



Support Work in Schools VQ Level 2



Is this qualification suitable for me?

This qualification is designed to meet many support staff roles including Mid Day Supervisors, Site Staff, Learning Support, Special Educational Needs, School Administrators, Library Assistants, Data Managers, Technicians, IT Support and Learning Resources.



Course Content

You have a choice of either doing the award consisting of **3** units, **2** mandatory units and **1** optional unit or the certificate consisting of **4** units, **2** mandatory units and **2** optional units.

Mandatory Units:

- Explore and respond to the needs of pupils
- Explore school values, policies, roles and responsibilities

Optional Units:

Information Optional Units

- Use a telephone system
- Produce documents
- Use office equipment
- Deal with visitors
- Store, retrieve and archive information
- Database software
- Organise and support meetings
- Contribute to maintaining pupil records
- Invigilate test and examination

- Maintain the arrangement of material to facilitate retrieval
- Issue and recover loan material
- Identify and provide information and material retrieval required by users

Resources Optional Units

- Make sure your own actions reduce risks to health and safety
- Help to keep children safe
- Prepare laboratory materials, equipment and resources
- Process requests to support learning
- Controlling stocks of laboratory materials and equipment
- Software installation and associated resources
- Working with ICT hardware and equipment
- Maintain laboratory and associated resources
- Maintain grounds
- Maintain site security
- Control the use of resources
- Control the use of premises by customers and contractors
- Operate a computer
- Internet and intranet
- Email





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- Specialist or bespoke software
- Clean toilets and washrooms manually
- Clean surfaces up to a max height of 4 metres

Support Optional Units

- Provide support for learning activities
- Support literacy and numeracy activities
- Contribute to the support of student activities
- Support children's development
- Technical advice and guidance
- System operation
- Contribute to children and young peoples healthy eating and personal hygiene
- Work with children and young people to create play spaces and support freely chosen self directed play
- Contribute to the health, safety security and welfare of children and young people using the play environment

Catering Optional Units

- Maintain food safety when storing, holding and serving food

- Maintain food safety when storing, preparing and cooking food
- Prepare, cook and finish healthier dishes

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?

The 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 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. 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 6 - 9 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.

