

EDUK Level 3

Diploma in Teacher Assistant

Qualification Number: 325/701/3

Specification | May 2021 |

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Introduction

EDUK Qualifications Limited is a UK based awarding body registered with the UK Register of Learning Providers (UKRPL 10088325). We are dedicated to serve the business world by offering outstanding skills orientated courses to empower highly skilled corporate leaders.

We recognize an increased competition for reliable and trustworthy academic qualifications and awards as the economy became more competitive and global in nature – especially in many fast-paced industries.

We, with an increasing number of business skill boards, professional associations and employers, define mission-critical learning criteria and determine curriculum results in order to achieve consistent and understood professional and academic standards. We uphold the integrity of examinations and tests to provide qualifications complying with the UK standards, with worldwide recognition, to promote professionalism, and to facilitate ethical practices respectively.

Course Summary

The EDUK Qualifications is focused on providing skills to students who wish to obtain practical skills to help them develop their future careers in the business world. Student will obtain a well-rounded UK qualification. Students will gain the skills and knowledge to develop an understanding of the concepts and tools used in the subjects covered in Education & Coaching. The course has been mapped to international standards.

The role of a Teaching Assistant is broad and varied, and professional development needs to reflect this. We have developed this course and relevant training programmes for Teaching Assistants working in international schools around the world.

Equal Opportunity

Individual differences are valued by EDUK and its partners, and they have a public obligation to promote equality and eliminate discrimination based on ethnicity, gender, disability, faith or belief, sexual orientation, and age.

We are committed to ensuring no employee, student or partner centre will not receive less favourable treatment. We understand that discrimination and victimisation of any sort is unacceptable.

We aim to ensure all employees, students and partner centres of all societies and cultures are respected and feel safe to express their opinion.

Entry Requirements

EDUK Qualifications is available to all students who to want and expand their knowledge and their future career expectations.

Applications are assessed on their individual merits but must have obtained at least 3 GCE/GCSE 'O' Levels (or its equivalent).

They must also have a good standard of both written and spoken English.

They must be at least 17 years of age.

Students with work experience will be considered.

Students will qualifications in others areas but have an interest in Education & Coaching care will be considered if they successfully pass the interview

Duration

4 months, however the partner centre may adjust the duration of the course may be adjusted by the partner centre accordingly

Regulatory Framework

The EDUK Qualifications Level 3 will give students practical skills, knowledge and competencies.

Diploma Title	EDUK Level 3 Diploma in Teacher Assistant
Registration No.	
Regulation Start Date	
Operational Start Date	
Duration	4 Months *
Total Credit Value	120 credits
Total Qualification Time(TOT)	1600
Guided Learning Hours(GLH)	800
Subject Area	Education & Coaching
Overall Grading Criteria	Pass/Fail*
Assessment Methods	Coursework *
Language of Assessment	English

Modules & Credits Chart

The EDUK Qualifications Level 3 Diploma in Teaching Assistant is made 8 compulsory units for a total credit of 120 credits, 1600 Total Qualification Time (TQT) and 800 Guided learning hours to complete the course.

Module Code	Subjects	Level	EDUK Credits	GLH	TQT
701/TA300	Effective TA in an International Setting	3	10	100	200
701/TA301	Assessment for Learning	3	10	100	200
701/TA302	Safeguarding	3	10	100	200
701/TA303	Supporting Children with English as an Additional Language	3	10	100	200
701/TA304	Literacy and Numeracy Support	3	20	100	200
701/TA305	Supervising Whole Class Learning	3	20	100	200
701/TA306	Supporting Children with Special Educational Needs	3	20	100	200
701/TA307	Chapter of Helping the Teacher	3	20	100	200
	Total Credits		120		

*Important Notice

Please note all centres must keep copies of all assessments conducted as our Quality Assurance team may request them on site for inspection

Centres have a responsibility to ensure assessments are done in monitored conditions. In addition, EDUK will conduct an external assessment and select a random sample of assessment to view.

Assessment Conditions

1. Ensure assignments are done by students in a controlled environment.
2. Standardised marking is applied to all assignments.
3. Keep assignment materials in a secure location.
4. Give sufficient time for an assignment.
5. All administrative tasks assigned to the relevant staff.

DEFINITIONS

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification. Total Qualification Time is comprised of the following two elements – a) the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and b) an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. (Ofqual 15/5775 September 2015)

Guided Learning Hours (GLH) is defined as the hours that a teacher, lecturer or other member of staff is available to provide immediate teaching support or supervision to a student working towards a qualification. Credit value is defined as being the number of credits that may be awarded to a Learner for the successful achievement of the learning outcomes of a unit. One credit is equal to 10 hours of TQT

What you'll learn?

