

## Level 3 Diploma in Specialist Support fo

This is an online course that is conducted over Zoom.

This course is ideal for employees or volunteers with significant experience of working as a Teaching Assistant in schools and who wish to move into a more specialised role. For example, you may wish to support disabled children and young people with special education needs or provide bilingual support for teaching and learning.

Start Date: 07 January 2025

Start Time: 09:30

Lessons: 34

Weeks: 34

Hours: 153.00

You will gain in-depth knowledge of child development and learning, understand the organisational requirements of the school, government legislation and the role of the support assistant. This will include maintaining a safe, secure and stimulating environment for school children. This award is competence based and learners must successfully complete the awarding body requirements in order to achieve a full Level 3 qualification.

You will build a 'Portfolio of Evidence', proof of what you can do as a support assistant in the classroom. The evidence may come in a variety of assessment methods including:

- Observation
- Assignments
- Professional discussion
- Personal accounts or statements
- Witness testimonies
- Knowledge questions.

**Venue** Observations will take place at school, in the classroom during your working hours, observed by your appointed Tutor/Assessor. You will also need to complete assignments which contribute to your underpinning knowledge and fill in some of the evidence 'gaps'.  
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You will be assessed throughout the course for each unit by your tutor/assessor. For quality assurance, your portfolio will be sampled by an appointed Internal Verifier during the course and a final verification at the end. If all of your evidence meets the required City and Guilds Outcomes and Criteria, Medway Adult Education will then apply for your accredited certificate of achievement. You will attend a session of 4.5 hours once per week, term-time only for 54 weeks. Some of these sessions will be tutorials which may be spent on independent work/ study.

### What will I learn on this course?

By the end of the course you should be able to demonstrate competence and knowledge in a classroom setting, supporting children from the age of 3 to 19 by completing a total of eleven mandatory units and a selection of optional units.

The Diploma in Specialist Support in Teaching and Learning in Schools Level 3 is made up of Mandatory and optional Units. To complete a full award you must include units that total 44 credits.

Learners will:

The 11 Mandatory units

1. Communication and professional relationships with children and adults (2 credits)
  2. Schools as organisations (3 credits)
  3. Support learning activities (4 credits)
  4. Promote children and young people's positive behaviour (3 credits)
  5. Develop professional relationships with children, young people and adults (2 credits)
  6. Promote equality, diversity and inclusion in work with children and young people (2 credits)
  7. Support assessment for learning (4 credits)
  8. Engage in personal development in health, social care or children's and young people's settings (3 credits)
  9. Support children and young people's health and safety (2 credits)
  10. Understand child and young person development (4 credits)
  11. Understand how to safeguard the well being of children and young people (3 credits)
- Total of credits 32

Plus a number of optional units (minimum 12 credits), for example: -

- Provide literacy and numeracy support (3 credits)

OR

- Support literacy development (3 credits)

- Support numeracy development (3 credits)

- Support disabled children and young people and those with special education needs (5 credits)

- Provide bilingual support for teaching and learning (6 credits)

- Assist in the administration of medication (4 credits)

#### **Is this course suitable for me?**

This course is suitable for learners who have achieved the Level 2 Supporting Teaching & Learning qualification and would like to work towards their Level 3 qualification.

You will need to phone 01634 338400 to book an initial assessment before enrolling.

#### **Is there anything I need to know about this course?**

This course is not intended for the complete novice.

This course is intended for those working with children from 3-19 in a school based classroom setting with good experience of supporting learning and a good standard of English and Math.

- You will need to be working in a school for at least 6 hours per week in either a paid or voluntary capacity for the duration of the course.
- You will need to be able to study outside of the classroom for 8 hours each week. You need this to be able to complete coursework.
- You will need to have access to a computer that has word processing software installed. If you do not have a computer the local libraries in Medway have computer facilities.
- You will need to have good experience in a school based classroom setting, supporting the children in learning and the teacher in planning the learning, including assessment strategies. You must also be involved in personal development including reflective practice.
- You must have a minimum of 1 year's experience in a classroom based setting.
- You could be working in a school in either a paid or voluntary capacity supporting pupils from the age of 3 up to 19 in a classroom based setting.
- Basic IT skills would be an advantage
- You must provide Medway Adult Education with evidence of a current DBS check for your work or voluntary placement.
- It is advisable that you hold an appropriate current First Aid Certificate but not mandatory.
- The actual finish date may vary from that given.
- This course is accredited and you will be expected to enter for the assessment.
- Every attempt should be made to complete the qualification within the set guided learning hours and expected completion date, hand in assignments by the deadlines given, and complete observations and reflective logs by the mutually agreed date, time and place with their appointed Tutor/Assessor..

#### **Will there be any additional costs?**

During the course there may be an additional cost for the recommended text book (approximately £18 -25) – learners will be advised of this by the course tutor/assessor and should not buy anything in advance of starting the course.

#### **What could I go on to do after this course?**

You may wish to take another related qualification to enhance your skills and employability for Early Years:

- Level 3 Diploma for the Early Years Practitioner (Early Years Educator)

Or undertake one of the following courses:

- First Aid (Emergency, Paediatric or Appointed Person)
- Computing course
- English qualification - Functional skills, GCSE, A Level
- Math qualification - Functional skills, GCSE, A Level

If you wish to explore your learning, work or career options, you can speak to a fully trained careers advisor on 0800 100 900. <https://nationalcareersservice.direct.gov.uk>

If you need further advice please telephone 01634 338400.

### **How are digital skills used and enhanced?**

You will need to have access to a device capable of viewing over Zoom, we recommend a tablet, laptop or computer. You will also need good internet access.

The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework. Learners will also need good IT skills. If learners are interested in developing their IT skills further, we have a number of Digital Skills courses available that may help.

### **Attendance Policy**

In order to get the most out of your course you will need to attend as many sessions as possible. We recommend at least 90%. If you do have a holiday booked during term-time please let the tutor know in advance so that we can help you catch up on missed sessions and ensure that you still achieve the course outcomes. If you are unavoidably ill or unable to attend please contact 01634 338400 so that we can let your tutor know, and so they can send you any work you may have missed.

### **Health and Safety**

If you are worried about anything, please talk to your tutor or our Safeguarding Officer.

Learners are encouraged to work safely. Poor positioning of equipment can lead to Repetitive Strain Injury (RSI).

Discover more about safe ways to work with computer equipment here:

<https://www.bbc.co.uk/bitesize/guides/zkyg87h/revision/1>

### **E-Learning Etiquette**

Please be mindful of confidentiality issues when sharing examples of a personal nature.

Please make sure you and everyone at home are fully dressed when you are joining classes online, and that no personal information (address, bank details) can be seen.