

Guidance for Schools

Thank you for offering to support one of our students here at UK Open College. We have developed this guidance to help you know what both the students and our expectations are regarding the support that is needed.

Setting:

Learners registered on a teaching assistant course will need to be in a classroom setting (Reception or above) for at least 1 day per week as we feel this helps build not only continuity but relationships with the children and adults within the setting.

Access to the classroom is required for the duration of the whole course until completion.

Expert Witness:

Under the old NVQ system an assessor would have visited the learners work place to observe them practically. This is no longer a requirement for the newer RQF qualifications. However, the learner is required to nominate an expert witness who is willing to witness the practical tasks being carried out within the classroom. **This should be the teacher who the learner is working directly under within the setting.**

Details of the “expert witness” are to be held on the students file which will allow the assessor to check the details against any assignment submissions. These details/signatures must match when any assessments are submitted. A placement supervision agreement confirming placement will need to be completed as part of the enrolment process. This is to be signed by both the learner and expert witness.

The Expert Witness (EW) will need to hold QTS to ensure that the level of qualification reflects the support to be offered. It would be beneficial to the student if they are working directly with children not necessarily on their own (perhaps with a Teaching Assistant or SENCO) but it must always be under the EW’s guidance.

We understand that a teachers working days is busy enough without having to find even more time to assist a learner go through this process. However, the onus is always on the learner to gather the evidence required for each of the tasks within the assignment. It is the learners responsibility to prepare the assignment/evidence which is then to be witnessed and signed by both parties.

Assignments:

The courses will contain various tasks within each of the assignments. Many of them are theory and require no input at all from the school or expert witness. The learner will only require assistance for the practical tasks.

The types of activities and experiences will vary depending on the type of course they are registered on.

However, in the main it will be:

Communicating with children and adults,

Having an awareness of health and safety

Completion of a risk assessment.

Being able to manage inappropriate behaviour and recognising positive behaviour.

Supporting with Literacy, Numeracy and ICT.

There is also a unit on personal development. This would require guidance and feedback from the EW, however this wouldn't normally be completed until they are nearing the end of the course. The student would then write a reflection of their practice, which would then require a discussion and signature from the EW.

In our experience, we estimate that a learner would require the input and assistance of the EW for approx. 1 hour per week, which is sufficient enough to provide feedback to the learner and sign the applicable documentation. Remember, this would only be when the learner completes anything practically. Many of the units/tasks are theory. **These require no input at all.**

Once again, thank you for assisting our learner in achieving their qualification.

If you have any queries at all, please do not hesitate to contact me direct. I am happy to help.

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