

Supporting Teaching and Learning in Schools (5329)

City & Guilds

Who are they for

The qualifications are suitable for those seeking work, already working or volunteering as learning support staff in schools.

Level 2

Level 2 will suit you if you are already working in a school and want a qualification that proves your skills and helps you develop your career.

Level 3

Level 3 is ideal if you have significant experience as a school support worker and wish to move into a more specialised role - in administration, learning support and management.

Mercia Partnership

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Office Hours:

Mon-Thu 9.00am – 5.00pm

Fri 9.00am – 4.00p

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About us...

Mercia Partnership was established in 1998 to provide high quality training for people both working and not working in the North West of England. We are an education and training provider specialising in standalone and Apprenticeship training amongst the workforce. With offices in Prescot and Liverpool City Centre, we run a wide range of courses across a number of sectors.

The programmes we run include:

Apprenticeships
Vocational Qualifications
Employability Courses

We currently offer courses in the following sectors:

Information Technology
Business & Administration
Education & Training
Customer Service
Team Leading & Management
Functional Skills

With further sectors and programmes under consideration, please contact us if your preferred programme or sector is not listed above.

Mercia Partnership works closely with the following organisations: Job Centre Plus, Local Education Authority, Connexions, Liverpool Education and Business Partnership, Greater Merseyside Learning Providers Federation, Liverpool Provider Network, Unionlearn, GMB Union, PCS and other unions and local schools. We are a lead provider and currently work with Elite Training Solutions and 5 Stars Recruitment as sub-contractors.

Mercia Quality

Mercia has achieved many quality standards over the years including IIP status, Matrix accreditation, Beacon status, Provider of the year awards and a Unionlearn Quality Award.

Policies, Procedures and Charters

Mercia Partnership are committed to ensuring that all our strategies, policies, procedures and practices demonstrate impartiality and actively promote equality of opportunity for all. Mercia Partnership has many policies and procedures in place to create the best possible learning environment. For your convenience, they are available to download from merciapartnership.com/about-us/policies-procedures-charters/

Contact Us

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Additional Support for Students

All students enrolling on programmes with Mercia Partnership may be entitled to specific additional support in order to help them succeed and provide equal access to the curriculum.

Common needs for additional support include dyslexia, learning difficulties, deaf and hard of hearing, blind/visually impaired, communication difficulties and physical disability. Additional support can take many forms and include in-class support, a reader or scribe for exams, access to specialist equipment, mobility support and adaption of materials.



The Qualification

Want to work as a teaching assistant or already helping out in a school? Find out everything you need to know about child safety and how to support children's development with a Certificate in Supporting Teaching and Learning in Schools. The qualifications take you through essential skills such as Communicating with Children, Working as Part of a Team, Preparing Displays as well as vital topics such as Safeguarding Children. For a full list of units and requirements, download the qualification handbook from the City & Guilds centre documents section. The aim of this qualification is to aid those wishing to become qualified tutors, teachers or teaching assistants.

Entry Requirements: Those taking the Awards could be: not yet part of the school workforce but looking for a qualification that will increase their employability, newly employed in a school and wanting a qualification as part of early training/induction or already working in a school but looking to progress.

Those taking the Certificates will need to be working or volunteering in a school that allows them to demonstrate those learning outcomes relating to practice in their day to day work.

Those taking the Apprenticeship or Diploma will need to be working in a school that allows them to demonstrate those learning outcomes relating to practice in their day to day work. They must be able to achieve, or have already achieved, Functional Skills qualifications (or their equivalent) in English, Maths and IT.

Learning & Assessment Methods Assessment and delivery will be undertaken in the workplace or classroom, tailored to the needs of both the employer and the learner including practical demonstrations of competence to build a portfolio of evidence.

