



North Tyneside Council

North Tyneside Council Adult Learning Service
Course Information Sheet 2019-2020

Course Information for Teaching & Learning

For more information a course please click the links.

1	<u>Education and Training Volunteers Programme Level 3</u>
2	<u>Teaching Assistant Advice & Guidance</u>
3	<u>Teaching Assistant Introduction</u>
4	<u>Teaching Assistant Certificate Level 2</u>
5	<u>Level 3 Teaching Assistant Diploma</u>



North Tyneside Council

Education and Training Volunteers Programme Level 3

Enrolment Requirements

For more information on volunteering opportunities email alavolunteering@northtyneside.gov.uk

There are no formal entry requirements for this programme; however you must have a qualification equivalent to a Level 2/GCSE in English and a sound knowledge of maths, as this is a key role in supporting adult learners. If you would like to volunteer in a maths class then you must also have a qualification equivalent to a Level 2/GCSE in maths.

You should have attended an Advice and Guidance Session prior to enrolling.

Before you can begin to Volunteer you must complete and clear a DBS check (this is done by the Adult Learning Service) and provide two satisfactory references.

What will I learn on this course?

On this course you complete the Level 3 Award in Education and Training which will provide you with the underpinning knowledge needed to support learners with their studies. You will also learn about:

- The roles and responsibilities of a post 16 teacher
- How to facilitate learning
- Classroom management
- Equality and Diversity
- Assessment strategies.

Assessment

There will be a number of small written assessments and practical tasks which will create a portfolio of evidence. Your tutor will guide you through this.

Course Length

10 weeks; one taught session a week.

Attendance

It is a requirement that you attend 100% of the taught sessions to ensure you have the best chance of achieving the accreditation, so please think carefully before enrolling on this course if you have work commitments that may interfere with this attendance.

What else do I need to know?

We help you complete the paperwork for your DBS check.

We have a wide range of opportunities for Volunteers. The Adult Learning Service has a broad range of courses which require volunteers. Some areas include:

- English
- Maths
- Preparation for Work
- ICT
- ALDD

Vocational subjects – horticulture, construction, business admin etc.

What could I do next?

You could progress on to the Level 4 Certificate in Education and Training, if you are interested in teaching.



North Tyneside Council

Teaching Assistant Advice & Guidance

Enrolment Requirements

For more information or to apply ring (0191) 643 2288
or to apply online go to www.northtyneside.gov.uk/ala

This course is suitable for adults over the age of 16. You do not have to be working in a school; however it is recommended that you do volunteer in one if you intend to progress further.

What will I learn on this course?

This session will give you information about the different teaching assistant programmes we deliver. After this session you will be more informed of which level of course is right for you and how to progress.

Assessment

Awarding body: N/A

You will complete a written task and have a short discussion with the tutor who will help you decide which pathway is right for you.

Course Length

One off session.

Attendance

You will be required to attend the full session.

What could I do next?

Introduction to Teaching Assistants.
Level 2 Certificate in Supporting Teaching and Learning.
L3 Diploma in Supporting Teaching and Learning.



Teaching Assistant Introduction

North Tyneside Council

Enrolment Requirements

For more information or to apply ring (0191) 643 2288
or to apply online go to www.northtyneside.gov.uk/ala

You should have attended the Teaching Assistant Advice and Guidance session.

You do not need any prior knowledge or qualifications. You will be encouraged to develop your own skills through the course and our tutors will support you.

Please read the 'What else do I need to know?' section below.

What will I learn on this course?

This course consists of three two-hour sessions. It will support you in gaining an understanding of the role of a teaching assistant and help you begin to develop the skills you require. You will:

- Discuss your placement in a school
- Learn about child development
- Begin to consider equal opportunities, special educational needs, child protection and safeguarding issues, health and safety, and confidentiality.
- Consider strategies for behaviour management
- Investigate the content of the National Curriculum

Assessment

You will build a portfolio of evidence of work you have completed in class, school and at home.

Course Length

3 weeks

Attendance

It is a requirement that you attend 100% of the taught sessions to ensure you have the best chance of achieving. Please think carefully before enrolling on this course if you have work commitments that may interfere with this attendance.

What else do I need to know?

It is advised that you brush up on your English and maths skills if you don't hold GCSE grade C or above (or equivalent).

You will need to arrange a Disclosure and Barring Service check (to prove that you have no relevant criminal convictions) and a school placement during the three-week programme ready to move on to the Certificate in Supporting Teaching and Learning Level 2.

Please bring with you a Lever Arch file and a pack of 10 dividers to your first session.

What could I do next?

