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23<sup>rd</sup> June 2004

Dear Headteacher,

### **Courses for Teaching Assistants and Parent Helpers**

#### **NVQ Level 2 and 3 for Teaching Assistants**

#### **Introductory Course – For new Teaching Assistants and Parent Helpers**

Building on our successes in delivering the NVQ 3 in partnership with the PDC Norwich, and the City & Guilds NVQs at levels 2 and 3 across the county I write to inform you of further developments.

You may remember that I wrote to you in September to give you information about the range of courses we offer for Teaching Assistants. I write again to give you an update of the changes that have taken place since then, particularly in regard to the NVQ Level 2 for Teaching Assistants and to offer you the opportunity to access these courses if you wish.

Many schools and candidates found the cost of the courses to be prohibitive. With further research we have found that we are able to use a different LSC funding model and therefore reduce the costs as detailed below:

### **Course Fees**

Introductory Course - £45

NVQ 2 for Teaching Assistants - £ 225

NVQ 3 for Teaching Assistants - £285

*(There are concessions for those in receipt of benefits)*

To explain the differences between the courses I have attached a copy of the course information sheets. If you would like further information regarding each of the courses please let us know on 01953 455783 and we will be happy to discuss this with you.

I have also included a list of the venues/times for the programmed courses for 2004/5 (double sided). If these are unsuitable for your needs please let me know as it may be possible to arrange for a course to take place closer to you, particularly if you are able to gather together a cohort of candidates from your school, those within the locality or your small schools cluster. The courses could be daytime, twilight or evening to suit your needs.

If you would like to discuss this further I can be contacted on:

**01603 674316 – Monday to Thursday**

**01953 455783 – Friday**

I would be very happy to arrange a meeting with you to discuss course content and delivery if you would find it useful.

May I please ask that this information be displayed in school for Teaching Assistants and parent helpers to access?

I look forward to hearing from you soon

Yours sincerely

**Lynne Oxbury**

**(Acting) Curriculum Manager – Teaching Assistants and Early Years**

## Introduction to Classroom Assistants

### Course information Sheet

**Tutor:**  
**Day and Time:**  
**Venue:**  
**Course Code:**

**Who is the course for:**

This course is aimed at those completely new to the role of classroom assistants.

**Duration:**

10 weeks ( 2.5 hours per taught session ).

**Course Description:**

This is a non accredited course, ie. it does not lead to a qualification.

The course gives foundation knowledge for those who desire to learn more about the role of the Classroom Assistant, and may want to develop a career path in this area.

Educational topics will be introduced and explored.

Candidates will complete a small portfolio.

**Any Necessary Experience?**

None.

**Course Requirements:**

Candidates are required to have a placement (usually voluntary) in school, or other educational setting. This will also aid preparation for the NVQ Level 2.

Because a placement in school is an integral part of this course, students will be required to produce evidence of a full and current Criminal Records Bureau Clearance at enrolment.

**Teaching and Learning Methods:**

A variety of methods will be used throughout the course such as lectures, demonstrations and discussions. There will also be opportunities for interaction and exchanging ideas with the tutor, and other candidates.

**What you need to bring:**

A ring binder, pens and plastic pockets, to keep work and handouts in.

Guidance will be given as to appropriate texts to read to aid your understanding.

Some resources are available for loan.

**Progression Route:**

The City & Guilds NVQ Level 2 for Teaching Assistants.

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



**Norfolk** County Council  
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**INTRODUCTION TO CLASSROOM ASSISTANT  
COURSE LISTING 2004/05  
(24.05.04)**

Area Office	Course Venue	Day	Time	<i>Proposed / Actual</i> Start Date	Finish Date	Course Code	Tutor	No. of Cands.
Attleborough	Wymondham High School	Tue	6.30 – 9.00pm	14.09.04	23.11.04	K552004A	F. ROGERS	Max. 16 Min. 12
Diss	Archbishop Sandcroft High School	Wed	6.60 – 9.00pm	15.09.04	24.11.04	J500004A	F. CHENERY	Max. 16 Min. 12
Eaton	Earlham High School	Wed	9.30 – 12.00pm	15.09.04	24.11.04	R341003A	K. KING	Max. 16 Min. 12
Gt Yarmouth	Gt Yarmouth High School	Mon	7.00 – 9.30pm	20.09.04	29.11.04	D154004A	TBC	Max. 16 Min. 12
Hellesdon	Pheonix Centre, Mile Cross	Fri	9.30 – 12.00pm	24.09.04	03.12.04	F506004A	V. HENRI	Max. 16 Min. 12
Hellesdon	TBC	Tue	6.30 – 9.00pm	14.09.04	23.11.04	F289004A	TBC	Max. 16 Min. 12
Hewett	Loddon	Mon	9.30 – 12.00pm	27.09.04	06.12.04	M103004A	K. KING	Max. 16 Min. 12
Hewett	Framingham Earl	Tue	6.30 – 9.00pm	28.09.04	07.12.04	M202004A	K. KING	Max. 16 Min. 12

