

What is the structure of the Edexcel Level 2 NVQ in Supporting Teaching and Learning in Schools?

To achieve the whole qualification at Level 2, a candidate must prove competence in five mandatory units and two option units.

Mandatory units for the Edexcel Level 2 NVQ in Supporting Teaching and Learning in Schools

Candidates must achieve all of the units listed below:

Unit number	Title	Element number	Title
1	Provide support for learning activities	1.1	Support the teacher in planning learning activities
		1.2	Support the delivery of learning activities
		1.3	Support the teacher in the evaluation of learning activities
2	Support children's development	2.1	Contribute to supporting children's physical development and skills
		2.2	contribute to supporting children's emotional and social development
		2.3	Contribute to supporting children's communication and intellectual development
		2.4	Contribute to planning to meet children's development needs.
3	Help to keep children safe	3.1	Prepare and maintain a safe environment
		3.2	Deal with accidents, emergencies and illness
		3.3	Support the safeguarding of children from abuse
		3.4	Encourage children's positive behaviour
4	Contribute to positive relationships	4.1	Interact with and respond to children
		4.2	Interact with and respond to adults
		4.3	Communicate with children
		4.4	Communicate with adults

5	Provide effective support for our colleagues	5.1	Maintain working relationships with colleagues
		5.2	Develop your effectiveness in a support role

Option units for the Edexcel Level 2 NVQ in Supporting Teaching and Learning in Schools

Candidates must achieve **two** of the units listed below:

Unit number	Title	Element number	Title
6	Support literacy and numeracy activities	6.1	Support pupils with activities to develop literacy skills
		6.2	Support pupils with activities to develop numeracy skills
7	Support the use of information and communication technology for teaching and learning	7.1	Prepare ICT resources for use in teaching and learning
		7.2	Support the use of ICT resources for teaching and learning
8	Use information and communication technology to support pupil's learning	8.1	Prepare for using ICT to support pupils' learning
		8.2	Support pupils' learning through ICT
9	Observe and report on pupil performance	9.1	Observe pupil performance
		9.2	Report on pupil performance

10	Support children's play and learning	10.1	Participate in activities to encourage communication and language
		10.2	Provide opportunities for children's drama and imaginative play
		10.3	Encourage children to be creative
		10.4	Support physical play
		10.5	Encourage children to explore and investigate
11	Contribute to supporting bilingual/multilingual pupils	11.1	Contribute to supporting bilingual/multilingual pupils to develop skills in the target language
		11.2	Support bilingual/multilingual pupils during learning activities
12	Support a child with disabilities of special educational needs	12.1	Support a child with disabilities or special educational needs by providing care and encouragement
		12.2	Provide support to help the child to participate in activities and experiences
		12.3	Support the child and family according to the procedures of the setting
13	Contribute to moving and handling individuals	13.1	Prepare individuals, environments and equipment for moving and handling
		13.2	Enable individuals to move from one position to another
14	Support individuals during therapy sessions	14.1	Prepare and maintain environments, equipment and materials prior to, during and after therapy sessions
		14.2	Support individuals prior to and within therapy sessions
		14.3	Observe and provide feedback on therapy sessions

15	Support children and young people's play	15.1	Create a range of environments for children and young people's play
		15.2	Offer a range of play opportunities to children and young people
		15.3	Support children and young people's rights and choices in play
		15.4	End play sessions
16	Provide displays	16.1	Set up displays
		16.2	Maintain and dismantle displays
17	Invigilate tests and examinations	17.1	Prepare to run tests and examinations
		17.2	Implement and maintain invigilation requirements

What is the structure of the Edexcel Level 3 NVO in Supporting Teaching and Learning in Schools?

To achieve the whole qualification at Level 3, a candidate must prove competence in six **mandatory units** and four **option units** from groups A-E but no more than two units from Group E.

Mandatory units for the Edexcel Level 3 NVO in Supporting Teaching and Learning in Schools

Candidates must achieve **all** of the units listed below:

Unit number	Title	Element number	Title
3	Help to keep children safe	3.1	Prepare and maintain a safe environment
		3.2	Deal with accidents, emergencies and illness
		3.3	Support the safeguarding of children from abuse
		3.4	Encourage children's positive behaviour
18	Support pupils' learning activities	18.1	Support learning activities
		18.2	Promote independent learning
19	Promote positive behaviour	19.1	Implement agreed behaviour management strategies
		19.2	Support pupils in taking responsibility for their learning and behaviour
20	Develop and promote positive relationships	20.1	Develop relationships with children
		20.2	Communicate with children
		20.3	Support children in developing relationships
		20.4	Communicate with adults

21	Support the development and effectiveness of work teams	21.1	Contribute to effective team practice
		21.2	Contribute to the development of the work team
22	Reflect on and develop practice	22.1	Reflect on practice
		22.2	Take part in continuing professional development