Certificate in Supporting Teaching and Learning in Schools Level 2.

You may also consider some of our distance learning courses.



Teaching Assistant Certificate Level 2

North Tyneside Council

Enrolment Requirements

For more information or to apply ring (0191) 643 2288
or to apply online go to www.northtyneside.gov.uk/ala

You must:

- Have attended an Advice, Guidance and Interview session
- Have a placement at a school of at least one day a week, working with children aged five or over
- Have the agreement of the school to help you collect the evidence you need for assessment (see below)
- Have a current DBS (we can support you with this).

What will I learn on this course?

You will develop understanding of and demonstrate competence in the teaching assistant's role of supporting the teacher in relation to pupil learning, especially literacy and numeracy skills.

This will include:

- Child development
- Pupil learning
- The National Curriculum
- The legal and national requirements of equal opportunities, special educational needs, health and safety and safeguarding procedures.

Included within this qualification is an Award in Personal and Social Development. You will gather evidence for this as you build your portfolio of evidence (see below).

Assessment

Awarding body: NCFE/CACHE

You will complete an E-Portfolio of evidence which will hold all assessments completed. You will be assessed using a variety of methods, such as:

- Assignments
- Observations of you working with children
- Reflective accounts
- Professional discussion
- And many more.

It is expected that you will spend around twelve hours a week including school placement, workshops and independent work from home. You will need the support and approval of your workplace.

Course Length

You can complete the course usually within 9-18 months.

There are 12-14 taught sessions every 2-3 weeks where you will be provided with the underpinning knowledge. You will also receive regular individual tutorials with your tutor.

You also need to volunteer in a school for a minimum of 1 day every week.

Attendance

You will be expected to attend every taught session and attend your school placement every week. If you cannot attend you will be set work to ensure you meet your learning outcomes.

What else do I need to know?

Your tutor will provide guidance on the E-portfolio system and will support you in uploading evidence that will demonstrate your competence in school. Using an E-portfolio enables you to submit work and to see feedback from your tutor whenever it is convenient for you.

What could I do next?

You will be able to move onto the Diploma in Specialist Support in Schools Level 3. You may also want to consider some of our distance learning courses.



North Tyneside Council

Level 3 Teaching Assistant Diploma

Enrolment Requirements

For more information or to apply ring (0191) 643 2288
or to apply online go to www.northtyneside.gov.uk/ala

The course is designed for teaching assistants employed in schools or for those who have been volunteering in schools for some time.

- A Certificate in Supporting Teaching and Learning Level 2 (or equivalent) or extensive experience in an educational environment is essential.
- You must attend the advice, guidance and interview session prior to the start of the course.
- If you are not employed by a school you must volunteer in a school for a minimum of 1-2 days (with a current DBS).

What will I learn on this course?

This is a nationally recognised qualification which will extend the skills of teaching assistants in supporting pupils' learning in areas such as special educational needs, literacy, numeracy and ICT, and will enable them to work more effectively in supporting achievement and inclusion. It provides a qualification that will formalise their classroom experience. Candidates will learn how to:

- Develop and maintain professional skills and knowledge
- Develop and maintain effective working relationships
- Contribute to the management of pupil behaviour
- Contribute to pupils' learning
- Support pupils with special educational needs
- Support the development of pupils' literacy, numeracy and ICT skills.

Assessment

Awarding body: NCFE/CACHE

You will complete an E-portfolio of evidence which will hold all assessments completed. You will be assessed using a variety of methods, such as:

- Assignments
- Observations of you working with children
- Reflective accounts
- Professional discussion
- Questioning.

It is expected that you spend on average around 16 hours a week including school placement, workshops and independent work from home.

Your tutor will provide guidance on the E-portfolio system and will support you in uploading evidence that will demonstrate your competence in school. Using an E-portfolio enables you to submit work and to see feedback from your tutor whenever it is convenient for you.

Course Length

- You can complete the course usually within 12-18 months.
- There are 14 taught sessions every 2-3 weeks where you will be provided with the underpinning knowledge. You will also receive regular individual tutorials with your tutor.
- You also need to volunteer in a school for a minimum of 1-2 days every week.

Attendance

You will be expected to attend every taught session and attend your school placement every week. If you cannot attend you will be set work to ensure you meet your learning outcomes.

What else do I need to know?

If required, you will be signposted to an assessment of your English and maths skills.

What could I do next?

You could progress on to:

- The Higher Level Teaching Assistant course
- Level 4 Certificate for the advanced practitioner in schools and colleges
- A PGCE/Certificate in Education and Training.
- You may also consider some of our distance learning courses.