

**Level 3 NVQ in Supporting Teaching & Learning**  
**Working with Pupils with Special Educational Needs (SEN)**

**(Offered subject to confirmation of Standard's Fund funding for 2008/2009)**

Children's Services is working in partnership with Norfolk Adult Education Service to deliver this course offering participants the opportunity to achieve the Level 3 NVQ in Supporting Teaching & Learning (City and Guilds Scheme number 7329). The Level 3 NVQ is a ten unit qualification.

**6 Mandatory Units:**

- Help to keep children safe
- Support Pupils' learning activities
- Promote positive behaviour
- Develop and promote positive relationships
- Support the development and effectiveness of work teams
- Reflect on and develop practice

**4 Optional Units:** choose from:

- Support a child with disabilities or special educational needs
- Support children with disabilities or special educational needs and their families
- Support pupils with communication and interaction needs
- Support pupils with cognition and learning needs
- Support pupils with behaviour, emotional and social development needs
- Support pupils with sensory and/or physical needs
- Contribute to moving and handling individuals
- Support individuals during therapy sessions
- Work with children and young people with additional requirements to meet their personal support needs.

These will be achieved through course attendance, the completion of assignments, work-based evidence and the production of a portfolio.

- This involves a commitment to a level of work equal to that required for any level 3 qualification e.g. 'A' levels and candidates must be working in a school for a minimum of 15hours/week.

Candidates should ensure that they have the time and mentor support before applying for the course and that they are aware of the extent of the commitment that is required. Candidates should also be aware that there is always a large demand for this course and therefore if they are accepted, candidates are expected to complete the qualification within the agreed timescale of one year. If candidates do not complete the course they may be charged an administration fee.

The course will start on 10<sup>th</sup> September 2008; further sessions will take place on:

No.	Date	Time	No.	Date	Time
1	10 <sup>th</sup> September	9.00 – 4.00	11	28 <sup>th</sup> January	9.00 – 4.00
2	24 <sup>th</sup> September	1.30 -4.00	12	4 <sup>th</sup> February	1.30 – 4.00
3	1 <sup>st</sup> October	1.30 -4.00	13	25 <sup>th</sup> February	9.00 – 4.00
4	8 <sup>th</sup> October	1.30 -4.00	14	4 <sup>th</sup> March	1.30 – 4.00
5	15 <sup>th</sup> October	1.30 -4.00	15	11 <sup>th</sup> March	9.00 – 4.00
6	22 <sup>nd</sup> October	1.30 – 4.00	16	22 <sup>nd</sup> April	9.00 – 4.00
7	12 <sup>th</sup> November	9.00 – 4.00	17	6 <sup>th</sup> May	9.00 – 4.00
8	26 <sup>th</sup> November	9.00 – 4.00	18	20 <sup>th</sup> May	9.00 – 4.00
9	3 <sup>rd</sup> December	9.00 – 4.00	19	10 <sup>th</sup> June	1.30 – 4.00
10	14 <sup>th</sup> January 2009	1.30 – 4.00	20	24 <sup>th</sup> June	9.00 – 4.00
			21	1 <sup>st</sup> July	1.30 – 4.00

- (N.B. Supply cover and other expenses are 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.

**Applications:** A Professional Development Centre booking form, a letter of support from your Head Teacher (outlining reasons for applying and describing the candidate's current practice and mentoring arrangements) and a curriculum vitae should be submitted as soon as possible to:

**Michelle Steel, Professional Development Centre, Woodside Road, Norwich, NR7 9QL.  
The closing date for applications is 31<sup>st</sup> March 2008.**

- Priority will be given to those schools not previously represented on the NVQ3 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:

J'anne Robertson, Senior Adviser for Inclusion, or Michelle Steel, Administrator for Inclusion.

**Tel: 01603 433276, fax 01603 700236 or email - [michelle.steel@norfolk.gov.uk](mailto:michelle.steel@norfolk.gov.uk)**

For course content information please contact:

**Heather Habbins Learning Manager School Support Staff, Adult Education  
Wensum Lodge, 169 King Street Norwich, Norfolk. NR1 1QW. Tel: 01603 306566  
[heather.habbins@norfolk.gov.uk](mailto:heather.habbins@norfolk.gov.uk)**

Course fees will be paid by Norfolk Children's Services subject to confirmation of Standards Fund for 2008/2009. All other expenses are to be met by the candidate/school.