




## CAM ACADEMY TRUST COURSE INFORMATION

<b>Course Title</b>	Move Into – Teaching Assistant					
<b>Course Description</b>	<p>This course is an introduction to the knowledge and understanding needed to work in a school or college environment, focusing mainly on the role of teaching assistants.</p> <p>Whether returning to work after raising a family or seeking new challenges, this course is aimed for learners who would like to consider working as a teaching assistant or other similar, support roles within an education setting. You will need to be highly motivated with a very positive attitude, ready to engage with others in the class and be able to work independently.</p> <p>This course will give you a good understanding of how schools and colleges operate, and the varied roles within them, whilst also improving your knowledge and confidence to complete a job application pack, update your CV and prepare for potential interviews.</p> <p>This course will be delivered in the Blue Space in Cambourne, with a scheduled site visit during one of the sessions.</p>					
<b>Start Date</b>	01 Oct 2024 22 Jan 2025	<b>Day &amp; Time</b>	Wednesday 10am	<b>Venue</b>	The Blue Space Cambourne	
<b>Tutor Details</b>	<p><b>Anna Robertson-Bilen – 20+ years teaching in primary and teaching ESL to all age groups. Anna is currently and adult education tutor teaching Functional Skills English &amp; maths, whilst also running further employment skills courses based predominately in Cambourne.</b></p>					
<b>No. of wks</b>	8	<b>Terms</b>	1			
<b>Fee</b>	<b>FREE*/</b> <small>See eligibility criteria below</small>	<b>Concessionary Fee</b>	<b>FREE*</b> <small>See eligibility criteria below</small>			
<b>Course Level:</b>	Mixed ability					
	Level 1, Level 2 (equiv. to GCSE / NVQ2)		Level 2 English			
	Level 3 Equivalent GCE A Level					
<b>Skills or qualifications needed for entry into the class</b>	<p>Full commitment to the course, a willingness to take part in class exercises and to work independently. You should also have a good understanding of the English language both written and spoken.</p>					

	<p>Please note many roles within an education setting, currently require a pass in English and maths at GCSE or equivalent level.</p> <p>A positive attitude and personal learning directive is needed on this course. Good listening skills, a willingness to share ideas on how to develop your current skills set, with an aim to independently manage your personal research using the internet.</p>
<p><b>Course aims &amp; objectives</b></p>	
<ul style="list-style-type: none"> <li>• Discover what a teaching assistant does and identify if this is the correct career choice for you</li> <li>• To provide the learners with a good understanding of how schools and colleges operate and the different departments within these organisations</li> <li>• Understand safeguarding policies and procedures for young people and vulnerable adults</li> <li>• Develop good communication skills to work alongside and build relationships with children, young people and adults within an education setting</li> <li>• Investigate the different areas and departments within schools and colleges and their associated job roles</li> <li>• Learners will be involved in various group activities from whole class to paired work and will have the opportunity to contribute by way of discussions and presentations.</li> <li>• A CV or job application is your chance to show an employer your skills and experience, so you can confidently apply for the jobs you want. This course will also focus on completing an application pack for advertised job roles and help you improve your interview techniques</li> </ul>	
<p><b>Progression – after this course what might you do next?</b></p>	
<p>Study for an English or maths GCSE or functional skills Level 2 programme. Level 2 or 3 Certificate in supporting teaching and learning.</p>	
<p><b>How progress &amp; success will be recorded</b></p>	
<p>Your progress will be regularly reviewed and recorded with the tutor. You will also have an independent learning plan which you will fill in every week to map your learning journey with us. Independent Learning Plans (ILPs) will be used for you to monitor your progress with your tutor’s guidance.</p> <p>Discussion with the tutor will help you feel confident with your next steps, on completion of this course.</p>	
<p><b>Additional course costs</b> (e.g. visits, materials, books, equipment)</p>	
<p>None</p>	
<p><b>Materials/equipment required for first class</b></p>	<p><b>You must bring photographic ID and attend an enrolment &amp; assessment session before the start date of the course.</b> Please contact our office for further details</p>

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<b>Contact for further information</b>	Adult Education: 01223 264721 <a href="mailto:commed@catrust.co.uk">commed@catrust.co.uk</a>

### Funding

This course is funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website:

<http://ec.europa.eu/esf/home.jsp>

### Eligibility criteria \*

In order to qualify for a FREE place on this course, you must be eligible for us to claim funding to cover the costs. The eligibility criteria are as follows:

- Aged 19 or older on 31 August 2024
- You are a citizen of a country within the European Economic Area (EEA) or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, or have settled status or the Right of Abode in the UK (including Afghanistan, Hong Kong and Ukraine)
- Currently living within the Cambridgeshire & Peterborough postcode area
- **AND** have been ordinarily resident in the EEA or other countries determined within the EEA, including those with bilateral agreements such as Switzerland, for at least the previous 3 years on the first day of learning (does not apply to Afghanistan, Hong Kong and Ukraine).

In line with the national policy, the CPCA has introduced an earnings threshold for entitlements. The current earnings threshold for policy entitlements is £30,491.

In order to receive a FREE place on this course, you must attend regularly, more than 50% of the classes and complete an individual learning plan (ILP) whilst attending this course.

If you do not meet the eligibility criteria you can still attend the course on payment of the relevant fees.

### Enrolment and Payment

Please enrol at Comberton Village College for all courses, including those in Cambourne, Melbourn and online.

You can contact our office via the following:

By Phone: 01223 264721 – please check our office opening hours

Email: [commed@catrust.co.uk](mailto:commed@catrust.co.uk)

Address: Adult Education, Comberton Village College, Comberton, Cambridgeshire, CB23 7DU

We can currently accept card payments within our office based in Comberton Village College. We accept cash and cheques made payable to The Cam Academy Trust. We will be available in class to collect

contactless card payments in person, at the beginning of each term. We can also send out secure payment requests for fees, via email and text messages. Please note, we no longer accept payments over the telephone.

### **Refunds**

Refunds are only available if we close a class or you withdraw at least two weeks before the start. In the latter case there is a £5 administrative charge. Classes cancelled by us due to unforeseen circumstances (e.g. tutor illness) will be replaced with an extra class at the end.

### **Concessionary Fees**

25% discount (excluding materials) is available for those in receipt of JSA/ESA, Universal Credit, Carers Allowance or a social care assessment (EHCP, PIP) evidence to be provided. It is also possible to pay by instalments, please ask for details.

### **Equalities statement**

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+ (on 31<sup>st</sup> August 2024). We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications or no qualification at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website [www.camsals.co.uk](http://www.camsals.co.uk) for details of all our funded courses.

### **Safeguarding Statement**

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

### **How we use your data**

<https://www.gov.uk/government/publications/esfa-privacy-notice>

