

## Level 1 Preparing to Work in Schools

The Level 1 Award in Preparing to Work in Schools is an excellent introduction to working in a school environment with children and young people. It has been designed to prepare learners for further learning and training, while developing an understanding of the teaching and learning environment in a school setting, how to support the well-being of a child or young person, as well as understanding their development.

This course runs on Mondays and Wednesdays.

Start Date: 14 September 2026  
Start Time: 09:45  
Lessons: 10  
Weeks: 5  
Hours: 22.50

### Venue

Rochester Adult Education Centre  
Rochester Community Hub  
Eastgate  
ME1 1EW

### What will I learn on this course?

Unit 1 – Understand schools as organisations

The aim of this unit is to provide the learner with the knowledge needed to understand schools as organisations.

Unit 2 - Understand how to keep children and young people healthy, safe and well

The aim of this unit is to provide the learner with the knowledge and understanding needed for children to be healthy and well. The unit considers areas and patterns of child development and explores issues around keeping children safe.

Unit 3 - Understand how to communicate with children, young people and adults

The aim of this unit is to provide the learner with the knowledge and understanding needed to communicate effectively with children, young people and adults.

### Is this course suitable for me?

This qualification is suitable for anyone wanting to gain knowledge and skills in working in a school environment.

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

Learners will need to attend an Advice and Guidance meeting prior to enrolling.

- Learners are fully supported to achieve their goals and we strive to be an inclusive provider
- Learners need to be aware that there will be some homework set and individual research to undertake as part of their personal development
- You will need to bring a notepad, pen and folder for storing your resources

### Will there be additional costs?

This course is free if you meet the funding criteria, i.e. are unemployed and on a recognised benefit.

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

Learners are positively encouraged to progress onto a higher level qualification such as the Level 2 Supporting Teaching and Learning course. Your tutor will be happy to provide advice with this.

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.

### 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.

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

You may have the opportunity to use computers with internet access in class time. You may need to use the internet for some or all of your course - using a mobile phone, tablet or computer. The tutor will speak to you about useful websites, apps and online resources which you may be asked to use for homework.

#### **Health and Safety**

We try to make sure your class is as safe as possible. If you are worried about anything, please talk to your tutor or our Safeguarding Officer.

#### **E-Learning Etiquette**

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