&G Specialist Level 3 Unit in Supporting Transitions.**

The above C&G specialist single units are available at **£250** each per candidate. **Group and multiple unit discounts available!** Ring the number below for details and further information

- **FREE - Introduction to Teaching Assistants (NOCN accredited):** A 10 hour introductory course delivered over 4 weeks for anyone thinking about a career in Supporting Teaching and Learning or volunteering in school and would like to learn more about the role.
- **C&G Level 3 Work With Parents, Parent Support Advisor Pathway:** Cost **£395**. Please call for further details
- **Apprenticeships in Business Admin & ITQ:** Please call for further details.

Please call on the following numbers for more information, discussion on fees, application forms or to enrol on any of the above courses: **01603 306567/90**

Yours sincerely

*Kim King*

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Curriculum Design Manager  
Education and Training

**We are delighted to be able offer this course for £300**  
**Places available in October and January in the following locations**

**Norwich**  
**Attleborough**  
**Kings Lynn**  
**Gt Yarmouth**

**Please call 01603 306567/90 to enrol**

### **Apprenticeship Overview**

The nationally recognised level 3 qualification for Teaching Assistants in schools.

Apprentices must be in paid employment in a school for a minimum of 16hrs/week.

There will be 37 taught sessions over the period of a year including the delivery of functional skills as required; these skills are also developed throughout the course.

This will cover all of the National Occupational Standards for Supporting. You should anticipate approximately 4-6 hours homework per week.

### **Induction**

The session will include a 15 minute one-to-one interview with the course tutor, to include:

Confirmation of CRB check, school placement and eligibility for course. Completion of essential paperwork and explanation of course structure and an opportunity to ask questions.

Learners will also be required to complete English and maths and ICT assessments.

Demonstration of 'E'- Cordia our electronic portfolio system

### **The Apprenticeship Qualification**

Learners must provide evidence for the following to achieve the apprenticeship:-

- Level 3 Diploma in Supporting Teaching and Learning
- Rights & responsibilities within the sector
- Personal Thinking and Learning Skills
- Functional skills: Mathematics at Level 2
- Functional skills: English at Level 2
- Functional skills: ICT at Level 2

If you have achieved any of the above within the last five years you will be exempt, if you can evidence with original certificates.

**Supporting  
 Teaching &  
 Learning  
 Apprenticeship**

**Level 3**

### Level 3 Diploma in STL Principles

- On-going assessment throughout the course
- Regular written and verbal feedback from your tutor and support during individual tutorials.
- The final decision for certification rests with the Internal Quality Assurer on submission of the final portfolio.

**Learners will sit functional skills examinations when appropriate throughout the course.**

### Subject Areas

Learners will study the Award, Certificate and the Diploma in STL, obtaining the minimum of credits as follows:

- Award – 12 Credits
- Certificate – 20 Credits
- Diploma – 12 Credits

**Overall total – minimum of 44 Credits**

All credits must be achieved from the units listed in this specification.

### Mandatory units

- Communication & professional relationships with children, young people and adults
- Schools as organisations
- Support Learning activities
- Understand child and young person development
- Understand how to safeguard the wellbeing of children and young people
- Promote children and young people's positive behaviour
- Develop professional relationships with children, young people and adults
- Promote equality, diversity and inclusion in work with children and young people
- Support assessment for learning
- Engage in personal development in health, social care or children's and young people's settings
- Support children and young people's health & safety.

### Optional units

Select from 40 specialist units to achieve a minimum credit value of 12 credits. Guidance will be provided to ensure selection reflects your role within workplace.

### Functional Skills

Learners will also complete the functional skills at level 2 for mathematics, English and ICT

- Development of these skills is embedded throughout the course and additional support is provided as required.

### Level of Support

- Identified assessor(s)
- A workplace mentor will need to be identified to support training.
- Review meetings with apprentice, employer and tutor

**For further information Contact**

**Heather Habbin/Kim King Curriculum Design Managers for Education and Training  
01603 306566/7/90**

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# Level 3 Unit Only Qualifications



City & Guilds 5329 QCF Supporting Teaching and Learning

- ◆ Cover Supervision
- ◆ Invigilating
- ◆ Plan, allocate and monitor work of a team
- ◆ Facilitate learning and development through mentoring
- ◆ Lead an extra-curricular activity
- ◆ Support children during transitions in their lives

Candidates will develop skills, knowledge and understanding in these specific areas of Supporting Teaching and Learning.

Suitable for practitioners, Teaching Assistants and other professionals working within these specific roles

Taught over three, three hour sessions.

**The course cost is £250/candidate**



For further information or an application form please telephone the curriculum team on 01603 306567 or 01603 306590  
[kim.king@norfolk.gov.uk](mailto:kim.king@norfolk.gov.uk)



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**Norfolk** County Council  
Adult Education Services

[www.norfolk.gov.uk/adulteducation](http://www.norfolk.gov.uk/adulteducation)