Level 2 Award in Support Work in Schools

Level 2 Award in Support Work in Schools is a knowledge based qualification suitable for all roles in schools, including site staff, administrators etc. as well as those who work directly with children and young people. It seeks to develop the knowledge and understanding that all those working in a school setting will need. As it is a knowledge based qualification, it can be taken by candidates not yet employed in a school. The award covers the knowledge and understanding in the current mandatory units of the Support Work in Schools qualifications, supplemented with additional material drawn from the induction modules developed by the TDA for local authorities.

Duration: Minimum of 7 sessions **Venue:** Classroom

Course Content To complete the standalone Award in STL, learners must only complete the NVQ Award in STL.

Progression The Award is part of a set of nested qualifications, and as such, the 5 units are also part of the Level 2 Certificate in Supporting Teaching and Learning in Schools, the full level 2 qualification.

Supporting Teaching and Learning Certificate Level 2

Duration: Approx. 12 months **Venue:** Workplace

Course Content Level 2 certificates are comprised of both mandatory and optional units, including:

- Safeguarding the welfare of children and young people (3 credits)
- Help improve own and team practice in schools (3 credits)
- Support children and young people's positive behaviour (2 credits)
- Provide displays in schools (3 credits)
- Provide support for therapy sessions (2 credits).



Supporting Teaching and Learning Certificate Level 3

Duration: Approx. 12-15 months **Venue:** Workplace

Course Content Level 3 certificates are comprised of both mandatory and optional units, including:

- Communication and professional relationships with children, young people and adults (2 credits)
- Understand how to safeguard the well-being of children and young people.
- Support learning activities (4 credits)
- Promote equality, diversity and inclusion in work with children and young people (2 credits)
- Support assessment for learning (4 credits).

Diploma in Specialist Support for Teaching and Learning in Schools Level 3

Duration: Approx. 15-18 months **Venue:** Workplace

Course Content To achieve the Diploma, you must complete both mandatory and optional units. Optional units have been divided into the following six groups:

- Group A - Supporting learning
- Group B - English as an additional language
- Group C - Special educational needs
- Group D - Providing pastoral support
- Group E - Supporting the wider work of the school
- Group F - Working with colleagues.

Functional Skills

These qualifications are suitable for learners of all ages, providing them with the essential knowledge, skills and understanding to enable them to operate confidently, effectively and independently in life and work. Functional Skills are included as part of an Apprenticeship but can also be delivered independently of other qualifications.

Duration: Varies **Venue:** Workplace

Course Content To complete Functional Skills, learners must complete the following components:

- An initial assessment to identify the appropriate level.
- A diagnostic assessment to identify the areas for development.
- English reading, writing, speaking & listening.
- Mathematics.
- Information and Communication Technology.



Price List

Teaching Programmes

Qualification	Level	PRICE £ Unemployed & Claiming JSA or ESA* (Classroom based)	PRICE £ 19-23 Employed (Workplace based)	PRICE £ 24+ Employed (Workplace based)
Award in Support Work in Schools	2	Fully Funded	£330.00 (£275 exc. VAT)	£330.00 (£275 exc. VAT)
Certificate in STL	2	Fully Funded	£954.00 (£795 exc VAT) (Unless 1st full level 2)**	£954.00** (£795 exc VAT)
Certificate in STL	3	£954.00	£954.00 (£795 exc VAT) (Unless 1st full level 3)	£954.00 (£795 exc VAT)
Diploma in Specialist Support for Teaching and Learning in schools	3	£1,074.00	£1,074 (£895 exc VAT) (Unless 1st full level 3)	£1,074.00 (£895 exc VAT)
Apprenticeship Certificate in STL	2	N/A	Fully Funded	Fully Funded
Advanced Apprenticeship Diploma in STL	3	N/A	Fully Funded	£2,754.00 (£2,295 exc. VAT)

*If you are unemployed and not claiming JSA or ESA please contact us.

**There will be a discount for those progressing from the Award

Learners Guide to Student Loans

As of 1st August 2013, the government will no longer be funding any courses at Level 3 and above for people aged 24+. They have instead, in association with the Student Loans Company, set up a facility for anyone to apply for a Loan to cover the cost of the course.

