

REPEATED

INSET

NVQ Level 3 in Learning Support (Scheme Number 7327) (Primary and Secondary)

This course (previously the Advanced Certificate in Learning Support, now extended to a full NVQ) is suitable for Teaching Assistants working with children with Special Educational Needs. Successful completion of this long course will lead to the award of a NVQ Level 3 for Teaching Assistants.

Afternoon sessions, 1.30 - 4.00: 14, 28 September, 12, 19 October, 9, 23, 30 November, 7 December 2005, 11, 18 January, 8, 22 February, 1, 15, 29 March, 3, 17 May, 14 June 2006. In addition there will be 2 full days, 9.30 - 4.00, on 5 October 2005 and 1 February 2006.

The course will be tutored jointly by Advisory Services' advisers and tutors from Adult Education.

Please refer to Appendix A for further information, and how to apply. Priority will be given to those schools not previously represented on the Advanced Certificate/NVQ in Learning Support.

Course Leader: Ian Turner, Adult Education

This course is supported by Standards Fund (subject to confirmation of funding for 2005/2006).

There are no course fees but supply cover expenses must be met by the school.

Course Leader (s) : Ian Turner, Adult Education

Who should attend

Headteacher	<input type="radio"/>	Head of Dept.	<input type="radio"/>
Deputy Head	<input type="radio"/>	Classroom teacher	<input type="radio"/>
SENCO	<input type="radio"/>	Returner	<input type="radio"/>
Subject Leader	<input type="radio"/>	NQT	<input type="radio"/>
Classroom Assistant	<input checked="" type="radio"/>	Nursery Nurse	<input type="radio"/>
Supply Teacher	<input type="radio"/>	Pre-school Practitioner	<input type="radio"/>
Governors	<input type="radio"/>		

Other:

Phase

First
Reception
Infant Junior
Primary
Middle
Special
Secondary

Cost:

£0.00

How to book

To apply for a place at this activity please complete a booking form and return it to:

Sarah Wait
Norwich Professional Development Centre
Woodside Road
Norwich
NR7 9QL

Telephone:

01603 433276

Fax:

01603 700236

E-mail:

sarah.wait@norfolk.gov.uk

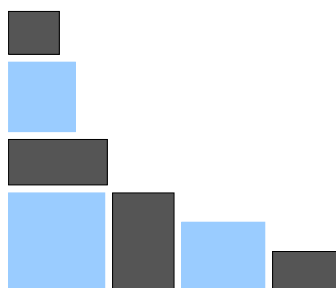
Date
14/9/2005

Time

Venue

Norwich Professional Development Centre

Reference
5WN075



Level 3 NVQ for Teaching Assistants Working with Pupils with Special Educational Needs

The Advisory Service is working in partnership with the Adult Education Service to deliver this course offering participants the opportunity to achieve the Level 3 NVQ for Teaching Assistants (City and Guilds Scheme number 7327). The Level 3 NVQ is a ten unit qualification.

Mandatory Units:

- Pupil behaviour
- Relationships with pupils
- Supporting learning
- Review and develop own practice

Optional Units include:

- Planning/evaluation of learning activities
- Support pupils with communication difficulties
- Support pupils with cognition and learning difficulties
- Support pupils with behavioural, emotional and social development needs
- Help pupils to access the curriculum
- Develop and maintain working relationships

These will be achieved through course attendance, the completion of work-based projects and the production of a portfolio of evidence. *N.B. collection of evidence involves a commitment level of work equal to that required for an advanced course. Candidates should ensure that they have the time and support before applying for the course.*

- ♦ The course will start on 14 September 2005 1.30 - 4.00 pm and will consist of eighteen afternoon sessions (1.30 p.m. to 4.00 pm) and two full days over the autumn, spring and summer terms. Please refer to main booklet for dates. (N.B. Supply cover is not available).
- ♦ Candidates and their host schools will need to be aware that in order to complete the course a 'mentor' colleague will be required to act as a reference point within the workplace. This mentor will be expected to be able to help the candidate organise opportunities to gather evidence, facilitate arrangements in the workplace and to reflect on practice and the development of skills. *This commitment by the school is essential for successful completion of the course.*
- ♦ Candidates will be expected to be able to demonstrate independent working with both individual pupils and groups of pupils (i.e. three or more) in order to generate evidence for their portfolio. They will need access to school policies (e.g. equal opportunities) and information on pupil assessment and advice (e.g. psychologist's report) and individual educational plans.
- ♦ Arrangements will be made for course participants to visit one or more special schools over the duration of the course to see work with pupils with severe and complex learning and behavioural needs, and candidates will be encouraged to visit each others schools or other neighbourhood schools to make links, contacts and comparisons with peers.

Applications: A Norfolk Education Advisory Services booking form, a letter of support from your headteacher (outlining reasons for applying and describing the candidate's current practice) and a curriculum vitae should be submitted as soon as possible to Sue Berrisford, Professional Development Centre, Woodside Road, Norwich, NR7 9QL. The closing date for applications is 31 March 2005.

- **Priority will be given to those schools not previously represented on the Advanced Certificate/NVQ in Learning Support and will be limited to one per school.**
- **The course is not intended for teaching assistants new to the role.**

Further information or clarification is available from Alan Jones, Adviser (SEN), or Sarah Wait, Administrative Assistant, telephone 01603 433276.

This course is Standards Grant Funded (subject to confirmation of funding for 2005/2006)

In-Service Training Booking Form

Return to: Sarah Wait Norfolk Education Advisory Services Professional Development Centre Woodside Road Norwich NR7 9QL 01603 433276	From: Name School/Organisation Address Date:	School INSET Code: Tel:
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Course Title: NVQ Level 3 in Learning Support (Scheme Number 7327) (Primary and Secondary)

Workshop choice (if applicable)

Venue: Norwich Professional Development Centre

Date(s): 14/9/2005 INSET Ref No. 5WN075

Title	Forename	Surname (Block capitals please)	* LSA/ SMT	£ Cost (ex. VAT)

Please do not send a cheque with this booking form.	TOTAL £
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* High Schools only - HOD (Head of Department) or DHT (Deputy Head) or ST (Senior Teacher).

School Use:

Supply cost

Travel

Subsistence

It is our policy to ensure that we provide access for all people. Meat and vegetarian meals come as standard. If you have any other special requirements of any kind, please state below so that we can try to help you.

Please note that in accordance with the requirements of the Data Protection Act you may request, by ticking the box, that the delegate(s) entered above is/are not named in the list of delegates available from the INSET Opportunities website at <http://advisoryservice.norfolk.gov.uk/inset>

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Booking(s) authorised by:	Signature
.....	Title

Confirmation of booking acceptance will be issued to the named delegate(s).

Cancellation/Refunds: for cancellations made by the school/establishment more than 28 working days prior to the course date, a £10 administration fee will be levied per person. The full fee will be charged for cancellations made within 28 working days of the course date. Free courses will incur a £10 administration fee if cancelled within 5 working days of the course date.

In exceptional circumstances, and at the discretion of the Norfolk Education Advisory Services or should the Norfolk Education Advisory Services cancel the course, either the fee paid will be refunded in total, or the course will be rescheduled for a mutually convenient date.