Area Office	Course Venue	Day	Time	<i>Proposed / Actual</i> Start Date	Finish Date	Course Code	Tutor	No. of Cands.
Kings Lynn	West Norfolk PDC	Thur	12.30 – 3.00pm	23.09.04	02.12.04	S648004A	H. HABBIN	Max. 16 Min. 12
North Walsham	TBC	Tue	12.30 – 3.00pm	14.09.04	23.11.04	H255004A	C. HART	Max. 16 Min. 12
Sheringham	Sheringham Community Centre	Mon	12.030 – 3.00pm	20.09.04	29.11.04	Y108004A	A. GALLAGHER	Max. 16 Min. 12
Sprowston	Sprowston PDC	Wed	6.30 – 9.00pm	29.09.04	08.12.04	B757004A	TBC	Max. 16 Min. 12
Swaffham	Catholic Church Rooms, Swaffham	Mon	12.30 – 3.00pm	20.09.04	29.11.04	W449004A	TBC	Max. 16 Min. 12
Thetford	Tanner House	Wed		15.09.04	24.11.04	V191004A	H. HABBIN	Max. 16 Min. 12

## NORFOLK ADULT EDUCATION

<b>Name of course and number</b>	City & Guilds NVQ Level 2 for Teaching Assistants
<b>Tutor</b>	Tutor tbc
<b>Day and time</b>	Day, time
<b>Start date</b>	Date
<b>Course duration</b>	32 weeks ( 2.5 hours per taught session ).
<b>Venue</b>	County Wide
<b>Course fees</b>	£225 £95 for those in receipt of income-related benefits A single £4 registration fee is also payable per student per academic year, regardless of the number of courses attended.

### **Who the course is for**

This course is aimed at unqualified classroom assistants.

### **Course description**

This is an accredited course, leading to a recognised qualification, which will provide candidates with the necessary underpinning knowledge for the award of NVQ Level 2 for Teaching Assistants. Educational topics will be explored and there will be additional input from visiting speakers. Candidates will need to complete a portfolio and be observed by an NVQ Assessor, together these will provide evidence of professional competence.

### **Any previous experience necessary**

Completion of the Introduction to Classroom Assistant course is advised for those completely new to the role. A minimum of 6 months experience of working in school, whether in an employed, or a voluntary capacity. Experience of building a portfolio would be useful but not essential as guidance will be given.

### **Course Requirements:**

A pre-course guidance interview will be given prior to the course commencing, for candidates to ask any questions and to ensure that this is the right course for them. Candidates must have a placement of 6 hours per week in school, or other educational setting. It is essential for the candidate to have a mentor, from their placement, during the course. As part of the portfolio building candidates will be expected to obtain written assessments from the teacher/mentor with whom they have their placement. Candidates should anticipate approximately 4 hours homework per week. Because a placement in school is an integral part of this course, students will be required to produce evidence of a full and current Criminal Records Bureau Clearance at enrolment.



INVESTOR IN PEOPLE

# Adult Education

## **Teaching/learning methods during the course**

A variety of methods will be used throughout the course such as lectures, demonstrations and discussions. There will also be opportunities for interaction and exchanging ideas with the tutor, other candidates, and visiting speakers. There will be individual tutorials for students throughout the course.

## **What you need to bring.**

A lever arch file, pens and plastic pockets, to keep work and handouts in. There are no compulsory textbooks, although guidance will be given as to appropriate texts to read, some resources are available for loan.

## **Any additional costs**

None

## **Certification and costs**

On satisfactory completion of course requirements. Cost included in enrolment fee.

## **Support available**

The Area Manager and staff will do their best to assist with specific needs associated with disability, such as large print handouts, hearing loop and disabled access. Access Funds may be available to help with study costs for this course. The Area Manager and staff will be able to give further information, advice and guidance on request. Should you require literacy or numeracy assistance the Area Manager, staff or tutor will be happy to arrange backup and support. An interpretation and translation service is also available at the Area Office.

