

TEACHING ASSISTANTS NVQ LEVEL 3 – 2006/7

The Advisory Services are pleased to be working with NCC CTD to provide opportunities for experienced school teaching assistants to achieve this qualification.

The NVQ is mapped against the National Occupational Standards for Teaching Assistants working with children and young people at Foundation to Key Stage 4.

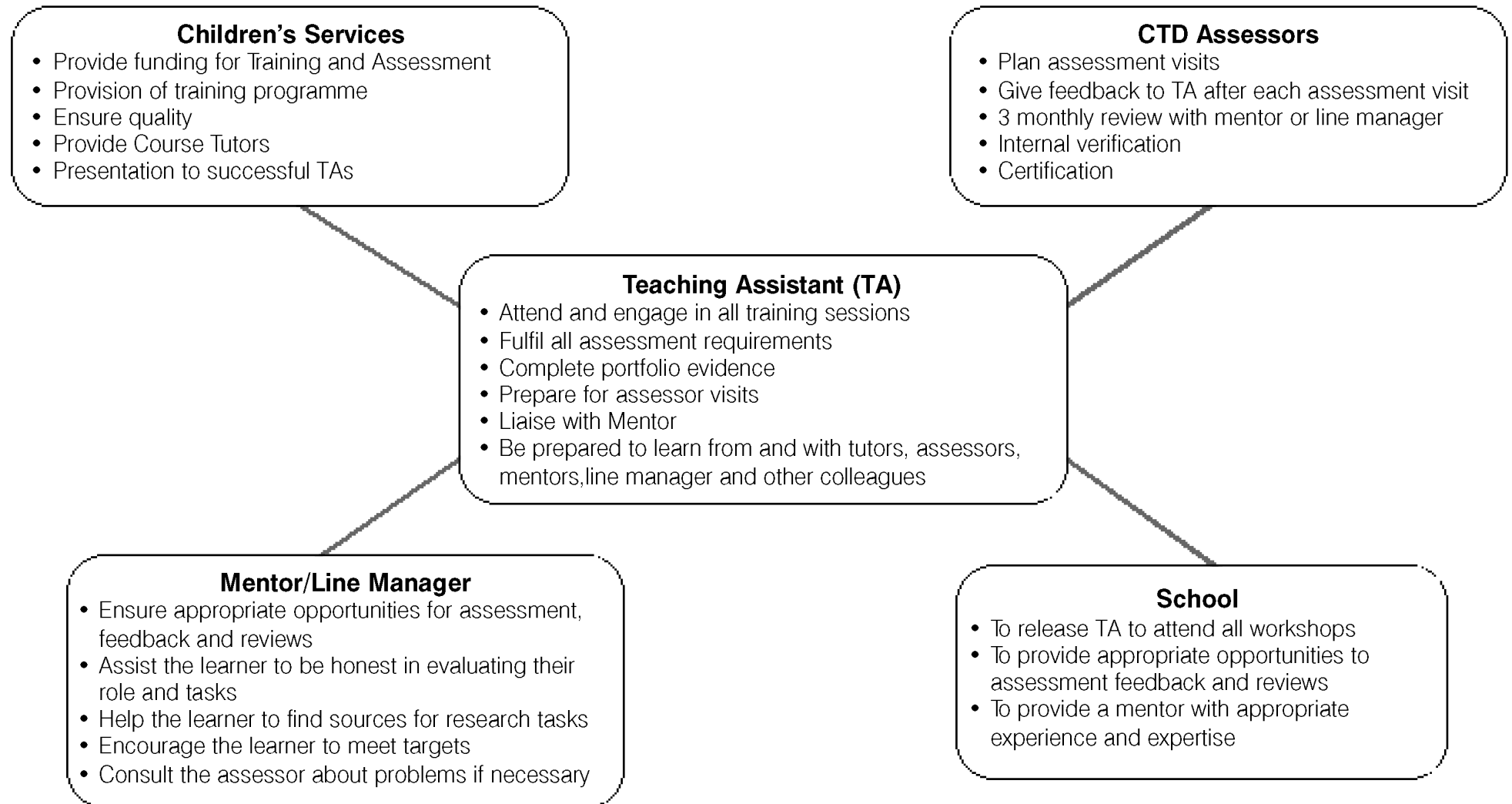
The cost of the training and assessment will be met by the LA but schools will need to fund any supply cover needed. This year we expect to offer approximately 80 places. Our aim is to allocate places equitably to teaching assistants working in all key stages and in all types of schools throughout the county. The Advisory Services will run eight workshops and two full day sessions over the autumn, spring and summer terms to support candidates. A CTD Assessor will visit each candidate about once a month to observe practice and assess portfolio work. We expect candidates to complete the qualification within the school year. Please note that candidates will be required to have the support of a mentor in their school; this could be a member of the teaching staff or a senior teaching assistant.