Option units for the Edexcel Level 3 NVQ in Supporting Teaching and Learning in Schools

Candidates must achieve any **four** units from groups A-E but no more than two units from Group E

Units 63 and 64 may not be combined in one NVQ

Group A Supporting pupils' learning

Unit number	Title	Element number	Title
8	Use information and communication technology to support pupils' learning	8.1	Prepare for using ICT to support pupils' learning
		8.2	Support pupils' learning through ICT
23	Plan, deliver and evaluate teaching and learning activities under the direction of a teacher	23.1	Plan teaching and learning activities under the direction of a teacher
		23.2	Deliver teaching and learning activities
		23.3	Evaluate teaching and learning activities and outcomes
24	Contribute to the planning and evaluation of teaching and learning activities	24.1	Contribute to the planning of teaching and learning activities
		24.2	Contribute to the evaluation of teaching and learning activities

25	Support literacy development	25.1	Support pupils to develop their reading skills
		25.2	Support pupils to develop their writing skills
		25.3	Support pupils to develop their speaking/talking and listening skills
26	Support numeracy development	26.1	Support pupils to develop their reading skills
		26.2	Support pupils to use and apply mathematics
27	Support implementation of the early years curriculum	27.1	Contribute to planning implementation if the early years curriculum
		27.2	Support teaching and learning activities to deliver the early years curriculum
		27.3	Contribute to the monitoring and assessment of children's progress
28	Support teaching and learning in a curriculum area	28.1	Develop, use and improve your own subject knowledge to support teaching and learning
		28.2	Develop and evaluate materials to support teaching and learning in a curriculum area
29	Observe and promote pupil performance and development	29.1	Observe and report on pupil performance and development
		29.2	Promote pupil performance and development
30	Contribute to assessment for learning	30.1	Use assessment strategies to improve learning
		30.2	Support pupils in reviewing their own learning

31	Prepare and maintain the learning environment	31.1	Prepare the learning environment
		31.2	Prepare learning materials for use
		31.3	Monitor and maintain the learning environment and resources
32	Promote the transfer of learning from outdoor experiences (Skills Active D35)	32.1	Facilitate learning through individual and shared reflection on experience
		32.2	Help participants identify how they can transfer learning to other aspects of their lives

Group B Meeting additional support needs

Unit number	Title	Element number	Title
33	Provide literacy and Numeracy support to enable pupils to access the wider curriculum	33.1	Provide literacy support to help pupils to access the wider curriculum
		33.2	Provide numeracy support to help pupils to access the wider curriculum
34	Support gifted and talented pupils	34.1	Work with others to develop learning programmes for gifted and talented pupils
		34.2	Support learning activities for gifted and talented pupils
35	Support bilingual/multilingual pupils	35.1	Support development of the target language
		35.2	Support bilingual/multilingual pupils in accessing the curriculum

36	Provide bilingual/multilingual support for teaching and learning	36.1	Contribute to the assessment of bilingual/multilingual pupils
		36.2	Provide bilingual/multilingual support for teachers and pupil
		36.3	Support communication with families of bilingual/multilingual pupils
37	Contribute to the prevention and management of challenging behaviour in children and young people (HSC326)	37.1	Work with children and young people to identify
		37.2	Support children and young people to manage challenging behaviour
		37.3	Enable children and young people to recognise and understand their behaviour and its consequences
38	Support children with disabilities or special educational needs their families	38.1	Contribute to the inclusion of children with disabilities or special educational needs
		38.2	Help children with disabilities or special educational needs to participate in the full range of activities and experiences
		38.3	Support families to respond to children's need
39	Support pupils with communication and interaction needs	39.1	Support pupils with communication and interaction needs to maximise learning
		39.2	Support pupils with communication and interaction needs to develop relationships with others
40	Support pupils with cognition and learning needs	40.1	Support pupils with cognition and learning needs during learning activities
		40.2	Support pupils with cognition and learning needs to develop effective learning strategies

41	Support pupils with behaviour, emotional and social development needs	41.1	Support the behaviour management of pupils with behaviour, emotional and social development need
		41.2	Support pupils with behaviour, emotional and social development need to develop relationships with others
		41.3	Support pupils with behaviour, emotional and social development needs to develop self-reliance and self-esteem.
42	Support pupils with sensory and/or physical needs	42.1	Enable pupils with sensory and/or physical needs to maximise learning
		42.2	Implement structured learning programmes for pupils with sensory and/or physical needs
43	Assist in the administration of medication (SfH HS2)		
44	Work with children and young people with additional requirements to meet their personal support needs (HSC315)	44.1	Support children and young people with additional requirements to identify and develop plans to meet their personal support needs
		44.2	Support children and young people to address their personal support needs
		44.3	Contribute to evaluating the effectiveness of activities to meet children and young people's personal support needs

