

**Supporting Teaching and  
Learning in Schools**

**Certificate/Diploma –  
Level 3**

**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 Diploma in Supporting Teaching and Learning in Schools at level 3 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. The qualification has some compulsory units and some optional units to suit job roles. Students wishing to take the course will need to have an existing level 2 literacy qualification.

## **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
- The Certificate is 32 credits and the Diploma is 44 credits

## **Course requirements:**

Those interested in doing this course need to have a placement in a local school for at least 2 days a week for the level 3 every week for the duration of the course, preferably in a paid capacity.

The level 3 course normally requires students to have approximately 6 months plus experience of working as a teaching assistant prior to the commencement of the course.

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

Students will need to provide evidence of having a level 2 literacy qualification by the start of the course.

## **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	18.30 - 21.30 at the Sutton Centre Commences: 12/09/11 lasts 33 weeks Course Code: S1200BES – Diploma Course Cost: £452.63 (concessionary fee £135.00)
Wednesdays	18.30 – 21.30 at the Sutton Centre Commences: 11/01/2012 . 20 weeks this year Course Code: S3204BES – Certificate Course (this course will continue in 2012/13) Cost: £290.00 (concessionary fee £125.00)
Fridays	18.30 – 21.30 at the Sutton Centre Commences: 16/09/11 and lasts 32 weeks Course Code: S5200BES – Certificate Course Cost: £399.00 (concessionary fee £135.00)
Saturdays	09.30 – 12.30 at Wallington Town Hall Centre Commences:17/09/11 and lasts 33 weeks Course Code: W6001BES – Diploma Course Cost: £452.63 (concessionary fee £135.00)

### **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

**Supporting Teaching & Learning in Schools Level 3**

<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 evenings at the Sutton Centre	S1200BES	<input checked="" type="checkbox"/>	
Wednesday evenings at the Sutton Centre	S3204BES	<input type="checkbox"/>	
Friday evenings at the Sutton Centre	S5200BES	<input type="checkbox"/>	
Saturday mornings at Wallington Town Hall	W6001BES	<input type="checkbox"/>	
2. At which school will you be doing your practical teaching assistant work?			
<p><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></p>			
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.			
Monday am pm	Tuesday am pm	Wednesday am pm	Thursday am pm
Friday am pm			
6. Please list all qualifications that you have and the grades achieved:			
<b>Qualifications</b>	<b>Date Awarded</b>	<b>Grade</b>	
7. <b>Pre-course task - What do you consider are the key challenges for a teaching assistant in school?</b> Please write (not word process) a minimum of 300 words on the back of this form			
8. I certify all the above information is accurate			
<b>Signed:</b>		<b>Date:</b>	