- ✓ Create a leaflet or booklet for new TAs in your school to outline the role of a TA and key Expectations
- ✓ Explain how TAs should promote positive behaviour in school
- ✓ Outline how TAs should communicate effectively and build work effectively alongside the teacher.
- ✓ Explain how a TA may promote a positive attitude to learning
- ✓ Analyse the positive impact a TA can have whilst working in an international school
- ✓ Explain the different methods a TA can use to gather information on the children's current knowledge, understanding, and ability
- ✓ Evaluate the importance of maintaining a consistent approach to safeguarding Throughout your setting
- ✓ Analyse the impact of the role of the TA working with children with EAL becoming independent learners
- ✓ Evaluate your learning activities demonstrating reflection of your support
- ✓ Outline the procedures for after the lesson has been completed, including dismissing learners, feedback to the teacher, and marking or assessment
- ✓ Analyse the role of the teaching assistant in providing support for children with special educational needs

Modes of Delivery

Student will be able to follow the course through a range of delivery methods in

- Full Time
- Part Time
- Distance Learning
- Online Learning
- Blended Learning

Teacher Guidance & Support

To ensure consistency and quality of delivery amongst centres, EDUK has outlined a number of policies and procedures required to ensure the very best standards are available to learners. These include:

- Expertise of staff
- Learning and teaching methods
- study skills
- learning resources
- Personal development planning
- Career opportunities.

The policies and procedures are available on request to all accredited centres or to those wishing to apply for accreditation to deliver EDUK qualifications.

Career Goals

Discussions and concept sharing with a variety of employers, suppliers, and established centres sparked and directed the creation of this certification, demonstrating the rigor, relevance, and desire for the qualification.

Throughout the creation of the credentials, discussions and input on content, the potential learner audience for the qualification, and evaluation methods were conducted to ensure that a valuable experience and a recognized collection of skills, expertise, and understanding were realized.

Partner Centres are recommended to have a career guidance and counselling department set up so students can gain knowledge on career options and industry orientated skills required for employment opportunities. We aim to provide less educated students without proper qualifications an opportunity to gain a proper qualification.

Students must have a healthy balance between their academic studies and extra-curricular activities to progress further in their career goals; through a range of course specific tasks, workshops and meetings with individuals of industry.

Recognition of Prior Learning

RPL is a form of evaluation (leading to credit) that considers whether learners can show that they already have the expertise, understanding, or skills needed to fulfil the assessment criteria for a unit and therefore do not need to improve them via a learning program.

EDUK helps centres to recognize students' past accomplishments and interactions outside of the classroom, whether at work, at home, or in their spare time. RPL is a framework for understanding the accomplishments that come through lifelong learning.

RPL allows accomplishment to be acknowledged through a wide variety of activities using any appropriate evaluation technique. The use of RPL for accrediting a unit, units, or a whole qualification is permissible as long as the assessment criteria of a given unit or qualification are met.

Valid and reliable proof of learning is needed.

Aims of the Diploma

The program's aim is to provide a career path for students who want to improve their core competencies in this field. Learners can acquire the skills needed by organizations around the world as a result of the certification, which is a recognized UK qualification.

Understanding why children may underperform, removing barriers, supporting children working towards targets, identifying and developing gifted and talented children, promoting independence, the mentoring process.

Understanding the specific needs of the children you work with, looking for strategies to high quality support, focusing on what a child can achieve, utilising strengths to support weaknesses, engaging children, monitoring progress. Understand what is meant by inclusion and inclusive practice.

Covering lessons for a whole class, ideal for Teaching Assistants who also work as Cover Supervisors. Understanding and following planning, engaging the interest and engagement of all the children, monitoring children's responses and supporting children whilst balancing the needs of the whole class. Using Assessment for Learning Skills and gathering information to feedback to the teacher

Understanding the curriculum and programme of study for your setting, supporting literacy and numeracy skills across the curriculum, understanding children's development to support numeracy skills and engaging children's interest.

Understanding the difficulties children with EAL may experience, strategies to support children with EAL in the classroom with an emphasis on resources, speaking and listening. Understanding the safeguarding policy of the setting, understanding the challenges of safeguarding children in an International setting, actively promoting safeguarding within practice.

Supporting the teacher in gathering useful information that can be used to support future learning, quality questioning, differentiation, building on children's learning and understanding learning styles. Providing quality feedback to the teacher

Looking at the role of the TA, understanding the role in an International context, supporting and leading learning activities, behaviour for learning, promoting a positive attitude to learning and raising self-esteem. Communication and professional relationships.

Progression & links to other EDUK Programmes

Learners completing the EDUK Level 3 Diploma in Teacher Assistant can

Progress to:

- EDUK Level 4 qualification
- Directly into employment in an associated profession.

EDUK Quality Assurance Principles

To be accepted as an authorized centre, all centres must go through an approval process. Centres must have trained and professional tutors on board. The tutors' expertise and willingness to support students will be crucial. EDUK and its team of Quality Reviewers/External Verifiers must be committed to working with the centres. Tutors must also participate in continuing professional development (CPD).