## **Progression routes**

A NVQ Level 3, please discuss with your tutor.

## **Other courses you might be interested in**

## **For more information and advice on enrolling, please contact:**

Learning Support Office  
Community Centre,  
Church Street  
ATTLEBOROUGH  
NR17 2AH

**Office open Monday - Friday 9.00 am – 2.00 pm.**

**Phone: 01953 455783**

**Fax: 01953 457561**

**Email: [lynne.oxbury@norfolk.gov.uk](mailto:lynne.oxbury@norfolk.gov.uk)**

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# City & Guilds

## NVQ 2 for Teaching Assistants : Courses 2004/2005

Date compiled 02.06.04

Area Office	Course Venue	Day	Time	<i>Proposed / Actual Start Date</i>	Finish Date	Course Code	Tutor	No. of Cands.
Attleborough	Wymondham High School	Tue	6.30 – 9.00pm	07.12.04	18.10.05	K592004D	F. ROGERS	Max 16 Min 12
Diss	Community Christian Centre, Diss	Wed	9.15 – 11.45pm	01.12.04	12.10.05	J501004A	F. CHENERY	Max 16 Min 12
Fakenham	Fakenham High School	Tue	6.30 – 9.00pm	04.01.05	08.11.05	T225004D	H. HABBIN	Max 16 Min 12
Gt Yarmouth	Gt Yarmouth High School	Mon	6.30 – 9.00pm	17.01.05	28.11.05	D165004D	C. BRIGHAM	Max 16 Min 12
Hellesdon	Pheonix Centre, Mile Cross, Norwich	Tue	9.30 – 12.00pm	22.02.05	03.01.06	F505004D	K. KING	Max 16 Min 12
Hewett	Hewett High School, Norwich	Thur	6.30 – 9.00pm	13.01.05	24.11.05	M408004D	R. MOORE	Max 16 Min 12
North Walsham	TBC	Tue	9.30 – 12.00pm	11.01.05	22.11.05	H252004D	C. HART	Max 16 Min 12
Sheringham	Sheringham High School	Tue	6.30 – 9.00pm	04.01.05	15.11.05	Y413004D	A. GALLAGHER	Max 16 Min 12



Area Office	Course Venue	Day	Time	<i>Proposed / Actual Start Date</i>	Finish Date	Course Code	Tutor	No. of Cands.
Sprowston	PDC, Norwich	Mon	6.30 – 9.00pm	<i>10.01.05</i>	<i>21.11.05</i>	B758004D	K. B-KIERNAN	Max 16 Min 12
Swaffham	Hamonds High School, Swaffham	Thur	6.30 – 9.00pm	<i>06.01.05</i>	<i>17.11.05</i>	W450004D	H. HABBIN	Max 16 Min 12
Thetford	Tanner House, Thetford		9.30 – 12.00pm	<i>00.09.04</i>	<i>00.06.05</i>	V291004D	H. HABBIN	Max 16 Min 12
Thorpe	Thorpe High School, Norwich	Wed	7.00 – 9.30pm	<i>15.09.04</i>	<i>08.06.05</i>	A333004D	K. B-KIERNAN	Max 16 Min 12

## NORFOLK ADULT EDUCATION

<b>Name of course and number</b>	City & Guilds NVQ Level 3 for Teaching Assistants
<b>Tutor</b>	Tutor tbc
<b>Day and time</b>	Day, time
<b>Start date</b>	Date
<b>Course duration</b>	36 weeks ( 2.5 hours per taught session ).
<b>Venue</b>	County Wide
<b>Course fees</b>	£285 £ for those in receipt of income-related benefits or A single £4 registration fee is also payable per student per academic year, regardless of the number of courses attended.

### **Who the course is for**

This course is aimed at classroom assistants in paid employment in school, with at least 2 years experience.

### **Course description**

This is an accredited course, leading to a recognised qualification, which will provide candidates with the necessary underpinning knowledge for the award of NVQ Level 3 for Teaching Assistants. Educational topics will be explored and there will be additional input from visiting speakers. Candidates will need to complete a portfolio and be observed by an NVQ Assessor, together these will provide evidence of professional competence.

### **Any previous experience necessary**

Completion of the 7321-01 or the NVQ Level 2 is advised. A minimum of 2 years experience of working in school. Experience of building a portfolio would be useful but not essential as guidance will be given.