Group C Providing pastoral support

Unit number	Title	Element number	Title
45	Promote children's well-being and resilience (CCLD 308)	45.1	Enable children to relate to others

		45.2	Provide a supportive and challenging environment
		45.3	Enable children to take risks safely
		45.4	Encourage children's self-reliance, self-esteem and resilience
46	Work with young people to safeguard their welfare (YWD4)	46.1	Promote a safe working environment for youth worker
		46.2	Work with young people to assess and manage risk
		46.3	Assist individuals to take action when they are distressed
47	Enable young people to be active citizens (YW A3)	47.1	Assist young people to understand their communities and their role within them
		47.2	Enable young people to communicate their views and interests to others, and to negotiate and influence people and situations
48	Support young people in tackling problems and taking action (YW A4)	48.1	Enable young people to tackle problems and plan action to achieve their goals and aspirations
		48.2	Enable young people to take action based on their plans
		48.3	Enable young people to reflect on and learn from their actions
49	Support children and young people during transitions in their lives	49.1	Recognise and respond to signs of transitions
		49.2	Support children and young people to manage transitions in their lives

50	Facilitate children and young people's learning and development through mentoring	50.1	Identify the learning and development needs of children and young people
		50.2	Plan with children and young people how learning and development needs will be addressed through mentoring
		50.3	Mentor children and young people to achieve identified outcomes
		50.4	Review the effectiveness of mentoring with children and young people
51	Contribute to improving attendances (LDSS 6)	51.1	Contribute to monitoring attendance
		51.2	Contribute to processes and procedures for improving attendances
52	Support children and families through home visiting (CCLD 331)	52.1	Establish, develop and maintain relationships with families
		52.2	Provide support for families
		52.3	Liaise with colleagues, professionals and agencies to support families

Group D Supporting the wider work of the school

Unit number	Title	Element number	Title
16	Provide displays (IL 3/10)	16.1	Set up displays
		16.2	Maintain and dismantle displays
17	Invigilate tests and examinations	17.1	Prepare to run tests and examinations

		17.2	Implement and maintain invigilation requirements
53	Lead an extra-curricular	53.1	Prepare children and young people for the activity
		53.2	Introduce children and young people to the activity
		53.3	Lead the activity
		53.4	Maintain and encourage effective working relationships during the activity
54	Plan and support self-directed play (PW9)	54.1	Collect and analyse information on play needs and preferences
		54.2	Plan and prepare play spaces
		54.3	Support self-directed play
		54.4	Help children and young people to manage risk during play
55	Contribute to maintaining pupil records	55.1	Collect and pupil input data
		55.2	Contribute to maintaining the record-keeping system
56	Monitor and maintain curriculum resources	56.1	Monitor and maintain supplies of curriculum resources
		56.2	Organise and maintain curriculum resources
57	Organise cover for absent colleagues	57.1	Arrange cover for absent colleagues

		57.2	Monitor and review cover arrangements
58	Organise and supervise travel (Skills Active B228)	58.1	Make a travel arrangement
		58.2	Supervise travel
59	Escort and supervise pupils on educational visits and out of school activities	59.1	Escort pupils on visits and out-of school activities
		59.2	Supervise pupils on visits and out-of school activities
60	Liaise with parent, carers and families	60.1	Establish and maintain relationships with parent, carers and families
		60.2	Facilitate information sharing between the school and parents, carers and families
61	Provide information to aid policy formation and the improvement of practices and provision (YW F1)	61.1	Provide information and advice to aid development of strategies, policies, practices and provision
		61.2	Collect and present information to aid monitoring, review and improvement of performance

Group E Working with colleagues (no more than 2 units allowed from this group)

Units 63 and 64 may not be combined in one NVQ

Unit number	Title	Element number	Title
62	Develop and maintain working relationships with other practitioner	62.1	Maintain working relationships with other practitioners
		62.2	Work in partnership with other practitioner

63	Provide leadership for your team (M & LB5)		
64	Provide leadership in your area of responsibility (M & L B6)		
65	Allocate and check work in your team (M & L D5)		
66	Lead and motivate volunteers (MV D2)	66.1	Brief volunteers on work requirements and responsibilities
		66.2	Help volunteers to solve problems during volunteers on their work
67	Provide learning opportunities for colleagues (M & L D7)		
68	Support learners by mentoring in the workplace (L&D L14)	68.1	Plan the mentoring process
		68.2	Set up and maintain the mentoring process
		68.3	Give mentoring support
69	Support competence achieved in the workplace (L&D L20)	69.1	Assess performance in the workplace against agreed standards
		69.2	Give staff members support in the workplace and feedback on their performance