

A decorative banner with a colorful, abstract background of splashes in green, yellow, orange, and red. It contains various educational icons such as a globe, a flask, a calculator, a document, a key, a scale, a pencil, and a building.

NCFE Level 3 Certificate in Supporting Teaching and Learning in Schools (QCF)

Qualification Number 501/0403/2

Dear Learner

First of all I would like to extend a very warm welcome to you. Thank you for choosing us as your partner in Distance Education and I sincerely hope that you enjoy your course and using Pearl. I would like to take this opportunity to provide you with brief guidance on how the **Level 3 Certificate in Supporting Teaching and Learning in Schools programme** operates.

Please read these notes carefully before commencing your studies. You have already accessed Pearl where you will have access to all the learning materials you require in order to successfully complete this course and gain the Level 3 Certificate. Within the online materials there are also additional research sources for your continued study.

The Level 3 Certificate in Supporting Teaching and Learning in Schools is a fully listed qualification designed based on the National Occupation Standards approved by the Training and Development Agency for Schools.

Workplace Setting

All learners **must** have a work placement arranged to be able to gather the evidence for the course. The position can be either paid or unpaid in order to complete the qualification in a suitable setting.

You are required to undertake a **minimum of 50** hours work experience within a school. The placement will need to be in an infant, primary, junior or secondary school, supporting learners between the ages of 4/5 (reception/EYFS class) and 16. You can support children in academies as well as mainstream, independent or specialist settings.

Please note: the work experience **cannot** be achieved in any of the following settings:

- Nursery
- Pre-school
- After School Club
- Holiday Club
- College
- University
- any other external learning sources i.e. open learning colleges, Sunday schools etc.

The units you are completing as part of your Level 3 Certificate in Supporting Teaching and Learning in Schools are:

Unit Title	Qual No
Schools as organisations	A/601/3326
Understand child and young person development	L/601/1693
Communication and professional relationships with children, young people and adults	F/601/3327
Understand how to safeguard the wellbeing of children and young people	Y/601/1695
Engage in personal development in health, social care or children's and young people's settings	A/601/1429
Support children and young people's health and safety	D/601/1696
Promote equality, diversity and inclusion in work with children and young people	M/601/4070
Promote children and young people's positive behaviour	F/601/4073
Support learning activities	A/601/4069
Support assessment for learning	A/601/4072
Develop professional relationships with children, young people and adults	H/601/4065

Requirements

There is a requirement for a **minimum of 50 hours** of practice for this qualification, and you must provide a range of evidence to your assessor this includes but is not limited to:

- Placement supervision agreement
- Attendance diary
- Written Assignments
- Practical session record sheets
- Reflective practice
- Photographic evidence
- Posters and leaflets
- Final mentor statement

Whilst in your placement you will need the support of a teacher or mentor, to sign practical evidence you gather whilst on the programme.

Role of Mentor or Supervisor

You will need to work under a mentor or supervisor who will take overall responsibility for you during the placement and specifically should ensure the following:

- Arranging an induction and introduction to the physical setting and resources available
- Arranging any statutory checks which may be required
- Compliance with Health and Safety policies and procedures
- Issue of any personal protective equipment (if used).
- Identifying opportunities to take part in the range of activities covering the assessment criteria for the qualification's learning objectives.
- Monitoring the overall progress of the Learner in the placement and provide opportunities to review progress.
- Confirmation, by signing witness statements, of the successful completion of practical tasks required by the National Occupational Standards. The mentor/supervisor should read these points and then confirm that they will provide a placement which fulfils this role.

DBS (Disclosure and Barring Service) Check

In order to work with in this setting, with children, or vulnerable adults, learners MUST undertake a DBS check and the setting, employer, or training provider will usually request this. A DBS must have occurred before commencing any placement.

Please note that we are unable to arrange this check and **learners must take full responsibility** for ensuring this has been done before the placement starts.

Use of Placement Material

The issue of confidentiality needs to be clearly addressed within the setting, and you need to be clear on this matter, particularly regarding the use of information in portfolio work. Where material from the work place organisation is used, it must be done so in a sensitive and appropriate manner and in full accordance with the work placement's policies and procedures. No personal details of individuals should be disclosed, and no materials submitted that may in any way identify an individual without their consent. **No photographs of children should ever be submitted.** If in any doubt about confidentiality of information, this matter must be discussed with your mentor or supervisor.

Submitting Assignments

At the end of each assignment where practical evidence is required, all forms must be uploaded to your online portfolio. Your assessor will grade your assignment Pass or Refer. If your assignment is referred your assessor will give clear guidance on what you need to do to amend and re-submit. If your assignment is passed, this does **not** mean that the corresponding QCF or RQF unit is passed, this will happen at the **end** of your course, when your assessor has received all of your evidence from tasks, video evidence and mentor statements.

How Your Evidence is Checked

After your Tutor/Assessor has assessed your work, another member of staff - the Internal Quality Assurer (IQA) will review it. As they cannot talk to you everything has to be clear and easy to follow for them to agree your completion. If they cannot find some evidence, or feel that it does not meet the full standard, they may request that you submit additional evidence to meet the requirement, or to clarify your understanding if necessary.

Once they are sure that all evidence is available they will arrange a visit by the External Quality Assurer (EQA) on behalf of the Awarding Organisation.

The EQA's role is to make sure your work has been assessed to the **national requirements** for your course. They'll do this by checking a sample of portfolios which may include yours. They will check all the content and feedback from your assessor and IQA for the work that you have done. At this point, if they cannot find something, they too may request additional evidence, however, this is very unusual.

Once is all agreed by the EQA, your certificate can be claimed.

Your Responsibilities

Please Note: It is your responsibility to make copies of any hard copy work, videos, or additional evidence submitted to the College. The College will not be held responsible if submitted work is lost or if the evidence in Pearl is in-audible or missing. It is your responsibility to ensure course material is kept safe at all times. If you are paying by instalments we would greatly appreciate it if you could ensure that the College has received all the necessary payment information and instructions.

Wishing good luck on the journey to your qualification

Kind regards

Enrolments Team