

Managing a safe learning environment in a supplementary school (QCF unit ref. L/507/0801)

Recognising that many supplementary schools are governed by volunteer management committees with limited administrative support this course draws on NRCSE's Effective Management Skills course to ensure teaching staff understand the frameworks that govern out-of-school settings; including legislation and policy on safe practice related to health and safety, child protection, assessing the risk of young people being drawn into acts of extreme violence, and strategies to address bullying and internet abuse.

This course comprises 10 hours of assessed learning and can be offered in tandem with an existing local safeguarding course. Learners will be assessed on the following: class notes and exercises; reflective diary; and a short essay for level 3.

Cost (including tutor fee, learner resources, assessment, moderation and learner registration fees):

£450 for 10—15 learners.

(without tutor, including learner resources, assessment, moderation and learner registration fees):

£350 for 10—15 learners.

Teaching a language in a supplementary school (QCF unit ref. T/507/0811)

This is a modular course with 60 hours of assessed learning.

The course is designed to follow on from Teaching skills in supplementary schools and concentrates specifically on language-teaching eg Arabic, Bengali, Chinese, Polish etc. but also applies to those teaching English as an additional language. The course helps in adapting and making teaching resources and creating a scheme of work or syllabus.

Learners will be assessed on the following: discussion and description of work; reflective diary; action planning; short essays and an assessed peer-to-peer observation and practice file.

Cost (includes tutor fee, full set of learner resources, assessment, moderation and learner registration fees):

for 10 learners: **£3,782 excl. VAT**

for 15 learners: **£4,207 excl. VAT**

Level 3 Certificate in Teaching in the Supplementary Education Sector (QCF ID 601/5835/9)

Achievement of this qualification will enable learners to take a role as a teacher in a supplementary school or setting. This qualification may also lead to further study in education and progression to a degree or postgraduate teaching qualification where the learner has a recognised degree level qualification in another subject.

In order to complete the Level 3 Certificate in Teaching in the Supplementary Education Sector learners need to complete:

- Teaching in supplementary schools (QCF unit ref. D/507/0804) and Practical teaching skills (QCF unit ref. Y/507/0803)
- Managing a safe learning environment (QCF unit ref. L/507/0801), *plus*
- Teaching a language in a supplementary school (QCF unit ref. T/507/0811), *plus either*
- Teaching in Islamic supplementary schools (QCF unit ref. T/507/0807), *or*
- Supporting children with special educational needs in a supplementary school (T/507/0808).

Total duration: 64—90 taught class hours, 21—30 hours of practice in a school and up to 44 hours of self-study. This can be done over three terms or over a number of years, depending on learner availability and funds.

Cost: each unit is individually priced. Please call Pascale at NRCSE to discuss payment and delivery options for the Level 3 certificate.

For further details on course content, assessment and information about the *Teaching in Islamic supplementary schools* and *Supporting children with special educational needs in a supplementary school* courses please contact us at:

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nrcse
National Resource Centre for
Supplementary Education

Registered charity no: 1150621 | Company limited by guarantee.
Registered in England and Wales: 08245823

National Resource Centre for Supplementary Education (NRCSE)

Training programme 2015/16

The NRCSE has developed a wide range of training courses to meet the needs of all supplementary schools and those that work with them. Read on to find out more...



nrcse
National Resource Centre for
Supplementary Education

Management and governance courses

One-day courses can be purchased for a full day's delivery in own setting for up to 25 people for £450 per day (£340 for NRCSE member supplementary schools).

Development and management of a supplementary school

One-day workshop that offers practical tools and advice on how to start up and develop an effective supplementary school. Using the Code of Practice for Supplementary Education, you will learn about the legal frameworks governing the provision of activities for children. The tutor will guide you through the basic planning and decision-making process needed to build a sustainable and effective supplementary school. The course can also support the preparation of a Management File and lead to the completion of the Bronze Quality Framework Award.

Funding applications made easy

One-day workshop that takes you through the steps of making a great funding application, including project development, evidencing need, outcomes and outputs. The course also helps you to make the most of your Quality Framework Award as a demonstration of your effective planning and good practice.

Safeguarding for supplementary schools

One-day workshop that provides practical tools and knowledge about safeguarding; including health and safety, codes of conduct, child protection. The course can also support the preparation of a Management File and lead to the completion of the Bronze Quality Framework Award.

'I felt that this course was very useful. It was engaging and interactive. It was actually one of the best courses that I have attended. I'm certainly more knowledgeable around issues surrounding safeguarding.'

Safeguarding for supplementary schools

Effective management skills in supplementary schools

This is a **modular course** with 30 hours of assessed learning. The course is accredited by nationally-recognised Open College Network West Midlands and can lead to the completion of 3 credits at level 2 or level 3. The format is highly flexible and is best delivered over five to seven sessions. These sessions can take place during weekdays or evenings or at the weekend.

This course is particularly well-adapted for preparing a group of supplementary schools to complete or revalidate the Bronze Quality Framework Award. The Bronze Quality Framework Award demonstrates the provision of safe and effective out-of-school-hours activities that complement the learning of children and young people attending mainstream schools.

Learners will be assessed on the following: discussion and description of work; reflective diary; action planning; short essays and preparation of a management file.

Modular course cost (includes tutor fee, full set of learner resources, assessment, moderation and learner registration fees):

for 10 learners: **£3,532 excl. VAT**

for 15 learners: **£3,707 excl. VAT**



'This course helped me have more confidence about teaching in my class and also think more about setting plans or making my own scheme of work. I can see huge changes in my class and my pupils are more motivated.'

Teaching a language in a supplementary school

Teaching and learning courses

Behaviour strategies and classroom management

Classroom management is crucial for a positive learning environment. It makes teaching and learning much more satisfying for both the teacher and the pupil. In this **one-day workshop**, you will have the opportunity to look closely at the various aspects of classroom management and how these can be used to foster constructive learning conditions.

Recording pupils' progress and achievement

This **one-day course** offers strategies and techniques that are constructive and efficient. Explore ways to monitor and record children's progress and achievement so that you can plan with their needs and strengths in mind. This course also provides the tools to measure and report on individual learning outcomes to funders and parents.

Supporting children with special educational needs

Explore the key issues affecting children and young people with special educational needs and disabilities (SEND). Using case studies to examine the practical implications of government legislation and SEND policies, you will be equipped with practical strategies for supporting children in supplementary school settings. **This course is available as one- or two-day course.**

Teaching skills in supplementary schools

This is a **modular course** with 60 hours of assessed learning. The course is accredited by nationally-recognised Open College Network West Midlands and can lead to the completion of up to 6 credits at level 2 or level 3. The format is highly flexible and is best delivered over seven to nine sessions. These sessions can take place during weekdays or evenings or at the weekend.

Learners will be assessed on the following: discussion and description of work; reflective diary; action planning; short essays and an assessed micro-teach and practice file.

Modular course cost (includes tutor fee, full set of learner resources, assessment, moderation and learner registration fees):

for 10 learners: **£3,782 excl. VAT**

for 15 learners: **£4,207 excl. VAT**