



Support Work in Schools VQ Level 3



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 **2** mandatory units, the certificate consisting of **4** units, **2** mandatory units and **2** optional units or the diploma consisting of **6** units, **2** mandatory and **4** optional.

Mandatory Units:

- Understand and respond to the needs of children and young people
- Support the ethos, policies and working practices of the school

Optional Units:

General Optional Units

- Provide leadership for your team
- Provide leadership in your area of responsibility
- Develop productive working relationships with colleagues
- Provide learning opportunities for colleagues
- Reflect on and develop your practice
- Liaise with parents, carers and families
- Support competence achieved in the workplace

- Contribute maintaining pupil records
- Invigilate test and examination

Information Optional Units

- Use IT to exchange information
- Use specialist or bespoke software
- Provide displays
- Maintain a healthy, safe and productive work environment
- Provide technical support

Resources Optional Units

- Contribute to the safety, security and maintenance of the site
- IT trouble shooting for users
- IT security for users

Support Optional Units

- Develop and promote positive relationships
- Contribute to children's and young peoples healthy eating and personal hygiene
- Protect and promote children's rights
- Promote positive behaviour
- Support pupils learning activities
- Prepare and maintain the learning environment



Address and registered office
Star (Training and Consultancy) Limited
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- Observe and promote pupils performance and development
- Contribute to the planning and evaluation of teaching and learning activities
- Maintain a supportive environment for users
- Procure products and services
- Contribute to children's health and well-being
- Lead an extra-curricular activity
- Provide administrative support in schools
- Research, analyse and report information
- Organise and co-ordinate events

Catering Optional Units

- Maintain food safety when storing preparing and cooking food
- Ensure appropriate food safety practices are followed whilst food is prepared, cooked and served
- Prepare, cook and finish healthier dishes
- Contribute to the development and introduction of recipes and menus
- Control practices for handling payments

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 9 - 12 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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