An information sheet is attached which outlines the Units included in this NVQ. An application form is also attached. **The completed application form and mentor agreement must be returned by Friday 28th April 2006 to:- Carol Burgess, Children's Services, Professional Development Centre, Woodside Road, Norwich, NR7 9QL.**

Successful applicants will be notified of the outcome by 26th May 2006.

Guidance on Responsibilities of all Partners

NVQ Teaching Assistants - Level 3



All Parties

Maintain confidentiality
Improve the ability of TAs to support the learning of children and young people

Please return completed application form to:-

Carol Burgess

Children's Services

Norfolk County Council

Professional Development Centre

Woodside Road

Norwich NR7 9QL

by close Friday 28th April 2006

Tel: (01603) 433276 ext. 135

Teaching Assistant NVQ Level 3 Application Form

My Assessor will be: _____
(to be completed by CTD)

Family Name				Previous Family Name	
Forename/s					
Date of Birth		Age		Male/Female	
School/Dept Address				Home Address	
Post Code				Post Code	
Tel No				Tel No	
E-Mail				E-Mail	
Previous Awarding Body Registration No. (if known/applicable)					

We need to measure our performance in offering equal access and opportunities, therefore please tick the following that apply													
My Ethnic Origin is		Arab			Bangladeshi			Black African			Black Caribbean		
Chinese			Indian			Irish			Pakistani			White EC	
Black Other *			White Other *			Other *			Prefer not to say				
* Please Specify													

My Learner Difficulty Disability Status is		Visual Impairment			Hearing Impairment			Disability affecting mobility			Epilepsy		
Asthma			Diabetes			Dyslexia			Dyscalculia			Moderate Learning Difficulty	
Severe Learning Difficulty			No disability			Other Disability *			Other Learning Difficulty *			Prefer not to say	
* Please Specify													

My Work Pattern is:- (contracted hours of work per week)																	
My Work Status is:-																	
Length of experience in this NVQ area of work is:- (please tick option below)																	
None			Less than 1 year			1–2 Years			3-5 Years			6-10 Years			Over 10 Years		

All information will be used to establish suitability for the programme you are applying for.
Please complete these sections fully.

Examinations, Qualifications* and other relevant training attended, eg. 4 day TA Induction		
Date (Month & Year)	Where / Training Provider	Qualification/Title of course

Previous Employment/Experience*		
From - To (Month & Year)	Where	Job Title & Responsibilities

*Please continue on a separate sheet if necessary.

Detailed description of your current job and **all** responsibilities:*

Employment and Career Progression Objectives:

To be completed by Headteacher:

Please add any further relevant information.

I support this application: Yes ☐ No ☐

The school agrees to meet the relevant responsibilities set out in the attached guidance.

Signed: _____

Headteacher: _____

Date: _____

Applicant:

I agree to CTD processing personal data given on this form (or other data, which may be obtained from me or other people whilst I am a learner) for any **legitimate** purposes connected with my studies. **All personal data is processed in accordance with current Data protection.**

I confirm that this information is correct to the best of my knowledge and belief.

Applicant Signature: _____

Date: _____

Headteacher:

I confirm that all the information contained on this application form is correct to the best of my knowledge and belief.

