



# Supporting Teaching & Learning

Apprenticeships with Staffordshire County Council

# Course Information



## Apprenticeship

NVQ Level 2 Supporting Teaching and Learning

Mandatory units – the Apprentice must complete five mandatory units.

*Plus:* Two Optional Units.

### Key Skills

Application of Number Level 1, Communication Level 2 and Information Technology Level 1 plus Technical Certificate Level 2, Employment Responsibilities and Rights

## Advanced Apprenticeship

NVQ Level 3 Supporting Teaching and Learning

Mandatory units – the Apprentice must complete six mandatory units.

*Plus:* Four Optional Units

### Key Skills

Application of number Level 2, Communication Level 2, Information Technology Level 2 plus Technical Certificate Level 3, Employment Rights and Responsibilities.

## FAQs

### How will I be assessed?

By producing a Portfolio of Evidence that demonstrates that you have met the competence and understanding required by the qualification. Evidence can be, for example, work you have produced for your employer, a project set by your trainer, observation of you performing tasks at work by your assessor. External tests are set for key skills.

### Who will support me?

Your Placement Officer will ensure that your employer satisfies Health & Safety legislation and is committed to your training and that your job role can allow you to gain the experience needed to achieve your qualification. You will also be supported by your trainer/assessor, who will observe you in the workplace, carry out one-to-one tutorials, reviews and deal with any problems you may have with your qualification.

### What will I be paid?

As an employee your pay will be negotiated between yourselves and your employer the minimum amount the employer can pay you is £95 per week for first year, then National Minimum Wage if over 19, thereafter.

### What if I am not employed?

We can, via the Workbased Learning Team, find you a placement with a suitable employer. However, a permanent position cannot be guaranteed.

*Advanced Apprenticeship:* You must be employed. If we have any employers who offer employed vacancies, we will register these with Connexions.

### How long will it take?

*Apprenticeship:* 16 months (Sept 09-Dec 10)

*Advanced Apprenticeship:* 19 months (Jan 2011-July 2012)

### How will I train?

In the workplace you follow a training programme supported by attendance at group sessions delivered at our training centre, one day per week.

### What qualifications & experience do I need?

*Apprenticeship Entry Criteria:* Four A-D grade GCSE (inc Maths and English) plus occupational skills assessment.

*Advanced Apprenticeship:* Four A-C grade GCSE (inc Maths and English) or NVQ Level 2 equivalent qualification in a related area, plus interview (one work based learning team, one school), plus occupational skills assessment.

### How old must I be?

Aged 16-18, subject to LSC approval.

### How do I apply?

For an application form contact:

Ann Hilditch, School Improvement Division, Kingston Centre, Fairway, Stafford St16 3TW

**Tel:** 01785 278240

**E-mail:** [ann.hilditch@staffordshire.gov.uk](mailto:ann.hilditch@staffordshire.gov.uk)

*Please complete your application form and return to the above address.*

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