EDUK External Quality Reviewers (EQAs) will track approved centres to ensure that learners receive adequate learning opportunities and guidance. EQAs will request to see and address the formative evaluation plans of a centre. The suitability of these proposals will be assessed in consultation with the centre.

The EDUK guidelines on invigilation, plagiarism prevention, and conspiracy will refer to centres. Compliance will be monitored by EDUK Quality Reviewers/External Verifiers. Unless otherwise agreed, EDUK will be used for evaluation purposes.

Quality Assurance Arrangements

All centres go through an approval process to be recognised as an approved centre. Centres must have qualified and experienced staff; this will positively impact students pursuing the course.

We recommend lecturers undergo continuous professional development and monitoring the quality of the programme. Partner approved centres will be expected to have internal quality assurance principles however EDUK Qualifications will perform an external quality check.

EDUK Qualifications will provide guidance on invigilation, avoiding plagiarism and complicity between all centres and EDUK.

The Quality Assurance Team will monitor the following:

1. Appointed assignment creators, markers and verifiers.
2. The marking scheme in place
3. Moderation dates for assignments
4. Final marking and issuing of certificates

Purpose of the Course

The certification was developed to help learners who are considering or have already chosen a career in a business-related field improve and reward their efforts. We hope that centres and learners will benefit greatly from this initiative, which will provide them with useful new skills and qualities.

This curriculum is intended to foster both academic and professional growth, enabling learners to understand not just their own but also the potential of organizations across a wide spectrum of industries.

The degree has a cumulative equivalence of 120 credits and is approved at Level 3. Learners who complete the Level 3 Diploma are expected to advance to an EDUK Level 4 qualification.

Underlying Principles

The program's goal is to provide a career path for students who want to improve their core business skills. Learners can gain the skills needed by organizations around the world as a result of the certification, which is a recognized UK qualification.

All EDUK programs foster learning that helps organizations advance their thought leadership by providing intellectual and realistic perspectives that can be applied in today's and tomorrow's businesses. Furthermore, we strive to build potential team leaders, managers, and leaders through the development and delivery of industry-specific learning.

The certification will:

- prepare students for employment
- provide help for a variety of job functions.

The certification offers a work-related program of research that provides scope and depth of experience and understanding, as well as practical skills needed in the business world. Through the optional units, it also allows for specialist production.

The certification includes a core of mandatory units that apply to all business contexts, as well as optional units that enable learners to specialize. The certification is sufficient for full-time learners who may also engage in structured job placements or part-time jobs, as well as part-time learners in the workplace. Learners can advance into or within the sector either immediately after completing the awards or after completing any of EDUK's Level 3 Diplomas.

Support & Guidance for the Students

Learners should continue to be supported, and appropriate behaviour should be encouraged. To ensure continuity and quality of delivery across centres, EDUK has established a range of policies and procedures to ensure that learners have access to the highest possible standards. There are some of them:

Learners with disabilities must adhere to the following guidelines:

Health and safety, behaviour, progression, and weekly timetable/attendance requirements.

All approved centres and those wishing to apply for accreditation to offer EDUK qualifications may obtain the policies and procedures upon request.

Professional Development & Training

EDUK offers instruction for our qualifications to UK and foreign customers. This assistance is available in the form of a range of training opportunities available by publications or personalized training at your facility.

We provide assistance with a number of concerns, including:

- preparing for the delivery of a new program;
- planning for evaluation and grading;
- designing successful assignments; building the team and teamwork skills; developing student-centered learning and teaching approaches; and implementing effective and efficient quality assurance programs.

You can request customised training through your registered centre in the first instance.

If you need to contact EDUK directly:

Our customer service number: +44 (0) 20 7078 4865

Or email: centers@eduk.org.uk

Website: www.eduk.org.uk

Data Protection

All personal information gathered from learners and other sources in connection with studies will be kept safe and used for a number of purposes both during and after the course. All of this should be discussed during the enrolment phase and at the start of the learner's studies.

Please contact EDUK via email if learners or centres would like a more comprehensive description of the partner and EDUK policies on the use and disclosure of personal details.

How to Apply?

All applications must be submitted to EDUK before closing date. Each application must contain:

Duly completed application form and certified copies of relevant transcripts and identification copies.

All partner centres are responsible for collecting students' information and provide to the quality assurance team if requested during their visit

Awarded with

Students will receive awards upon successfully completing the course:
EDUK Level 3 Diploma in Teacher Assistant.

Students Opinion

Student's feedback and suggestions play a vital role in improving the quality of a course. We recommend partner centres have discussions with the teaching staff throughout the academic year and use a variety of methods to obtain students feedback on their learning experience

Complaints

EDUK Qualifications understands that there may instances where students and partner centres are unsatisfied by the services provided. Our complaint process is fair and consistent we aim to ensure concerned parties receive a response as soon as possible.

For further information please refer to our complaints and appeals policy. Please email

info@eduk.org.uk

Online Verification

Students and partner centres may verify the validity of our course with the online verification system available on our website.