

**Supporting Teaching and  
Learning in Schools**

**Certificate – Level 2**

**City & Guilds 5329**

Courses for 2011/2012

*When you have completed the enclosed application form please return it,  
together with the completed enrolment form to:*

Teacher Training Department  
SCOLA, St Nicholas Way, Sutton, SM1 1EA

## **What is the aim of the course?**

The main aim of the course is to prepare trainees to support learning in the classroom.

## **Who is the course for?**

The course is designed for those who wish to support learners in schools. The Certificate in Supporting Teaching and Learning in Schools at level 2 is a new qualification. The course is for those supporting learning in any type of school – primary (inc. foundation stage), secondary, special and pupil referral units. It has been developed to reflect changes in support staff roles. Each award has some compulsory units and some optional units to suit job roles. No formal qualifications are needed for students wishing to take this course, but by the end of the programme, students should have a level 2 qualification in numeracy & literacy, which can also be studied at the same time if required.

## **What will the course cover?**

The course is made up of mandatory and optional units and will cover the following topics:

- how schools are organised
- who is involved in supporting learners
- planning
- types of learning difficulties
- basic strategies for supporting learners
- behaviour management issues
- creating, selection and evaluation of resources
- how to evaluate the progress of learners
- reflecting on own practice
- supporting literacy and numeracy work
- how children are protected

## **Course requirements:**

Those interested in doing this course need to find a placement in a local school for at least one session a week e.g. 2 hours each week over the duration of the course.

Students are responsible for organising the CRB check with the school and must arrange this directly with the school.

## **How will you be assessed?**

Throughout the course you will need to keep records of:

- Observation reports written by your tutor or assessor
- Witness testimonies signed by people in your placement
- A log of your work in the placement
- Assignments set by your tutors

## **2011/2012 Course Dates and Times:**

|            |  |
|------------|--|
| Mondays    | 09.30 – 12.30 at the Sutton Centre<br>Commences: 12/09/11 and lasts 32 weeks<br>Course Code: S1010BES    |
| Tuesdays   | 18.30 - 21.30 at the Greenshaw Centre<br>Commences: 13/09/11 and lasts 32 weeks<br>Course Code: G2202BES |
| Wednesdays | 09.30 – 12.30 at the Sutton Centre<br>Commences: 14/09/11 and lasts 32 weeks<br>Course Code: S3000BES    |
| Wednesday  | 16.15 – 19.00 at the Sutton Centre<br>Commences: 14/09/11 and lasts 32 weeks<br>Course Code: S3219BES    |
| Fridays    | 12.30 – 15.30 at the Sutton Centre<br>Commences: 16/09/11 and lasts 32 weeks<br>Course Code: S5038BES    |

## **What are the costs?**

The cost of the course is £392.00 (or £128.00 concessionary fee). The fee shown includes the exam fee.

If you do not have the equivalent of 5 GCSEs grades A\* - C you may be entitled to a free place on the course.

## **To apply for the course**

Please complete the attached application form and return it, together with the completed enrolment form to:

Teacher Training Department, SCOLA, St Nicholas Way, Sutton, SM1 1EA

|  |                  |                       |                   |
|--|------------------|-----------------------|-------------------|
| <b>Name:</b>   |                  |                       |                   |
| <b>Address:</b>  |                  |                       |                   |
|  |                  |                       |                   |
| <b>Post Code:</b>  |                  | <b>Email Address:</b> |                   |
| <b>Tel.No. (Daytime)</b>   |                  | <b>Mobile Number</b>  |                   |
| 1. Please tick (✓) the course you are applying for. (Please only select <b>one</b> option)   |                  |                       |                   |
|  |                  |                       | ✓                 |
| Monday mornings at the Sutton Centre   |                  | S1010BES              |                   |
| Tuesday evenings at the Greenshaw Centre   |                  | G2202BES              |                   |
| Wednesday mornings at the Sutton Centre  |                  | S3000BES              |                   |
| Wednesday afternoon at the Sutton Centre   |                  | S3219BES              |                   |
| Friday afternoon at the Sutton Centre  |                  | S5038BES              |                   |
| 2. At which school will you be doing your practical teaching assistant work?   |                  |                       |                   |
|  |                  |                       |                   |
| <b>You will need to produce a letter from the school confirming you have a school placement before your place on the course can be confirmed.</b>                                |                  |                       |                   |
| 3. Is your placement paid or unpaid?   |                  |                       |                   |
|  |                  |                       |                   |
| 4. How long have you been working at the school?   |                  |                       |                   |
|  |                  |                       |                   |
| 5. Please circle on which day(s)/time(s) of the week will you be doing your practical work in school.  |                  |                       |                   |
| Monday am<br>pm  | Tuesday am<br>pm | Wednesday am<br>pm    | Thursday am<br>pm |
|  |                  |                       | Friday am<br>pm   |
| 6. Please list all qualifications that you have and the grades achieved:   |                  |                       |                   |
| <b>Qualifications</b>  |                  | <b>Date Achieved</b>  | <b>Grade</b>      |
|  |                  |                       |                   |
|  |                  |                       |                   |
|  |                  |                       |                   |
|  |                  |                       |                   |
| 7. <b>Pre-course task - What do you consider to be the main role of a teaching assistant?</b><br>Please write (not word process) a minimum of 300 words on the back of this form |                  |                       |                   |
|  |                  |                       |                   |
| 8. I can confirm all the above information is accurate   |                  |                       |                   |
| <b>Signed:</b>   |                  |                       | <b>Date:</b>      |
|  |                  |                       |                   |

