TQUK Level 2 Certificate in Supporting Teaching and Learning in Schools (RQF)

Qualification Specification

Qualification Number: 601/2726/0

Introduction

Welcome to TQUK.

TQUK is an Awarding Organisation recognised by the Office of Qualifications and Examinations Regulation (Ofqual) in England, CCEA Regulation in Northern Ireland and by Qualifications Wales.

TQUK offers qualifications which are regulated by Ofqual and, in some cases, by CCEA Regulation and/or Qualifications Wales, sit on the Regulated Qualifications Framework (RQF) and are listed on the Register of Regulated Qualifications (http://register.ofqual.gov.uk/).

Our qualifications are designed to support and encourage learners to develop their knowledge and skills. This development may result in progression into employment or career development in the workplace. Our qualifications also allow learners to progress onto further qualifications.

Please visit our website www.tquk.org for news of our latest developments.

Qualification Specifications

Each qualification which TQUK offers is supported by a specification that includes all the information required by a centre to deliver a qualification. Information in the specification includes unit information, assessment and learning outcomes.

The aim of the Qualification Specification is to guide a centre through the process for delivering the qualification.

Please read it alongside the TQUK Centre Handbook.

Details of TQUK's procedures and policies can be found on our website www.tquk.org

Qualification specifications can be found also be found on our website www.tquk.org

Please check the website regularly to ensure that you are using the most up to date version.

If you have any further questions, please contact TQUK.

Use of TQUK Logo, Name and Qualifications

TQUK is a professional organisation and use of its name and logo is restricted. TQUK's name may only be used by recognised centres to promote TQUK qualifications. Recognised centres may use the logo for promotional materials such as on corporate/business letterheads, pages of a centre's website relating to TQUK qualifications, printed brochures, leaflets or exhibition stands.

When using TQUK's logo, there must be no changes or amendments made to it, in terms of colour, size, border and shading. The logo must only be used in a way that easily identifies it as TQUK's logo. Any representation of TQUK's logo must be done so as a representation of the true logo.

It is the responsibility of the centre to monitor the use and marketing of TQUK's logos and qualifications on their own materials as well as on those of any re-sellers or third parties that they may use. TQUK should be made aware of relationships with re-sellers or third parties including any additional websites that the centre will use in addition to their own website. If this information is changed TQUK should be notified. TQUK is required to monitor centre's websites and materials to ensure that learners are not being misled.

If a centre is no longer a TQUK recognised centre it must immediately discontinue the use of TQUK's logo, name and qualifications.
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Introduction to the Qualification

The TQUK Level 2 Certificate in Supporting Teaching and Learning in Schools (RQF) is regulated by Ofqual.

Qualification Purpose

The TQUK Level 2 Certificate in Supporting Teaching and Learning in Schools provides learners with the opportunity to develop skills, knowledge and understanding to enable them work in the following roles; teaching assistant, classroom assistant, learning support assistant, additional needs assistant, pastoral/welfare support assistant, bilingual support assistant or foundation stage assistant. The roles must be under the direction of the class teacher, whose lesson planning and day-to-day direction set the framework within which the individual works.

Entry Requirements

There are no specific entry requirements however learners should have a minimum of level two in literacy and numeracy or equivalent. Learners are required to be actively working or volunteering in a school environment in order to demonstrate competence in knowledge and skills.

There may be a requirement, by their employer, for learners to be checked by the Disclosure and Barring Service: https://www.gov.uk/disclosure-barring-service-check/overview or if they intend to work

with learners who are covered by these regulations (formerly Criminal Records Bureau (CRB)). It is the learner's responsibility to seek advice from their employer regarding this.

The qualification is suitable for learners of 16 years of age and above.

