

# LEVEL 3 DIPLOMA IN SPECIALIST SUPPORT FOR TEACHING AND LEARNING IN SCHOOLS

City & Guilds qualification number 5329-33

Qualification accreditation number 501/1394/X

## Who is it for?

The diploma will be right for you if you have significant experience as a school support worker and wish to move into a more specialised role e.g. in administration, learning support or management.

## What is the structure?

You must achieve 44 credits; 32 from 11 mandatory units and a further 12 from a wide range of optional units. The mandatory units are:

- Communication and professional relationships with children, young people and adults
- Schools as organisations
- Support learning activities
- Promote children and young people's positive behaviour
- Develop professional relationships with children, young people and adults
- Promote equality, diversity and inclusion in work with children and young people
- Support assessment for learning
- Understand child and young person development
- Engage in personal development in health, social care or children's and young people's settings
- Understand how to safeguard the well being of children and young people
- Support health and safety

## Where will it take me?

You can take additional optional units as professional development. You can also gain a role supporting staff in schools/ administration/learning support or management.

## How is it delivered?

You will be assigned a personal assessor – an experienced practitioner who is there to help and guide you. You will build up evidence to of what you know, and what you can do: this will be stored in a web based e-portfolio, which you and your assessor can access at any time.

You will develop your knowledge through studying a mixture of printed and online resources and attending webinars: your assessor will test your knowledge by setting you a variety of tasks. Your assessor will also visit you at work to carry out and record observations of your practice.

## How long does it take?

There is no fixed time – it depends on how committed you are and how easily we can carry out observations. 12 to 15 months is typical but, if you are doing this qualification as part of an apprenticeship, please note that there is a minimum duration of one year.

## What funding is available?

If you are employed for at least 16 hours per week and are able to achieve GCSE grade C in maths, English and ICT, we should be able to deliver your diploma free, normally through an apprenticeship. If not, we can still deliver the qualification free if you are receiving state benefits or if you do not already have any qualification at Level 3 or above (which includes 2 A levels).

In other circumstances we will have to charge but we can generally access part funding. If you are 24 or over you may be eligible for a government loan which will cover the full amount and requires no repayment until your annual income reaches £21,000. You will find full details of the loans system and application process on our website.

