



City & Guilds NVQ 2 & 3 Teaching Assistants

Schools and the government now recognize the valuable contribution of Teaching Assistants in raising standards in schools.

Two new NVQ's are now available to Teaching Assistants; NVQ2 and NVQ3. These qualifications are based on the National Occupational Standards.

**Norfolk Adult Education Service is pleased to offer the
City & Guilds NVQ 2 & 3 starting at
The West Norfolk Professional Development Centre,
Kilham's Way, King's Lynn:**

**NVQ 2 Wednesday 6.45-9.15 p.m. (32 weeks)
Starts 25 Feb (Pre-course guidance interviews 11 Feb)**
Course Fees: £220 plus £4 annual registration fee (concessions available)

**NVQ 3 Thursday 9.30 a.m.-12.00 noon (36 weeks)
Starts 26th Feb (Pre-course guidance interviews 12 Feb)**
Course Fees: £280 plus £4 annual registration fee (concessions available)

Both the NVQ 2 & 3 are work-based qualifications. They are recommended for established staff, paid or voluntary who wish to prove they are competent at what they do, or wish to raise their level of practice to the National Standards.

**Please contact The King's Lynn & District Adult Education Office
If you would like further details. Tel: 01553 772766**



Norfolk County Council
at your service

KING'S LYNN & DISTRICT ADULT EDUCATION CENTRE

2003-04 COURSE INFORMATION

City & Guilds NVQ Level 2 for Teaching Assistants Course information Sheet

Course Code:	3SS571XH
Tutor:	Heather Habbin
Day and Time:	Wednesdays 6.45 – 9.15 pm
Course duration:	32 weeks (2.5 hours per taught session) - starting 25 th February, 2004
Venue:	WN Professional Development Centre Kilham's Way, King's Lynn. PE30 2HU
Course fees:	£220 full fee or £88 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 is the course 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 knowledge for the award of NVQ Level 2 for Teaching Assistants. Educational topics will be explored, with 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 Necessary Experience?

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 guidance will be given.

Course Requirements:

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

Candidates must have a placement of a minimum 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.

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, 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.

Certification and costs:

Successful candidates will be awarded with City & Guilds NVQ Level 2 for Teaching Assistants. The cost of the certification is included in the course fees.

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 back-up and support. An interpretation and translation service is also available at the Area Office.

Progression Route:

The City & Guilds NVQ Level 3 for Teaching Assistants.

For more information and to enrol, please contact:

The King's Lynn & District Adult Education Office
West Norfolk Professional Development Centre
Kilham's Way, King's Lynn. PE30 2HU

Office hours: **Monday – Thursday 9 am – 5 pm**
 and
 Friday 9 am – 4 pm

Phone: **01553 772766**
Fax: **01553 692374**
Email: **klynn.adult.edu@norfolk.gov.uk**

KING'S LYNN & DISTRICT ADULT EDUCATION CENTRE

2003-04 COURSE INFORMATION

City & Guilds NVQ Level 3 for Teaching Assistants Course information Sheet

Course Code: 3SS576XH

Tutor: Heather Habbin

Day and Time: Thursdays 9.30 am – 12 noon

Course duration: 36 weeks (2.5 hours per taught session)
- starting 26th February, 2004

Venue: WN Professional Development Centre
Kilham's Way, King's Lynn. PE30 2HU

Course fees: £280 full fee or
£102 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 is the course 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 Necessary Experience?

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.

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, 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.

Certification and costs:

Successful candidates will be awarded with City & Guilds NVQ Level 3 for Teaching Assistants. The cost of the certification is included in the course fees.

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 back-up and support. An interpretation and translation service is also available at the Area Office.

Progression Route:

A NVQ Level 4, please discuss with your tutor.

For more information and to enrol, please contact:

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Kilham's Way, King's Lynn. PE30 2HU

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