Progression

Successful learners can progress to other qualifications such as:

- TQUK Level 3 Award in Supporting Teaching and Learning in Schools
- TQUK Level 3 Certificate in Supporting Teaching and Learning in Schools
- Intermediate/Advanced Level Apprenticeship in Supporting Teaching and Learning in Schools
- Level 3 Certificate in Cover Supervision of pupils in Schools
- Level 3 Diploma in Specialist Support for Teaching and Learning in Schools
- Level 2 qualifications in Children's Care, Learning and Development, Play work or Youth Work Practice

Structure

Learners must achieve a minimum of 30 credits to be awarded the TQUK Level 2 Certificate in Supporting Teaching and Learning in Schools. Learners must achieve; 24 credits from Group A, a maximum of 3 credits from Group B and a minimum of 3 credits from Group C.

Mandatory Units

Group A

Unit Number	Title	Unit ref.	Level	Guided Learning Hours	Credit value
1	Equality, diversity and inclusion in work with children and young people	D/601/3321	2	15	2
2	Maintain and support relationships with children and young people	D/601/7403	2	15	3
3	Communication and professional relationships with children, young people and	F/601/3313	2	15	2

	adults				
4	Child and young person development	H/601/3305	2	15	2
5	Safeguarding the welfare of children and young people	K/601/3323	2	20	3
6	Support children and young people's positive behaviour	T/601/7407	2	15	2
7	Support children and young people's health and safety	T/601/7410	2	15	3
8	Support learning activities	A/601/7411	2	25	4
9	Help improve own and team practice in school	T/601/7391	2	15	3

Optional Units

Group B

Unit Number	Title	Unit ref.	Level	Guided Learning Hours	Credit value
10	Schools as organisations	T/601/3325	2	20	3
11	Schools as organisations	A/601/3326	3	15	3

Group C

Unit Number	Title	Unit ref.	Level	Guided Learning Hours	Credit value
12	Support the use of information and communication technology for teaching and learning	A/601/6579	2	2	2
13	Provide displays in schools	K/601/6500	2	15	3

14	Contribute to supporting bilingual learners	L/601/7414	2	12	2
15	Support children and young people at meal or snack times	A/601/6517	2	18	3
16	Support children and young people with disabilities and special educational needs	D/601/6526	2	26	4
17	Provide support for therapy sessions	D/601/9023	2	14	2
18	Support extra-curricular activities	M/601/6577	2	15	3
19	Support children and young people's play and leisure	T/601/6564	2	16	3
20	Support children and young people's travel outside of the setting	Y/601/6573	2	22	3
21	Invigilate tests and examinations	Y/601/7416	3	19	3
22	Prepare and maintain learning environments	D/601/7417	2	18	3
23	Support assessment for learning	A/601/4072	3	20	4
24	Move and position individuals in accordance with their plan of care	J/601/8027	2	26	4

Total Qualification Time

This is an estimate of the total length of time it is expected that a learner will typically take to achieve and demonstrate the level of attainment necessary for the award of the qualification i.e. to achieve all learning outcomes.

Total Qualification Time is comprised of GLH and an estimate of the number of hours a learner is likely to spend in preparation, study or any other learning including assessment, which takes place as directed by, but not under the supervision of a lecturer, supervisor or tutor. The credit value, where given, for a qualification is determined by TQT, as one credit corresponds to 10 hours of learning.

Total Qualification Time for this qualification is 300 hours.

Guided Learning Hours

These hours are made up of all real time contact time, guidance or supervision of a learner by a lecturer, supervisor, tutor, trainer or other appropriate provider of education or training.

GLH for this qualification is 180.

Assessment

The qualification is assessed by internally set and marked assessments subject to external quality assurance.

Where indicated in the unit specifications, assessment must meet the requirements of the identified assessment strategy/principles.

Materials for internal assessment must be submitted to TQUK for approval prior to use and must be mapped to the relevant unit, learning outcome and assessment criteria.

All learning outcomes must be met to achieve a pass - there is no grading.

Centre Recognition

To offer any TQUK qualification each centre must be recognised by TQUK and meet qualification approval criteria. Qualification approval must be confirmed prior to any assessment of learners taking place. It is essential that centres provide learners with access to appropriate support in the form of specialist resources.

The TQUK Centre Recognition process requires a centre to have in place a number of policies and procedures to protect the learners undertaking a TQUK qualification and the integrity of TQUK's qualifications. The policies and procedures will also support an approved Centre's quality systems.