### **Course Requirements:**

A pre-course guidance interview will be given prior to the course commencing, for candidates to ask any questions and to ensure that this is the right course for them.

Candidates must be able to offer a minimum of 15 hours per week in school, or other educational setting. These can be all contractual hours, or a combination of contractual plus voluntary hours. It is essential for the candidate to have a mentor, from their placement, during the course. As part of the portfolio building candidates will be expected to obtain written assessments from the teacher/mentor with whom they have their placement. Candidates should anticipate approximately 6 hours homework per week. Because employment by a school is an integral part of this course, students will be required to produce evidence of a full and current Criminal Records Bureau Clearance at enrolment.



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# Adult Education

## **Teaching/learning methods during the course**

A variety of methods will be used throughout the course such as lectures, demonstrations and discussions. There will also be opportunities for interaction and exchanging ideas with the tutor, other candidates, and visiting speakers. There will be individual tutorials for students throughout the course.

## **What you need to bring.**

A lever arch file, pens and plastic pockets, to keep work and handouts in. There are no compulsory textbooks, although guidance will be given as to appropriate texts to read, some resources are available for loan.

## **Any additional costs**

None

## **Certification and costs**

On satisfactory completion of course requirements. Cost included in enrolment fee.

## **Support available**

The Area Manager and staff will do their best to assist with specific needs associated with disability, such as large print handouts, hearing loop and disabled access. Access Funds may be available to help with study costs for this course. The Area Manager and staff will be able to give further information, advice and guidance on request. Should you require literacy or numeracy assistance the Area Manager, staff or tutor will be happy to arrange backup and support. An interpretation and translation service is also available at the Area Office.

## **Progression routes**

A NVQ Level 4, please discuss with your tutor.

## **Other courses you might be interested in**

## **For more information and advice on enrolling, please contact:**

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Church Street  
ATTLEBOROUGH  
NR17 2AH

**Office open Monday - Friday 9.00 am – 2.00 pm.**

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City & Guilds  
NVQ 3 for Teaching Assistants  
25.05.04

Area Office	Course Venue	Day	Time	<i>Proposed / Actual Start Date</i>	Finish Date	Course Code	Tutor	No. of Cands.
Attleborough	Community Centre, Attleborough	Tue	9.30 – 12.00pm	21.09.04	12.07.05	K232004D	I. TURNER	Max 16 Min 12
Diss	Community Christian Centre, Diss	Wed	9.15 – 11.45am	15.09.04	06.07.05	J502004D	TBC	Max 16 Min 12
Gt Yarmouth	Caister High School	Wed	10.00 – 12.30pm	19.01.05	11.01.06	D166004D	C. HART	Max 16 Min 12
Hellesdon	Hellesdon High school, Norwich	Wed	6.30 – 9.00pm	23.02.05	01.02.06	F339004D	R. MOORE	Max 16 Min 12
Hewett	Hewett High School, Norwich	Mon	6.30 – 9.00pm	10.01.05	09.01.06	M105004D	V. HENRI	Max 16 Min 12
Kings Lynn	West Norfolk PDC, Kings Lynn	Thur	9.30 – 12.00pm	03.03.05	09.02.06	S649004D	H. HABBIN	Max 16 Min 12
Nth Walsham	TBC	Thur	1.00 – 3.30pm	13.01.05	12.01.06	H217004D	C. HART	Max 16 Min 12
Nth Walsham	Aylsham High School	Wed	9.30 – 12.00pm	22.09.04	13.07.04	H290004D	TBC X 2	Nth Walsham

Area Office	Course Venue	Day	Time	<i>Proposed / Actual Start Date</i>	Finish Date	Course Code	Tutor	No. of Cands.
Sheringham	Sheringham High School	Tue	6.30 – 9.00pm	<i>04.01.05</i>	<i>13.12.05</i>	Y412004D	I. TURNER	Max 16 Min 12
Sprowston	PDC, Norwich	Wed	1.30 – 4.00PM	<i>15.09.04</i>	<i>06.07.05</i>	B759004D	I. TURNER L. OXBURY	Max 16 Min 12
Swafham	Toftwood Methodist Chapel, Dereham	Mon	9.30 – 12.00pm	<i>10.01.05</i>	<i>09.01.06</i>	W049004D	H. HABBIN	Max 16 Min 12
Thetford	Tanner House, Thetford	Thur	4.00 – 6.30pm	<i>16.09.04</i>	<i>07.07.05</i>	V292004D	I. TURNER	Max 16 Min 12