Headteacher signature: _____

Name: _____

Date: _____

Please return completed application form to:-

**Carol Burgess
Children's Services
Norfolk Education Advisory Services
Professional Development Centre
Woodside Road
Norwich NR7 9QL**

by close Friday 28th April 2006

Tel: (01603) 433276 ext. 135



every **child** matters
a brighter future for Norfolk's young people



Norfolk County Council CTD

Mentor Agreement

Establishment : _____

Mentor Name: _____

The mentor is that person in the learners workplace most likely to have the expertise and time to assist the learner. They will be appointed by the workplace manager, with agreement from the learner.

The mentor agrees to:

- be available for consultation at agreed times
- assist the learner to be honest in evaluating their role and tasks
- help the learner to find sources for research tasks
- assist the learner to achieve written/academic portfolio work if necessary
- encourage the learner to meet the targets they have agreed in the Assessment Plans with their assessor and monitor their progress
- consult the assessor about problems if necessary

Mentor Signature: _____

Date: _____

Learner: _____

The learner agrees to:

- consult their mentor at agreed times
- ask their mentor about any organisational or other procedures if they are unsure, before describing them in their portfolio
- notify their mentor in advance if help is needed with research
- honestly notify their mentor about any problems they are experiencing

- keep their mentor updated on their progress at agreed times

Learner Signature: _____ Date: _____

If any problem arises between the learner and their mentor that they cannot resolve themselves, they should raise the matter with their Manager.

Autumn 2006

TEACHING ASSISTANTS NVQ LEVEL 3

Awarding Body:
CACHE

Qualification suitable for:

Staff working with children at Foundation Stage to Key Stage 4 in schools

Learning routes to qualification:

- 8 workshops and 2 full day sessions over three terms will be provided by Advisory Services tutors.

Assessment methods:

- A CTD assessor will observe you in your normal job role to judge your competence.
- They will also assess the evidence you have provided for.

Time Commitments:

- Preparing for assessment visits.
- Attending 8 half day and 2 full day training sessions.

In addition you will need to spend time compiling your portfolio evidence and preparing for assessment visits. This varies from one learner to another – on average learners spend 4 hours per week

We expect you to achieve this qualification within one school year.

Outline of qualification:

This NVQ comprises of ten Units chosen to reflect the job roles that you have.

Four units are mandatory. A further 6 units must be chosen from the four sets of optional units with your assessor and must include at least one from each set. *Full details are shown overleaf.*

Funding:

Norfolk County Council Children's Services will fund a number of learners for this NVQ.

TEACHING ASSISTANTS

NVQ LEVEL 3

UNIT CHOICES

MANDATORY UNITS:

- 3.1 Contribute to the management of pupil behaviour
- 3.2 Establish and maintain relationships with individual pupils and groups
- 3.3 Support pupils during learning activities
- 3.4 Review and develop your own professional practice

OPTIONAL UNITS:

(You must choose six, with at least one from each set)

- Set A: 3.5 Assist in preparing and maintaining the learning environment
- 3.6 Contribute to maintaining pupil records
- 3.7 Observe and report on pupil performance
- 3.8 Contribute to the planning and evaluation of learning activities

- Set B: 3.9 Promote pupil's social and emotional development
- 3.10 Support the maintenance of pupil safety and security
- 3.11 Contribute to the health and well-being of pupils
- 3.12 Provide support for bilingual/.multilingual pupils
- 3.13 Support pupils with communication and interaction difficulties
- 3.14 Support pupils with cognition and learning difficulties
- 3.15 Support pupils with behavioural, emotional and social development needs
- 3.16 Provide support for pupils with sensory and/or physical impairment

- Set C: 3.17 Support the use of ICT in the classroom
- 3.18 Help pupils to develop their literacy skills
- 3.19 Help pupils to develop their numeracy skills
- 3.20 Help pupils to access the curriculum

- Set D: 3.21 Support the development and effectiveness of work teams
- 3.22 Develop and maintain working relationships with other professionals
- 3.23 Liaise effectively with parents