Recognised centres must seek approval for each qualification they wish to offer.

The approval process requires centres to demonstrate that they have the resources, including staff, to deliver and assess the qualification.

Support from TQUK

Recognised centres will be able to access support from TQUK whenever necessary. External Quality Assurance activities will be undertaken on a regular basis. TQUK also offers recognised centres the service of a Client Relationship Officer whose role is to support centres with any administration queries or qualification support.

Course Delivery

Pre-Course Information

All learners should be given appropriate pre-course information regarding any TQUK qualifications. The information should explain about the qualification, the fee, the form of the assessment and any entry requirements or resources needed to undertake the qualification.

Initial Assessment

Centres should ensure that any learner registered on a TQUK qualification undertakes some form of initial assessment. The initial assessment should be used to inform a teacher/trainer on the level of the learner's current knowledge and/or skills.

Initial assessment can be undertaken by a teacher/trainer in any form suitable for the qualification to be undertaken by the learner/s. It is the centre's responsibility to make available forms of initial assessment that are valid, applicable and relevant to TQUK qualifications.

Learner Registration

Once approved to offer a qualification the centre should register learners before any assessment can take place. Recognised centres must follow TQUK's procedures for registering learners. For short courses, TQUK offer the option of registering a course and booking a number of places. Learners are then added once the course has taken place, thus acknowledging situations where substitutions are made at short notice to meet business needs.

Trainer/Assessor Requirements

Tutors/trainers who deliver a TQUK qualification must possess a teaching qualification appropriate for the level of qualification they are delivering. This can include the below:

- Further and Adult Education Teachers Certificate
- Cert Ed/PGCE/B Ed/M Ed
- PTLLS/CTLLS/DTLLS
- Level 3 Award/4 Certificate/5 Diploma in Education and Training

Assessors who assess a TQUK qualification must possess an assessing qualification appropriate for the level of qualification they are delivering. This can include the below:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Award in Understanding the Principles and Practices of Assessment
- Level 3 Certificate in Assessing Vocational Achievement

- A1 or D32/D33

Specific requirements for assessors may be indicated in the assessment strategy/principles identified in individual unit specifications.

Internal Quality Assurer Requirements

Centre staff who undertake the role of an Internal Quality Assurer (IQA) for TQUK qualifications must possess or be working towards a relevant qualification. This could include:

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice
- V1 Conduct internal quality assurance of the assessment process
- D34 Internally verify the assessment process

It is best practice that those who quality assure qualifications also hold one of the assessing qualifications outlined above. IQAs must follow the principles set out in Learning and Development NOS 11 - Internally monitor and maintain the quality of assessment.

All staff members involved with the qualification (training, assessing or IQA) will also need to be '*occupationally competent in the subject area being delivered'*. This could be evidenced by a combination of the below:

- A higher level qualification in the same subject area as the qualification approval request.
- Experience of the delivery/assessment/IQA of the qualification/s requested.
- Work experience in the subject area of the qualifications.

Staff members will also be expected to have a working knowledge of the requirements of the qualification, and a thorough knowledge and understanding of the role of tutors/assessors and internal quality assurance. They are also expected to undertake continuous professional development (CPD) to ensure they are up to date with work practices and developments in the qualifications they are involved with.

Useful Websites

Health and Safety Executive	www.hse.gov.uk
Office of Qualifications and Examinations Regulation	www.ofqual.gov.uk
Register of Regulated Qualifications	http://register.ofqual.gov.uk
Health and Safety Executive NI	https://www.hseni.gov.uk/

For further details regarding approval and funding eligibility please refer to the following websites:

Skills Funding Agency http://skillsfundingagency.bis.gov.uk/ for public funding information for 19+ learners in England

Learning Aim Reference Service (LARS) https://www.gov.uk/government/publications/individualised-learner-record-ilr-sources-of-data

DAQW – Database of Approved Qualifications www.daqw.org.uk for public funding in Wales

Department for the Economy https://www.economy-ni.gov.uk/ or Department of Education www.deni.gov.uk for public funding in Northern Ireland.