

Norfolk Education Advisory Service  
Professional Development Centre  
Woodside Road  
NORWICH  
Norfolk NR7 9QL

**!!!!!!!NEWS!!!!!!!**

## **NEW QUALIFICATION FOR TEACHING ASSISTANTS NVQ LEVEL 3**

The Advisory Service is pleased to be working with NCC Corporate Training and Development (CTD) NVQ Centre to provide opportunities for experienced school classroom assistants to gain this new qualification. The NVQ is mapped against the new National Occupational Standards for Teaching Assistants working with children and young people at Foundation Stage to Key Stages 4.

Funding is limited; however, in this first year we expect to offer 80 places. The cost of the training and assessment will be met by the LEA, but schools will need to fund any supply cover needed. The Advisory Service will run 8 workshops (1.30 – 4.00pm) and two full day sessions over the autumn, spring and summer terms to support your work towards the NVQ. The CTD assessor will visit each candidate about once a month to observe performance and assess portfolio work. We expect candidates to complete the qualification within the year so that a further cohort can start the following year.

A CTD information sheet is attached, which gives you an outline of the Units involved in this NVQ, together with an 'Expression of Interest' form. There are 4 mandatory units and you will also need to choose 6 further units from the 'optional' list. Please complete the self-analysis grid for the 4 mandatory units and the 6 Units you would be likely to choose.

**Completed forms should be returned by the end of term, April 11<sup>th</sup>, to**

**Carol Burgess at the PDC (Tel: 01603 433276).** Successful applicants will be sent further details early next term and a booking form.

### **NB Foundation Stage Curriculum:**

Classroom assistants working within the Foundation Stage are advised to apply for the Early Years Care and Education NVQ; additional information sheets and a separate 'Expression of Interest' form are attached for appropriate schools. Teaching assistants following this route will access the NVQ through Open Learning materials and will not need to attend all of the workshops. **Again, completed forms should be returned by the end of term, April 11<sup>th</sup>, to Carol Burgess at the PDC (Tel: 01603**

**433276).** Successful applicants will be sent further details early next term and a booking form.

**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 Service tutors.

**Assessment methods:**

- A CTD assessor (either peripatetic or in your workplace) will observe you in your normal job role to judge your competence.
- She/he will also assess the evidence you have written in your portfolio.

**Time needed to complete qualification:**

- You should aim to devote two hours a week to written portfolio tasks.
- Your CTD assessor will aim to visit and assess you once a month.
- This qualification should be completed in one year.

**Outline of qualification:**

This NVQ comprises 10 Units chosen to reflect the job roles that you have. 4 units are mandatory. A further 6 units must be chosen from the four sets of optional units, which must include at least one from each set. *Full details are shown overleaf.*

**Funding:**

Norfolk County Council Education Department will fund a limited number of candidates for this NVQ each year.

**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

Name:

School:

Key stage/s:

UNIT Regularly Sometimes Never Full Some None I know I need further training in:

Mandatory 3.1: Pupil Behaviour

Mandatory 3.2: Relationships

Mandatory 3.3: Supporting learning

Mandatory 3.4: Professional Practice

## **NVQ LEVEL 3 EXPRESSION OF INTEREST FORM**

I DO THIS IN MY JOB I HAVE RESPONSIBILITY FOR THIS

## **NVQ UNIT SELF-ANALYSIS GRID**