

# TEACHING ASSISTANT LEVEL 3



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# WELCOME

In this guide you will find everything you need to know regarding the Teaching Assistant Level 3 qualification, including the different elements that go together to form the framework, the mandatory and optional units available, the different ways in which you will learn, and the methods of assessment.

## Who is this qualification suitable for?

The framework has been designed for learning support staff who already have some relevant experience or for those who have been working as a teaching assistant for some time. Learners will have substantial experience of supporting pupils' learning experiences and promoting positive behaviour. You may work in a role supporting student welfare or behaviour.

Examples of job titles are; Teaching/Classroom/Learning Support Assistant, Behaviour Support Assistant/Coordinator, Pastoral/Welfare Support Assistant, Bilingual Support Assistant, Team Leader.

## How do I enrol?

1

Visit our website  
[www.atem.co.uk](http://www.atem.co.uk)

3

We check your application

5

You complete an initial  
assessment in English  
(Maths assessment optional)

7

You start your qualification!

2

Complete an application form

4

We discuss funding options  
with you

6

We complete enrolment  
paperwork with you

## WHAT'S INCLUDED

### Level 3 Diploma in Specialist Support for Teaching & Learning in Schools

11 mandatory units  
(total of 32 credits)



Optional units  
(total of 12 credits)

Learner Name:

Skill scan completed by:

#### Mandatory (32 credits)

Level	Unit Title	Credits	Can do? Y/N	Chosen
3	301: Communication and professional relationships with children, young people and adults	2		
3	302: Schools as organisations	3		
3	303: Support learning activities	4		
3	304: Promote children and young people's positive behaviour	3		
3	305: Develop professional relationships with children, young people and adults	2		
3	306: Promote equality, diversity and inclusion in work with children and young people	2		
3	307: Support learning and assessment	4		
3	332: Engage in personal development in health, social care or children's and young people's settings	3		
3	334: Support children and young people's health and safety	2		
3	331: Understand child and young person development	4		
3	333: Understand how to safeguard the wellbeing of children and young people	3		

## Optional (12 credits)

Level	Unit Title	Credits	Can do? Y/N	Chosen
3	309: Invigilate tests and examinations	3		
3	310: Plan and deliver learning activities under the direction of a teacher	4		
3	311: Support literacy development	3		
3	312: Support numeracy development	3		
3	315: Provide literacy and numeracy support	3		
3	325: Lead extra-curricular activity	3		
3	329: Supervise children and young people on journeys, visits and activities outside of the setting	3		

## How will learning take place?

### Off the job learning

Off-the-job refers to the time taken to develop technical skills and knowledge of theoretical concepts across a range of contexts. It can be seen as time away from 'the immediate pressures of the job', and may include all of the following (non-exclusive) activities:

- Individual and Group teaching
- Coaching
- Distance learning
- e-learning
- Feedback and Assessment
- Guided study
- Learning with peers
- Networked or collaborative learning
- Mentoring

You may attend sessions at Access Training during your qualification and you will have an assessor visit you in the workplace. You will need to spend some time at home providing written accounts and research for your portfolio.

### On the job learning

On-the-job refers to the time taken to develop the practical skills applied in the context of a job role. It can be seen as the time you spend being guided whilst undertaking normal activities as part of your job role, and which provide opportunities to learn, develop and practice skills.

# The Assessment Process

Access Training use a blended learning model which means that training, assessment and support will be delivered in a variety of ways to suit you and your employer. Webinars, e-learning, and Skype will be combined with face-to-face visits and self-study to provide flexible learning that you can access when and where you want - whether that's during an appointment in working hours, taking part in a Skype call at your desk or watching a video on your phone.

Achievement of the qualification is based around the provision of sufficient evidence to show that the job can be done to the national standards. You need to collect a variety of evidence and this collection of evidence is called a 'portfolio'. This will be done electronically via an e-portfolio and your assessor may use any of the following for sources of evidence:

## Performance at Work (Observation)

Your assessor will observe your performance in the work place against the national standards.

## Work Product

There may be tasks that you routinely carry out which are applicable to your qualification - i.e. send and receive emails. The products of these tasks may be used as evidence, as long as the evidence is sufficiently current and relevant to the standards.

## Recognition of Prior Learning

This could be a relevant qualification or achievement, for example, First Aid, Safeguarding etc. This is sometimes referred to as 'Recognition of Prior Learning' and abbreviated to RPL.

## Witness Statement

Witnesses can provide evidence of the way the job is done, usually in the form of a witness statement. Your supervisor/line manager will provide you with the testimony relating to your performance at work.

## Questioning

Questioning may be oral or written. Your assessor will ask you questions to make sure you have the necessary knowledge and understanding to carry out your job activities to the national standard. Where suitable, your assessor may electronically record question and answer sessions.

## Professional Discussion

Your assessor may use a dictaphone or smartphone to record a professional discussion. These will be based on activities you have taken part in and are a good way for yourself and your assessor to discuss and explore the event.

## Reflective Account

Reflective accounts are used to reflect on your working practice. You will be asked to provide a statement on how you have carried out a task e.g. how you dealt with an accident, this will then be assessed and used as evidence of your competence.

# Completion of the diploma

When all outcomes have been achieved, your paperwork and portfolio is passed onto the Internal Quality Assurer, who will sample it and apply for your certificate, if it is of the required standard.

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