

# GROW OUR TALENT

## Programme overview

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Here at The Adult College of Barking and Dagenham, we are very keen to nurture and develop the talent we have within the Borough. Working in the field of Education and Training is extremely rewarding and this programme is designed to support residents who are interested in working within Adult Education to start their journey, as well as developing the skills of our staff.

Our programme consists of a wide range of courses within the sector to suit the abilities of learners, allowing them to progress through volunteering to teaching!

Our Programme offer

**Introduction courses**— short induction course to the college, which includes assessment of functional skills.

All learners must attend these sessions associated with your main course.

**Skills for Classroom Volunteer** – Your skills levels needs to be a minimum of E3 - We actively encourage our learners to help support others within the college and have created this short course, which provides individuals with the skills and techniques needed to help support another person within the class. This course covers areas of Safeguarding, Equality, Diversity and Inclusion as well as strategies to support others.

**Level 1 Preparing to work in Schools** – if your skills levels are E3-Level 1, you will be recommended to progress onto this course, which is the start of your specifically focused qualification course in Teaching Assistant. This course provides you with the fundamental knowledge needed to begin your journey into becoming a Teaching Assistant and working within a School. You will continue to develop your digital skills as well as your language and communication skills.

**Level 2 Award in Support in Schools** – your skills levels need to be at least Level 1 to progress onto this course. This qualification course further develops your knowledge gained at level 1 and develops your knowledge of working with children and young adults – looking at Development, communication, safeguarding, health and safety and equality, diversity and inclusion. This course is knowledge based and enables you to develop the base line knowledge before moving onto applying this knowledge within a work placement.

**Level 2 Certificate in Supporting Teaching and Learning** - This is a progression course from Level 2 Award in Support in Schools – you must have achieved this qualification before moving onto this certificate qualification course. **You must have a confirmed work placement within a school to progress onto this qualification.** This course further builds on the knowledge gained in the Award, by developing the practical skills of working with children and helping to support the teaching within a classroom. You will need to have a work placement of a minimum of 8 hours a week to complete the elements of this course. (Usually minimum 2 days a week). Your tutor

will need to visit you in your workplace to complete an observation of your practice for you to complete this qualification. You must be able to work with students, supporting their development in English and Maths. You also need to be working towards gaining your level 2 functional skills in Maths and English.

**Level 3 Award in Education and Training – You must have a level 2 in English and Maths** This is an introductory teaching qualification that replaces what used to be known as Preparing to Teach in the Lifelong Learning Sector (PTLLS). It is suitable for trainers in the private sector or those looking at Further Education colleges and the post 16 sector and is your first step into Education and Training within Adult Education & Further Education.

The course is designed for those who are not currently in a teaching, training or support role but would like to enter the profession as well as those who might already be delivering some training and would like to obtain a nationally recognised qualification.

The course attracts applicants from a variety of sectors including the hair and beauty industry, NHS, building environment, local government trainers and others. This makes for a varied classroom that is interesting as you hear how fellow learners apply the same core techniques to their various sectors and makes for interesting diverse micro teaches.

**Level 3 Certificate in Coaching and Mentoring – you must have or be working towards a level 2 in English** The qualification is suitable for people who are teaching, coaching or training and/or who need to be able to coach and mentor individuals in a range of settings including on-the-job or in a training company, FE College, Adult Learning Service or a company's internal training department. It is also suitable for learners who want to diversify into coaching and mentoring on a part-time basis.

The objective of the qualification is to support those seeking to gain the skills, knowledge and confidence to coach and mentor people as part of their normal role. It's also the ideal starting point for a career in coaching and mentoring.

### **Additional workshops available**

- Employability
- Establishing Professional Boundaries
- Dyslexia Awareness
- Understanding the four areas of SEND

### **What will I study?**

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Depending on your starting point, you will learn how to support individuals with their own learning and development, you will learn about the Roles and responsibilities of Teaching and supporting others. You will develop new skills, which can be used within a variety of areas.

**Assessment method**

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Depending on the level of course you are enrolled onto, you will be assessed by a variety of methods; completion of short assignments or tasks, observation of practice, Question and Answer, completion of multiple choice questions. Some courses are formal qualifications and as such you will be required to meet the criteria set down by the awarding body. Your tutors will advise you of this at the start of your course.

**Entry requirements**

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**Please check specific entry requirements for the course or workshop you are looking to enrol onto.**

**What should I bring with me?**

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Learners should always bring a notebook and pen/pencil to write notes.  
All classes are delivered face to face and learners will use the college computers to access online platforms.  
If your course is fully online, you will need to have access to a lap-top and internet connections.

**Key information**

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Code	Date	Time	Location	Full Price	Concession Price

## Possible next steps

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Following the successful completion of this course, you will be supported to enrol on to the most suitable level course for you, or provided with advice and guidance for your next steps.

## Contact us

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Our friendly staff can give you further advice and



support.



email: [adultcollegeenquiries@lbbd.gov.uk](mailto:adultcollegeenquiries@lbbd.gov.uk)

call: 020 8270 4722