

School Support Worker Qualifications with Longden Ltd September 2008 - July 2009

	Qualification	Level	Type	Funding	Description
1	Skills for Life Certificate in Adult Numeracy	E1 - L2	Cert	T2G	A blended and practical 3 month programme starting with an initial assessment and diagnosis of your learning needs, then attendance at 6 x 3 hour sessions, 30 Bite Size Self Teach Packs and 1-1 Coaching leading to the test in Adult Numeracy at Level 1 or 2, which comprises 40 multi-choice questions. The programme is run over a half term.
2	Skills for Life Certificate in Adult Literacy	E1 - L2	Cert	T2G	A blended and practical 3 month programme starting with and diagnosis of your learning needs, then attendance at 6 x 3 hour sessions, 30 Bite Size Self Teach Packs and 1-1 Coaching leading to the test in Adult Literacy at Level 1 or 2, which comprises 40 multi-choice questions. The programme is run over a half term.
3	Count on Us Team Challenge	2	VQ Unit	School	A one-day fun, outdoor team challenge, with a "Mission Impossible" flavour which is designed for any type of school to build team working and explore school values, policies, roles and responsibilities <i>and</i> creates evidence for Unit 2 Certificate in Support Work in Schools. There is a follow up review session 6-8 weeks later.
4	Certificate in Support Work in Schools (SWiS)	2	VQ Cert	LA	A fundamental training programme for all support staff which comprises 7 x half day group sessions, observations, 1-1 feedback and a work based project. You will have a Learning Log, which when complete will give evidence for the qualification, which covers four units.
5	NVQ in Supporting Teaching and Learning	2	NVQ	T2G/LA	A 3 - 6 month programme, with 3 x one day workshops along with 1-1 coaching and support from your assessor, observation, feedback and professional discussions. The Supporting Teaching and Learning in Schools NVQs are designed to reflect the activities of those who provide direct support for teaching and learning in any type of school. The NVQs still cover the role of teaching assistants but have been broadened in scope to include new roles and responsibilities such as cover supervision, exam invigilation, pastoral care and others. There are seven units to complete.
6	NVQ in Customer Service	2	NVQ	T2G/LA	A 3 - 6 month programme, with 3 x one day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. To achieve a full OCR Level 2 NVQ in Customer Service, candidates must achieve 7 units made up of 2 mandatory units and 5 optional units.
7	NVQ in Team Leading	2	NVQ	T2G/LA	A 3 - 6 month programme, with 3 x one day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. This NVQ is aimed at candidates who are in work roles where they have a responsibility for the work of others as they lead a team. To achieve a full OCR Level 2 NVQ in Team Leading, a candidate must complete 4 mandatory units and 2 optional units.
8	Certificate in Support Work in Schools (SWiS)	3	VQ Cert	LA	This programme is a progression from Level 2 Certificate in Support Work in Schools and is run at the school, which comprises 7 x half day group sessions, observations, 1-1 feedback and a work based project. You will have a Learning Log, which when complete will give you evidence for the qualification, which covers four units. Longden assessors work with your team at your school at times to suit you.
9	Diploma in Support Work in Schools (SWiS Upgrade)	3	VQ Diploma	LA	This programme is a progression from Level 3 Certificate in Support Work in Schools and is run at the school, which comprises 3 x half day group sessions, observations, 1-1 feedback and two work based projects. You will have a Learning Log, which when complete will give you evidence for the qualification, which covers four units. Longden assessors work with your team at your school at times to suit you.
10	NVQ in Supporting Teaching and Learning	3	NVQ	T2G/LA	A 6 -10 month programme, with 3 x one day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. The NVQ covers the role of teaching assistants and has been broadened in scope to include new roles and responsibilities such as cover supervision, exam invigilation, pastoral care and others. There are ten units made up of six mandatory units and four optional units.
11	NVQ in Customer Service	3	NVQ	T2G/LA	A 3 - 6 month programme, with 3 x one day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. To achieve a full OCR Level 3 NVQ in Customer Service, candidates must achieve 8 units. The qualification is aimed at candidates who will be delivering and managing service and will be accountable in the area of practice. Candidates will be working without direct supervision or on their own.
12	NVQ in Direct Training and Support	3	NVQ	T2G/LA	A 10 month programme, with 4 x one day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. This NVQ covers 9 units, one of which is the A1 Assessor Award, The OCR Level 3 NVQ in Learning and Development will be suitable for you if you have direct contact with learners and work with them in the learning environment.
13	NVQ in Management	3	NVQ	T2G	A 10 month programme, with 10 half day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. This NVQ is aimed at those who are responsible for the control of activities and work output of a team. To achieve a full OCR Level 3 NVQ in Management, a candidate must complete four mandatory units and three optional units.
14	NVQ in Co-ordination of Learning & Development provision	4	NVQ	T2G/LA	A 10 month programme, with 4 x one day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. This NVQ covers 7 units, The OCR Level 4 NVQ in Co-ordination of Learning and Development Provision is designed to reflect the work of those who have a role in the strategic planning for learning and development.
15	NVQ in Management	4	NVQ	T2G	A 10 month programme, with 10 half day workshops along with 1-1 coaching and support from your assessor, observation and feedback and professional discussions. This NVQ is for those with personal responsibility and autonomy in their role and who may find that the focus of their work is more to do with managing projects, or technical matters, than people. To achieve a full OCR Level 4 NVQ in Management, a candidate must complete five mandatory units and three optional units.

For more details call 02476 470382 or email carolelongden@longden.co.uk, or look on www.tda.gov.uk, or call your Local Authority.



07774 424404

www.longden.co.uk



carolelongden@longden.co.uk

