

## TEACHING ASSISTANTS NVQ LEVEL 3 – 2005/6

The Advisory Services is pleased to be working with NCC Corporate Training and Development (CTD) NVQ centre to provide opportunities for experienced school classroom assistants to gain the 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.

Funding is limited however, and this year we expect to offer 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 cost of the training and assessment will be met by the LEA, but schools will need to fund any supply cover needed. The Advisory Services will run eight workshops (1.30 p.m. – 4.00 p.m.) and two full day sessions (subject to change) 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. 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. This is on an informal basis and will be tailored to meet the individual needs of the candidate.

A CTD information sheet is attached which gives you an outline of the Units involved in the NVQ. The 'Expression of Interest' form is overleaf. There are four mandatory units and you will also need to choose six further units from the 'optional' list. **Completed forms should be returned by Friday 24<sup>th</sup> June 2005 to Carol Burgess, Children's Services, Professional Development Centre, Woodside Road, Norwich. NR7 9QL.** Successful applicants will be sent further details by the end of the summer term.

### N.B. Foundation Stage Curriculum

Classroom assistants working within the Foundation Stage are advised to apply for the Early Years Care and Education NVQ – additional information is 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. **Completed forms should be returned by Friday 24<sup>th</sup> June 2005 to Carol Burgess, Children's Services, Professional Development Centre, Woodside Road, Norwich. NR7 9QL.** Successful applicants will be sent further details by the end of the summer term.

Carol Burgess  
Children's Services  
Tel: 01603 433276 Fax: 01603 700236  
E-mail: [carol.burgess@norfolk.gov.uk](mailto:carol.burgess@norfolk.gov.uk)



**EXPRESSION OF INTEREST FORM**

Name:

Home Address:

School Address:

Home Telephone:

School Telephone:

Please outline below your role within the school in no more than 50 words:

Days you work:

Key stages you work with:

Have you applied for this NVQ Level 3 before?

Yes/No

Are you under 22 years of age? (as at September 2005 – for funding purposes only)

Yes/No

Proposed Mentor and his/her role in the school:

Signatures: Applicant:

Mentor:

Headteacher:

Date:

All the above have read the information regarding the commitment to this qualification.

**Please return this form by Friday 24<sup>th</sup> June 2005 to Carol Burgess, Children's Services, Professional Development Centre, Woodside Road, Norwich, NR7 9QL.**

**Autumn 2005**

## **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 Children's Services 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

**Autumn 2005**

## **TEACHING ASSISTANTS**

### **NVQ LEVEL 3**

**Awarding Body:-**  
CACHE

**Qualification suitable for:**  
Staff working with children at Key Stages 1 - 4 in schools

**Learning routes to qualification:**

- 8 workshops over three terms provided by PDC tutors

**Assessment methods:**

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

**Time needed to complete qualification:**

- You should aim to devote five hours a week to written portfolio tasks,
- Your CTD assessor will aim to visit and assess you once a month.
- Then 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 are mandatory, plus 6 units from four sets of optional units, which must include at least one from each set:

*Full details overleaf.*

**Funding:**

Norfolk County Council Children's Services will fund a limited number of candidates for this NVQ each year.

## **TEACHING ASSISTANTS**

### **NVQ LEVEL 3**

#### **UNIT CHOICES**

##### **MANDATORY UNITS:**

- 3.5 Contribute to the management of pupil behaviour
- 3.6 Establish and maintain relationships with individual pupils and groups
- 3.7 Support pupils during learning activities
- 3.8 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  
3.9 Contribute to maintaining pupil records  
3.10 Observe and report on pupil performance  
3.11 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  
3.17 Contribute to the health and well-being of pupils  
3.18 Provide support for bilingual/.multilingual pupils  
3.19 Support pupils with communication and interaction difficulties  
3.20 Support pupils with cognition and learning difficulties  
3.21 Support pupils with behavioural, emotional and social development needs  
3.22 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  
3.21 Help pupils to develop their numeracy skills  
3.22 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

**Autumn 2005**

## **EARLY YEARS CARE AND EDUCATION**

### **NVQ LEVEL 3**

**Awarding Body:**  
CACHE

**Qualification suitable for:**

Staff working with children aged 0-7 in a supervisory or key worker role in

- nurseries
- pre-schools
- classroom assistants working to the Foundation Stage
- childminders

**Learning routes to qualification:**

- Most candidates use NEC Open Learning packs and recommended textbooks, in their own time

**or**

- Others may wish to access taught unit workshops

**Assessment methods:**

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

**Time needed to complete qualification:**

- You should aim to devote five hours a week to written portfolio tasks,
- Your CTD assessor will aim to visit and assess you once a month.
- Then this qualification should be completed in eighteen months.

**Outline of qualification:**

This NVQ comprises 14 Units chosen to reflect the job roles that you have:

11 are mandatory, plus 3 from a wide range of optional units

*Full list overleaf.*

**Funding:**

Norfolk County Council Children's Services will fund a limited number of candidates for this NVQ each year.

**EARLY YEARS CARE AND EDUCATION****NVQ LEVEL 3****UNIT CHOICES****MANDATORY UNITS:**

- C2 Provide for children's physical needs
- C3 Promote the physical development of children
- C5 Promote children's social and emotional development
- C7 Provide a framework for the management of behaviour
- C10 Promote children's sensory and intellectual development
- C11 Promote children's language and communication development
- C15 Contribute to the protection of children from abuse
- C16 Observe and assess the development and behaviour of children
- E3 Plan and equip environments for children
- M7 Plan, implement and evaluate learning activities and experiences
- P2 Establish and maintain relationships with parents

**OPTIONAL UNITS SUITABLE FOR LEA NURSERY ASSISTANTS:**  
(from which you must choose 3)

- C17 Promote the care and education of children with special needs
- C18 Develop structured programmes for children with special needs
- M6 Work with other professionals
- M8 Plan, implement and evaluate routines for children
- MCIC1 Manage yourself
- MCIC4 Create effective working relationships