



SUPPORT WORK IN SCHOOLS

Level 2 (NCFE)

OCF QUAL No: 501/0247/3

Student Profile

The course is available to learners 16+ who are interested in working within a school, particularly in the role of a Teaching Assistant, Classroom Assistant or Learning Support Assistant. This is a knowledge based qualification; it can be taken by learners not yet employed in a school, as well as providing initial training/induction for those new in post.

Aims

This is a knowledge based qualification suitable for all support staff roles in schools, including site staff, administrators etc as well as those who work directly with children and young people. It seeks to develop the knowledge and understanding that all those working in a school setting will need and covers areas such as safeguarding, communication and understanding the school context.

Structure

The course has five units and students must complete each unit

Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and studyguide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 180 hours of study to complete.

Price and Payment Methods

Please refer to current price list

Course Accreditation

NCFE Level 2 Support Work in Schools Award

This course provides successful students with a qualification from NCFE, listed on the Qualifications and Credit Framework Database. NCFE is recognised as an Awarding Organisation by the qualification regulators for England, Wales and Northern Ireland, who are: the Office of the Qualifications and Examinations Regulator (Ofqual) in England, the Welsh Government, and the Council for Curriculum, Examinations and Assessment (CCEA) in Northern Ireland.

This is a competence based qualification suitable for all roles in schools, including site staff, administrators etc as well as those who work directly with children and young people.

Assessment

The course is assessed through a series of written assignments, which are submitted then marked by your tutor. There is no external examination required.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Studyguide
- Comprehensive study notes for each element of the course
- Self-assessment activities
- Assignments
- Tutor support
- Assignment marking & feedback
- Certification

Course Structure

NCFE LEVEL 2 AWARD IN SUPPORT WORK IN SCHOOLS (501/0247/3)

The course consists of 5 mandatory units:

UNIT 1: Child and young person development

After this unit students will

- Know the main stages of child and young person development
- Understand the kinds of influences that affect children and young people's development
- Understand the potential effects of transitions on children and young people's development

UNIT 2: Safeguarding the welfare of children and young people

After this unit students will

- Know about the legislation, guidelines, policies and procedures for safeguarding the welfare of children and young people including e-safety
- Know what to do when children or young people are ill or injured, including emergency procedures
- Know how to respond to evidence or concerns that a child or young person has been abused, harmed or bullied

UNIT 3: Communication and professional relationships with children, young people and adults

After this unit students will

- Know how to interact with and respond to children and young people
- how to interact with and respond to adults
- Know how to communicate with children, young people and adults
- Know how to communicate with children, young people and adults
- Know about current legislation, policies and procedures for confidentiality and sharing information, including data protection

UNIT 4: Equality, diversity and inclusion in work with children and young people

After this unit students will

- Understand the importance of promoting equality and diversity in work with children and young people
- Understand the impact of prejudice and discrimination on children and young people
- Understand inclusion and inclusive practices in work with children and young people

UNIT 5: Schools as organisations

After this unit students will

- Know the different types of schools in the education sector
- Know how schools are organised in terms of roles and responsibilities
- Understand how schools uphold their aims and values
- Know about the laws and codes of practice that affect work in schools
- Know about the range and purpose of school policies and procedures
- Know about the wider context in which schools operate



Level 2 TEACHING ASSISTANT

Student Profile

This programme is designed for people who wish to gain an understanding of principles and practice of teaching / classroom assistant roles. It is intended for people not yet employed but who wish to a general understanding of the classroom support role

Aims

The aims of the course are to provide comprehensive knowledge and understanding appropriate to the conduct of a classroom support role, and to participation in a wide range of classroom support activities.

Structure

The course has nine elements and students must complete four mandatory elements plus three optional elements

Study Method

The course is designed for study by distance learning at work or at home. Students receive course manual, assignments and studyguide plus tutor support by mail and email. You can start at any time and plan your studies over a period of up to one year from the time of enrolment.

Assessment

Each element is followed by a written assignment, which is submitted and marked by your tutor. There is no external examination required.

Price and Payment Methods

Please refer to current price list

Course Certification

At the end of this course successful learners will receive a Certificate of Achievement by ABC Awards and a Learner Unit Summary (which lists the details of all the units you have completed as part of your course).

The course has been endorsed under the ABC Awards' Quality Licence Scheme. This means that Kendal Publishing has undergone an external quality check to ensure that the organisation and the courses it offers, meet certain quality criteria. The completion of this course alone does not lead to an Ofqual regulated qualification but may be used as evidence of knowledge and skills towards regulated qualifications in the future.

The unit summary can be used as evidence towards Recognition of Prior Learning if you wish to progress your studies in this sector. To this end the learning outcomes of the course have been benchmarked at Level 2 against level descriptors published by Ofqual, to indicate the depth of study and level of difficulty involved in successful completion by the learner.

The course itself has been designed by Kendal Publishing to meet specific learners' or employers' requirements. ABC Awards' endorsement involves a robust and rigorous quality audit by external inspectors to ensure quality is consistently met. A regular review of courses is carried out as part of the endorsement process.

ABC Awards is a leading national Awarding Organisation, regulated by Ofqual, and the Welsh Government.



Course Duration

Students may register at any time and have a full year to complete their studies. The course will take around 120 hours of study to complete.

Pack/Course Contents

Your study pack is dispatched in full at the time of enrolment and provides all you need to complete your studies:

- Studyguide
- Comprehensive study notes for each element of the course
- Self-assessment activities
- Assignments
- Tutor support
- Assignment marking & feedback
- Certification

Course Structure

MANDATORY UNITS	ELEMENTS
1 Supporting the Teacher	Element 1. The learning environment Element 2. Pupil behaviour Element 3. Observing and recording
2 Supporting the Pupil	Element 1. Care and support Element 2. Health and hygiene Element 3. Child protection
3 Supporting the Curriculum	Element 1. The National Curriculum Element 2. Planning, evaluating and assisting Element 3. pupils during all learning activities

4 Supporting the School	Element 1. Legal requirements Element 2. School organisation Element 3. Policies and procedures
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OPTIONAL UNITS (Students choose 3 from 5)	
5 Supporting ICT in the Classroom	Element 1. Preparation and Maintenance of ICT Equipment Element 2. Supporting the Use of ICT Equipment Element 3. Keeping Pupil Records
6 Supporting Pupils with Special Education Needs	Element 1. Inclusion and Special Educational Needs Element 2. Support for Learners
7 Supporting Literacy Development	Element 1. Supporting the Development of Reading Skills Element 2. Supporting the Development of Writing Skills Element 3. Supporting the Development of Speaking and Listening Skills
8 Supporting Numeracy Development	Element 1. Supporting the Development of Number Skills Element 2. Supporting the Development of Problem Solving and Data Handling Skills Element 3. Supporting the Understanding of Measures, Shape and Space
9 Working with Others	Element 1. Working in Teams Element 2. Working with Colleagues Element 3. Working with other Professionals and Parents