

IntoWork: Education SWAP



Qualifications

City & Guilds Certificate in Employability
Entry Level 3



Programme Information

This SWAP is focussed on working in the Education Sector in various roles, for example as a LSP (Learning Support Practitioner), TA (Teaching Assistant) and Admin or Support Staff. It will cover all different aspects of supporting students to access education and learning within a School or College environment. Course participants will engage with the team at EKC IntoWork to discover what the roles offer and explore the skills and aptitudes needed to work in this environment.

All students will complete the course with;

- An up to date CV
- A Cover Letter
- 'Reason for Application' template
- An interview experience with EKC

Our programmes are Tutor led and can be delivered through a blended approach, allowing us to support students closely throughout their course. Pastoral support is offered to help students with personal difficulties and overcome barriers which would otherwise impede their ability to learn and progress in employment.

Students will cover all aspects of employability and industry focused specifics including the following:

- Attitudes and values, needed to work within Further Education
- Sector based work exploration days at a college site
- Develop knowledge on H&S and its importance when working with students
- The importance of personal care within this setting to develop and maintain a person-centred care approach
- Well defined communication skills so that they can effectively support students and colleagues
- A customer centric approach to working in a diverse team

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- Develop own knowledge based on the range of learning and physical learning needs students may have
- Equality & Diversity
- Rights and Responsibilities at Work

This qualification is workbook/portfolio assessed and therefore requires substantial evidence of progress to meet the qualification standards.

Therefore attendance, participation and contribution is essential to success and achievement.

The course will use a variety of methods to meet individual learning styles. All candidates are required to complete an 'initial assessment' to determine the suitability of the provision and evaluate any other individual specialised requirements.



Start Date: Monday 8th November 2021

Days/Times: 2-week course Monday to Friday: 9.30-14.30

The course will be class based learning with an allocated tutor based at our IntoWork Ashford Training Centre. Students will also be required to complete some independent study and assignments.

Location: EKC IntoWork, Pluto House, Station Road, Ashford, TN23 1PP.

Other Information

Please provide proof of ID (Bank card, Photo ID, Birth Certificate) and proof of annual income being below £17,004.

Requirements to Attend Course

- If Maths and English below Level 1 (GCSE equivalent of 3,2,1 or D,E,F,G) a willingness to gain a Functional Skill qualification.
- Motivation and enthusiasm to work in the Education Sector supporting students to achieve personal and educational goals.
- Readiness to complete the course in full to achieve a Certificate in Employability and enable progression

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