Many employers are willing to contribute towards the cost of the course, and this will reduce the amount of loan you have to take out.

This loan will only need to be paid back from April 2016 onwards and payments will be taken directly from your pay, as a deduction like tax. You will only start to pay back your loan when you earn over £21,000 per year, and it will be repayable at 9% of your wage above the allowance.

For example, should you start a job in 2015 earning £22,000 per year, you will only start making repayments from April 2016 and then it will be at the rate of £7 per month.

The loan will be subject to interest at the rate of inflation plus between 0 and 3% depending on your wage and when your programme takes place.

Following your application to study with Mercia Partnership UK Ltd, you will receive information about your course, and how to apply for a loan should it be necessary. All the information you require will be in the 'Offer Pack', which will contain information on your course, helpful initial IAG, guides on applying for a loan online or on paper and how to inform us that a loan has been requested, as well as all the codes and conditions associated with student loans.

Please note: the loan will not be written off if you move abroad but you will cease repayments after 30 years.

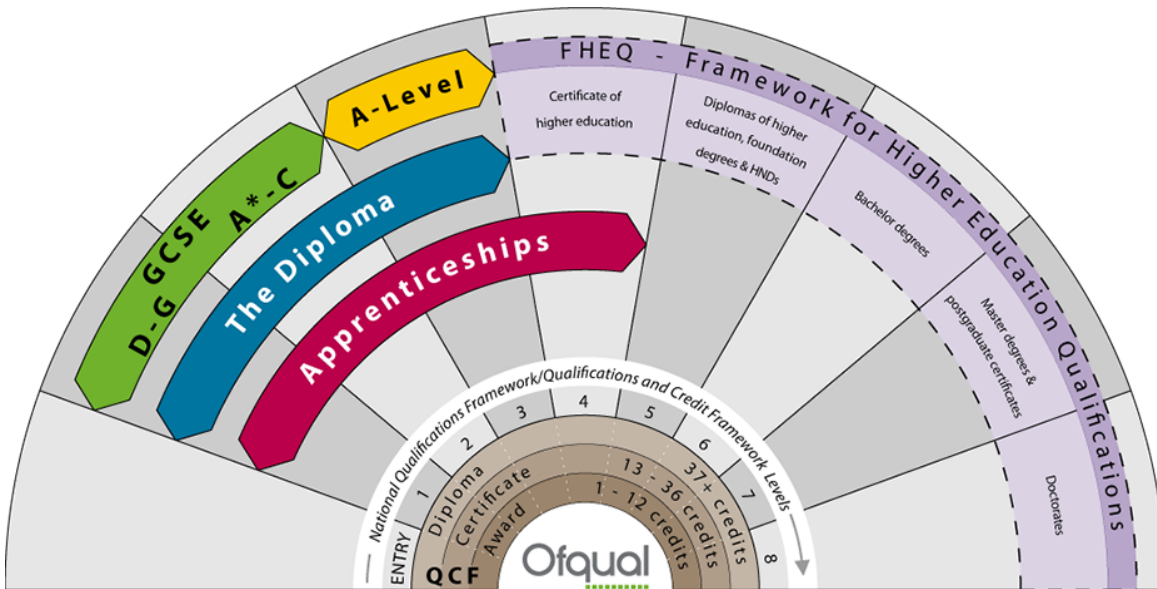
More information regarding these loans can be found further in this publication and, if after reading this, you have any other queries, please contact Sandra Birchall on 0151 289 0918 for guidance and information.

The full guide to Student Loans can be read, or downloaded, from our website:

<http://merciapartnership.com/learners/learners-guide-to-student-loans/>

Level Guide (Source: <http://ofqual.gov.uk/help-and-advice/comparing-qualifications/>)

Each regulated qualification has a level between entry level and level 8. Qualifications at the same level are a similar level of demand or difficulty. The content and size of qualifications at the same level may be quite different.



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