

Supporting Teaching and Learning in Schools

04464 Level 2 Award in Support Work in Schools

04467 Level 3 Award in Supporting Teaching and Learning in Schools

Main features of the qualifications

These are knowledge based qualifications designed for those who aim to work or already in a variety of support roles within a schools environment. The qualifications give learners the knowledge, understanding and skills they need for employment and also provide career development opportunities. Consequently, they provide a course of study for full-time or part-time learners.

Target Audience

Level 2 Award in Support Work in Schools

This is a knowledge based qualification suitable for all support staff roles in schools, including site staff, administrators and others, 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 and covers areas such as safeguarding, communication and understanding the school context.

As it is a knowledge based qualification, it can be taken by candidates not yet employed in a school, as well as providing initial training or induction for those who are new in post.

Level 3 Award in Supporting teaching and Learning in Schools

This is a knowledge based qualification that will provide candidates with a secure understanding from which to progress to a level 3 role. It is suitable for candidates not yet in a school role but who have the capability to achieve at level 3; candidates in a level 2 role wishing to demonstrate that they are ready for progression to level 3, and as initial training for those newly in post at this level.

This is a qualification intended to provide the underpinning knowledge and understanding for those with a role in directly working with children or young people in schools.

Qualification Structure

OCR Level 2 Award in Support Work in Schools

To achieve this qualification, candidates must achieve a total of 12 credits made up as follows:

4 units from mandatory Group A, candidates must achieve all 9 credits.

1 unit from optional Group B, candidates must achieve 3 credits.

The following table contains the groups of mandatory and optional units.

Group A Mandatory units

| OCR Unit No. | SSC Unit No. | Unit Title | Unit Accreditation No. (UAN) | Credit | Level | GLH |
|--------------|--------------|---|------------------------------|--------|-------|-----|
| 1 | TDA 2.1 | Child and young person development | H/601/3305 | 2 | 2 | 15 |
| 2 | TDA 2.2 | Safeguarding the welfare of children and young people | K/601/3323 | 3 | 2 | 20 |
| 3 | TDA 2.3 | Communication and professional relationships with children, young people and adults | F/601/3313 | 2 | 2 | 15 |
| 4 | TDA 2.4 | Equality, diversity and inclusion in work with children and young people | D/601/3321 | 2 | 2 | 15 |

Group B Optional units

| OCR Unit No. | SSC Unit No. | Unit Title | Unit Accreditation No. (UAN) | Credit | Level | GLH |
|--------------|--------------|--------------------------|------------------------------|--------|-------|-----|
| 5 | TDA 2.5 | Schools as organisations | T/601/3325 | 3 | 2 | 20 |
| 6 | TDA 3.2 | Schools as organisations | A/601/3326 | 3 | 3 | 15 |

OCR Level 3 Award in Supporting Teaching and Learning in Schools

To achieve this qualification, candidates must achieve a total of 12 credits made up as follows:

4 units from mandatory Group A, candidates must achieve all 12 credits.

The following table contains the mandatory units.

| OCR Unit No. | SSC Unit No. | Unit Title | Unit Accreditation No. (UAN) | Credit | Level | GLH |
|--------------|--------------|---|------------------------------|--------|-------|-----|
| 1 | TDA 3.1 | Communication and professional relationships with children, young people and adults | F/601/3327 | 2 | 3 | 10 |
| 2 | TDA 3.2 | Schools as organisations | A/601/3326 | 3 | 3 | 15 |
| 3 | CYP 3.1 | Understand child and young person development | L/601/1693 | 4 | 3 | 30 |
| 4 | CYP 3.3 | Understand how to safeguard the wellbeing of children and young people | Y/601/1695 | 3 | 3 | 25 |

Progression opportunities

These qualifications have been designed to encourage progression.

OCR offers a range of qualifications related to teaching and learning, many of which would provide useful opportunities to progress following achievement of these Awards such as the Level 2 Certificate in Supporting Teaching and Learning in Schools or Level 2 Certificate in Supporting the Wider Curriculum in Schools. In addition, successful completion of the qualification could lead to progression within employment, including Higher Level Teaching Assistant Status.

Candidates can use this qualification in order to gain the proof of knowledge, understanding and skills required for employment in this sector.

Forms of assessment

All units are centre-assessed and externally moderated by OCR. Centres will create appropriate assignments for candidates. All assignments created by centres should be reliable and fit for purpose, and should meet all of the assessment criteria.

Assignments should provide a context in which candidates can operate, or which set out tasks which can be undertaken to meet the requirements of the assessment criteria, and their associated skills, knowledge and understanding. It is therefore important that the assessment criteria are clearly indicated in the assignments briefs.

Certification

There will be opportunities for candidates to claim both full award and unit certification.

The full award certificate will show the qualification title and accreditation information.

The unit certificate will also show the credit value of the unit achieved.

Qualification support

OCR's website, www.ocr.org.uk, contains an area dedicated to these qualifications. The Centre Handbook components, including guidance on the assessment and the units can be downloaded from this web page.

If you need clarification on any aspect of the assessment or administration of these qualifications, please contact OCR's Customer Contact Centre on **024 76 851509**.

OCR runs a regular programme of training workshops for tutors and assessors. For more details, please contact OCR's Training and Customer Support Team on **024 76 496398**.

What to do next

To seek approval to offer this qualification, please apply on-line following the step-by-step guide to applying for approval for vocational qualifications indicated on our 'Centre Approval' webpage.

You might be interested to know that OCR staff are available to help with any aspect of setting up a vocational assessment centre. Through an advisory telephone call or a centre visit, we can assist, not only with the completion of the form, but also provide advice on the following areas:

- identifying potential candidates and marketing opportunities
- meeting OCR requirements
- identifying resourcing levels, both in terms of staff and equipment
- the documents you might need for the benefit of the candidates and a smooth running centre operation

For further information, please get in touch with our Customer Contact Centre by phone: **(024 7685 1509)**; email: vocational.qualifications@ocr.org.uk; or in writing: OCR Customer Contact Centre, OCR, Westwood Way, Coventry, CV4 8JQ.

A summary of how the approval process works is provided in our *Admin Guide for Vocational Qualifications* (publication ref. code: A850). Our *Fees List* contains the charges for centre evaluation, candidate entries and certification. Both documents are available to download from our website www.ocr.org.uk.

www.ocr.org.uk

OCR customer contact centre

Vocational qualifications

Telephone 024 76 851509

Facsimile 024 76 851633

Email vocational.qualifications@ocr.org.uk

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