



Course Information

Course No.

CSK05L &
CSK06L

Community Skills, Adult Learning Service: Course Information Sheet 2009-10

**If you require this information in large print or a different format,
please call us on 01642 490409**

Name of Course:	NVQ 3 Supporting Teaching and Learning in Schools (replaces NVQ 3 Teaching Assistants)		
Day and Date(s):	Tuesdays fortnightly 22 Sep, 6 & 20 Oct, 10 & 24 Nov, 5 & 19 Jan, 2 & 23 Feb, 9 Mar OR 29 Sep, 13 Oct, 3 & 17 Nov, 1 Dec, 12 & 26 Jan, 9 Feb, 2 & 16 Mar Plus one-on-one meetings with your assessor as arranged.		
Start Date:	22 nd or 29 th Sep	Finish Date:	9 th or 16 th Mar 2010 for taught sessions
Time(s):	9.30 – 12.15 for taught sessions with tutor. Up to 15 one-on-one meetings with personal assessor are arranged separately between learner and assessor at mutually agreed times.		
Level:	3		
Tutor:	Fran Rabone		
Assessor:	To be allocated		
Venue for taught sessions:	Redcar Education Development Centre (Room 10) Corporation Road Redcar TS10 1HA Tel: 01642 490409 (Contact Kerry Clark)		
What you can expect to learn from this course:			
<ul style="list-style-type: none">• To explore ways of working with others effectively• To identify ways of safeguarding the welfare of children• To recognise development opportunities• To develop skills to support literacy and numeracy activities			
Previous experience or qualifications you need:			
You will be expected to have an appropriate level of literacy and numeracy to enable you to complete the course. If you don't already have literacy and numeracy qualifications at Level 2, please book a place to do an initial assessment/information session on one of following dates: 9th Sept (10 – 11am), 11 Sept (12 – 1pm), 14 Sept (3 – 4pm), 15 Sept (4 -5pm), 17 Sept (5 -6pm). You may book a place with Kerry Clark on 01642 490409 or kerry_clark@redcar-cleveland.gov.uk			
Ways in which you will learn:			
Group discussion, small group exercises, placement, research			
Please bring along the following to the course:			
A4 paper/pen/highlighter pen/file & dividers			
Qualification(s) you can work towards during the course:			
NVQ 3 Supporting Teaching and Learning			

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What you can progress to:
<p>There are a number of options within Community Skills and the Adult Learning Service, including: 7303 Preparing to Teach in the Lifelong Learning Sector A1 – Assessor Award to become an NVQ Assessor</p> <p>There are also courses on other topics that you may be interested in, including Emergency First Aid, Paediatric First Aid, CIEH Level 2 Food Safety, Introduction to Drug Awareness, Introduction to Special Educational Needs of Children and Young People etc.</p> <p>Please contact Kerry Clark on 01642 490409 to:</p> <ul style="list-style-type: none">• Request a current course list• Request professional information, advice or guidance (IAG) <p>You may also take the opportunity to request any of the above or further sessions on this topic on your course evaluation sheet.</p> <p>Please contact Jackie Lillie on 01642 461321 to:</p> <ul style="list-style-type: none">• Discuss HLTA status (Higher Level Teaching Assistants)• Find out more about other personal development opportunities for Teaching Assistants in Redcar & Cleveland
Further Information:
<p>To gain this qualification, you need to be working as a Teaching Assistant in a paid or volunteer role. We recommend a MINIMUM of two days a week.</p> <p>Fees</p> <p>The full fee for this course is £500 and this includes the registration and certification fee. The fee can be paid in instalments. If your employer is paying your fee, we require a signed letter to confirm this at the beginning of the course.</p> <p>If you want to do this course but can't afford it, you may be able to get the fee (or part of the fee) paid for it (some of the options are listed below). We can also sometimes help out with childcare costs, carer respite costs and other costs if you need it. Please phone Kerry Clark on 01642 490409 to see if we can help you.</p> <p>Are you claiming benefits?</p> <p>If you are on certain benefits you can get a reduced fee of £6 per term x 3 terms = £18 for this course</p> <p>Are you a volunteer in a school?</p> <p>The Community Skills Bursary Scheme can pay part of your fee. You can get a reduced fee of £41 per term x 3 terms = £123 for this course</p> <p>Is this your first Level 3 qualification?</p> <p>If you don't already have A Levels or an NVQ Level 3, then Train to Gain funding can pay for this course for you so that the course will be FREE for you</p> <p>Are you a paid teaching assistant in a school in Redcar & Cleveland?</p> <p>Redcar & Cleveland Borough Council School Workforce Development (Jackie Lillie) has agreed to fully fund some NVQ courses for local staff. The funding will be allocated on a first come first served basis. Please submit your Booking Form as soon as possible and we will let you know if the course can be funded for you. Alternatively, your school may choose to fund (or part-fund) the course fee for you.</p> <p>Have you joined our M&M programme (ask us for details) or do you live locally?</p> <p>The course could be FREE for you. There is funding to pay the fee for you if you live in certain local areas. Please phone Kerry Clark on 01642 490409 to ask for details or simply send us your Booking Form and we can tell you if the course is FREE for you.</p>

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How to book a place on this course:
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To book a place, you must complete a Community Skills Booking Form and a Fees Form. To obtain a Booking Form and a Fees Form and to submit them, contact: Community Skills, Adult Learning Service main office, Redcar Education Development Centre, Corporation Road, Redcar TS10 1HA Tel: 01642 490409 Fax: 01642 492388

How do you know if you have a place on the course?

Once you have sent in your Booking Form, have proved you have an appropriate level of English and Maths and have confirmed fee payment you may assume you have a place on the course unless our office telephones you to tell you otherwise.
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Cancellations

If you have sent in a booking form and then wish to cancel your place, you must let Community Skills know via the main office 01642 490409 48 hours before the course. If you do not cancel your place, you may be charged a fee for not attending.
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This information will be sent to people who request further information on a course.

Please note that with the agreement of the participants and the tutor, the outline of the course may differ.

If a tutor is sick or a session cannot run, you will be contacted via the telephone number on your Booking Form.