



Apprenticeships in Teaching Support



Apprentices: a class act

Apprentices can make a real difference in educational settings. Derby College has been winning top marks for its approach to training a new generation of teaching assistants.

How we can help

Derby College has a wealth of expertise in recruiting and training apprentices for vital roles in the education sector.

Through apprenticeships, we offer an ideal solution not only for young people who want to advance their skills but also for educational establishments keen to develop a well-trained, confident and dynamic team of staff.

Benefits for the employer

Apprenticeships ensure your workforce has the skills and qualifications you need now – and for the future.

A partnership with Derby College will help you make the most of apprenticeships. You will benefit from:

- Cost-effective recruitment
- Development of a well-trained, well-motivated workforce
- Help in meeting the costs of training
- Flexible training to suit your working schedules
- Demonstrating your commitment to staff development

With an apprentice, you'll be harnessing fresh new talent and nurturing the managers of the future. Apprentices are eager, reliable and loyal to their organisation.

And Derby College can help you find the right apprentice who will fit in perfectly with your team.

Benefits for the apprentice

As an apprentice, you'll gain the wide-ranging skills and personal qualities to boost your career prospects. You will:

- Earn while you're learning, with paid holidays
- Work for a real employer in a real job with training
- Gain a recognised qualification respected world-wide
- Look forward to a brighter future: the majority of apprentices stay in employment and two-thirds continue their career with the same employer.

Exciting new opportunities are emerging for apprentices in school settings – so there's broad scope for a worthwhile and fulfilling career.

The Derby College difference

We have a strong track record in running high-quality courses. Apprentices training at Derby College will:

- Learn from industry-experienced teaching staff with great contacts in the sector
- Keep up-to-date with latest policies, practices and quality standards
- Improve their personal attributes in areas such as teamworking, problem-solving and communication
- Have the opportunity to move on to higher level and management programmes



Source: Evaluation of Apprenticeships, BIS, May 2012



Intermediate Apprenticeship in Supporting Teaching and Learning

Duration: 15 months

Location: The Roundhouse and Workplace



Course summary

This apprenticeship equips learners with the skills they need to provide professional and effective classroom support as a Teaching Assistant. As well as gaining a respected national qualification, you will develop confidence, motivation, self-esteem and skills in communication and teamwork.

Entry requirements

You must be over 16 years old and working in a school environment, providing support in the classroom under the supervision of the class teacher. You will need to demonstrate sufficient skills in literacy and numeracy to support the pupils you work with. You must also have a satisfactory DBS check.

Course content

The framework includes:

- The QCF Level 2 in Supporting Teaching and Learning in Schools
- Functional Skills at Level 1
- Employment Rights and Responsibilities
- The Personal Learning and Thinking Skills requirements of the apprenticeship

How will I be assessed?

You will be allocated an assessor who will visit you in the workplace to action plan your progress, observe you in practice and assess your portfolio. You will also attend College weekly for vocational programme delivery and may need to attend Functional Skills sessions, depending on your entry qualifications.

Are there any additional costs or is specialist equipment required?

No specialist equipment is required.

What can I do after the course?

You can progress to the Advanced Apprenticeship in Supporting Teaching and Learning in Schools Level 3. You can also progress your career in roles such as teaching/classroom assistant, learning support assistant, special/additional needs assistant, learning mentor or curriculum support assistant.

DID YOU KNOW? **8 out of 10** apprentices believe their apprenticeship has improved their ability to do their job, provided them with sector-specific skills, and enhanced their career prospects.

Source: Evaluation of Apprenticeships, BIS, May 2012



Teaching Assistants lead the way at Bemrose

The first Teaching Assistants to complete an apprenticeship pilot programme at Derby's Bemrose School have been hailed as "fantastic" for the way they made a real difference to individual students' learning journeys.

Derby College handled the recruitment and training of six apprentices who worked across the school as part of the two-year pilot. The programme proved such a success that further apprentices have since followed in their footsteps.

Bemrose Deputy Headteacher Neil Wilkinson explained: "Teaching Assistants are a valuable resource at the school and we wanted to formalise the training of young people through the structured apprenticeship programme.

"The Teaching Assistants often act as a very effective bridge between students and teachers as they have close working relationships with individuals and smaller groups who require more intensive support and guidance.

"We were very impressed with how the apprentices developed – working with Derby College to complete their qualifications. They found their niche in different areas in the school and used their initiative to take on their own areas of responsibility. Overall, they were a valuable asset to the school community."

Of the six Teaching Assistants in the first cohort, two were offered full-time roles at Bemrose while others progressed their careers in educational jobs elsewhere, headed to university or even undertook voluntary work overseas.

Advanced Apprenticeship in Supporting Teaching and Learning

Duration: **18 months**

Location: **The Roundhouse and Workplace**



Course summary

This advanced apprenticeship enables you to take on more responsibility – such as helping to plan, carry out and evaluate a wide range of learning activities. It is an excellent stepping stone to a foundation degree or higher level training.

