



# Supporting Teaching & Learning NVQ Level 3



## Course Content

This is a **10** unit qualification consisting of **6** mandatory units and **4** optional units, which candidates can choose from any of the optional groups but no more than 2 units can be taken from group E. All **10** units must be completed in order to achieve the full qualification although single unit accreditation is available.



### Mandatory Units:

- Help to keep children safe
- Support pupils' learning activities
- Promote positive behaviour.
- Develop and promote positive relationships
- Support the development and effectiveness of work teams
- Reflect on and develop practice

### Optional Units:

#### Group A:

- Use information and communication technology to support pupils' learning
- Plan, deliver and evaluate teaching and learning activities under the direction of a teacher
- Contribute to the planning and evaluation of teaching and learning activities
- Support literacy development
- Support numeracy development
- Support implementation of the early years curriculum

- Support teaching and learning in a curriculum area
- Observe and promote pupil performance and development
- Contribute to assessment for learning
- Prepare and maintain the learning environment
- Promote the transfer of learning from outdoor experiences

#### Group B:

- Provide literacy and numeracy support to enable pupils to access the wider curriculum
- Support gifted and talented pupils
- Support bilingual/multilingual pupils
- Provide bilingual/multilingual support for teaching and learning
- Contribute to the prevention and management of challenging behaviour in children and young people
- Support children with disabilities or special





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- educational needs and their families
- Support pupils with communication and interaction needs
  - Support pupils with cognition and learning needs
  - Support pupils with behaviour, emotional and social development needs
  - Support pupils with sensory and/or physical needs
  - Assist in the administration of medication

- Work with children and young people with additional requirements to meet their additional support needs

## Group C:

- Promote children's well-being and resilience
- Work with young people to safeguard their welfare
- Enable young people to be active citizens
- Support young people in tackling problems and taking action
- Support children and young people during transitions in their life
- Facilitate children and young people's learning and development through mentoring
- Contribute to improving attendance
- Support children and families through home visiting

## Group D:

- Provide displays
- Invigilate tests and examinations

- Lead an extra-curricular activity
- Plan and support self-directed play
- Contribute to maintaining pupil records
- Monitor and maintain curriculum resources
- Organise cover for absent colleagues
- Organise and supervise travel
- Escort and supervise pupils on educational visits and out-of-school activities
- Liaise with parents, carers and families
- Provide information to aid policy formation and the improvement of practices and provision

## Group E:

- Develop and maintain working relationships with other practitioners
- Provide leadership for your team
- Provide leadership in your area of responsibility
- Allocate and check work in your team
- Lead and motivate volunteers





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- Provide learning opportunities for colleagues
- Support learners by mentoring in the workplace
- Support competence achieved in the workplace

## Why do this course?

On completion of this course you will receive a nationally recognised qualification that proves you have attained a national level of job competence.

## How do I know if this course is suitable for me?

Your assessor will look at your job role to establish whether this qualification is suitable for you and make recommendations to which units will be most appropriate for you to do.

## Delivery

The delivery of the qualification could be via workshops, face to face on the school's premises or a combination of the two methods. This will depend upon your location and how many candidates there are in the surrounding area. STAR will inform candidates of the delivery method

prior to the course starting. We will aim to meet your requirements wherever possible. In all cases you will be assigned an assessor who will be available via phone and email.

## Additional Support

You will also receive a unique username and password which allows you to gain access from our website to an e-portal named 2Develop containing support material and training needs analysis questionnaires specifically for your qualification. The portal also provides you with an electronic continuous professional development portfolio that allows you to keep track of all your records, achievements and development needs in one flexible document. Your assessor will show you how to use this resource.

## Course Duration

An average time of completion is between 12-15 months for this course, however if you are accessing funding for this course there may be a set time limit in which you have to complete. You will be notified of this prior to commencing your course.

## To Apply

Please contact a member of our team on 01904 612 231 or return the enclosed fax back form.



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