Entry requirements

You must be employed in a relevant role where you are proactively anticipating teachers' and learners' needs; managing pupil behaviour and assessment; attending staff and planning meetings; and taking part in INSET days in accordance with school policy. You will need to evidence achievement of GCSE English or an equivalent qualification and you must have a satisfactory DBS check.

Course content

The framework includes:

- The QCF Level 3 in Supporting Teaching and Learning in Schools
- Functional Skills at Level 2
- Employment Rights and Responsibilities

The QCF Level 3 is delivered through a combination of taught sessions which focus on a range of mandatory units and optional units.

Functional Skills will be delivered in taught sessions, with an exam at the end of the programme.

How will I be assessed?

You will be allocated an assessor who will visit you in the workplace to action plan your progress, observe you in practice and assess your portfolio. You will also attend College weekly for vocational programme delivery and may need to attend Functional Skills sessions, depending on your entry qualifications.

Are there any additional costs or is specialist equipment required?

No

What can I do after the course?

On completion of the programme, you will be qualified to work as a teaching/learning support assistant, SEN assistant or learning mentor with children and young people in a wide range of school settings. You can also progress to a Foundation Degree, taking a Teaching Assistant pathway.

I am so glad I opted for an apprenticeship rather than university as I have definitely found my vocation as a TA. In the long term I hope to become a special educational needs coordinator.

Anthony Crofts

who supported autistic students as part of his Bemrose apprenticeship and secured a job at St Andrew's School in Breadsall Hilltop.



Source: Evaluation of Apprenticeships for Learners, BIS and DFE, August 2013

Apprenticeships fact file

Whether you're an employer looking to upskill your workforce or an individual considering an apprenticeship, Derby College will support you all the way. We deliver apprenticeships in over 40 industrial sectors.

What are apprenticeships?

They are work-based training programmes designed to give young people valuable work experience while earning a wage. Apprentices gain the job-specific skills they need to carry out their role competently and to meet the needs of their employer. They work alongside experienced staff to gain relevant skills on the job and attend College – usually for one day a week – working towards a recognised qualification and improving their Functional Skills.

Who are they for?

They are open to anyone over the age of 16 not already in full-time education – whether just leaving school, starting a fresh career or moving into a different role that requires new skills. Employers can use them to train new and existing employees alike.

How are they developed?

Apprenticeships are designed by the Sector Skills Councils, working with employers to develop course content that is relevant and up to date. The National Apprenticeship Service helps to fund the training.

How long do they take?

Our Intermediate Apprenticeships last 13-25 months and Advanced Apprenticeships last 12-48 months.

Where do they take place?

It is up to the employer. Most or all of the training is on the job in the workplace at times to suit the organisation. Most Derby College apprenticeships include a day a week of College-based learning.

What qualifications do they lead to?

Our apprentices gain a Level 2 or 3 NVQ, Functional Skills, and a Technical Certificate which shows they have industry-recognised skills.

What are Functional Skills?

All apprentices must develop Functional Skills that support them in their job, including Communication and Application of Number. They may also take other Functional Skills such as ICT, Working with Others and Problem Solving. Depending on the apprentice's existing qualifications and experience, they could be exempt from some of these.

What are the apprenticeship levels?

1. Intermediate Apprenticeships (equivalent to five good GCSE passes). The apprentices work towards work-based learning qualifications such as an NVQ Level 2, Functional Skills and, in some cases, a relevant knowledge-based qualification.
2. Advanced Apprenticeships (equivalent to two A-level passes). Advanced apprentices work towards work-based learning qualifications such as an NVQ Level 3, Functional Skills and, in most cases, a relevant knowledge-based certificate. To start this programme, students should ideally have five GCSEs (grade C or above) or have completed an Intermediate Apprenticeship.
3. Higher Apprenticeships. Higher apprentices work towards work-based learning qualifications such as an NVQ Level 4 and, in some cases, a qualification like a Foundation Degree.

What does the College contribute?

A dedicated College representative works closely with employers to:

- help them decide which apprenticeship is right for them
- explain how apprenticeships might help them and if funding is available
- agree a training plan with the apprentice

- help recruit an apprentice or support existing staff into apprenticeships
- manage the training and evaluation to nationally recognised quality standards.

What does an employer contribute?

As well as a minimum of 30 hours a week employment, the employer must give the apprentice clear terms and conditions of employment and an induction into their role. Derby College can give advice on such issues. Employers are also responsible for paying apprentices' wages, based on the National Minimum Training Allowance.

Is there help with funding?

Funding towards training is available from the National Apprenticeship Service. The contribution varies depending on the sector and the age of the candidate. If the apprentice is aged 16–18 years, the employer will receive 100% of the training cost; if they are 19-24 years old, they will receive up to 50%; if they are 25 years old or over, any contribution depends on the employer's sector and area. Employers may also be eligible for the National Age Grant of £1,500.

Is there help with recruitment?

Derby College offers a free recruitment service matching the right candidate with the right apprenticeship vacancy. For vacancies daily, see: www.derby-college.ac.uk/apprenticeships

How do I find out more?

Call **0800 028 0289** or visit www.derby-college.ac.uk

Employers can also request our detailed guide to apprenticeships. See www.derby-college.ac.uk/apprenticeships-employers



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