

Nottingham City Career Development Framework for Support Staff

| National qualification framework levels | Qualifications relevant to all Support staff | Premises staff | Catering staff | Administration | | | Specialist and Technical | | | Pupil Support | | | Learning Support | | | | |
|---|--|---|---|--|---|--------------|---|---|---|---|--|---|---|---|---|---|---|
| | | | | General Administration | Finance | Exam officer | ICT | Science/Design and Technology | Librarian | Behaviour/Guidance/Support | Care staff | Midday Supervisor/playworker | Early Years | Teaching Assistant/Bilingual Support | Special needs | Cover Supervisor | Sports Coach |
| Level 1 | Certificate for IT Users (ECDL part 1) Certificate/Diploma for IT Users (New CLAIT) NVQ for IT Users Certificate in ESOL (Skills for life) Numeracy/Mathematics National Test ITQ Personal Safety Awareness Literacy/English National Test Emergency First Aid British Sign Language | Health and Safety in the Workplace NVQ in Cleaning and Support Services | Foundation Certificate in Health and Safety in the Workplace Foundation Certificate in Food Hygiene Award in Healthy Eating NVQ in Hospitality Healthier Food & Special Diets | Foundation Certificate in Health and Safety in the Workplace NVQ in Business Administration Secretarial IT ITQ Shorthand | Bookkeeping | ITQ | Foundation Certificate in Health & Safety in the Workplace Certificate in IT Systems Support - PC Maintenance Digital Photo Enhancing ITQ Desktop Publishing Internet & email Web Design Word Processing | Foundation Certificate in Health and Safety Design Principles and Surface Patterning ITQ | Foundation Certificate in Health and Safety | Introducing Connexions Counselling Skills (OCN Basic) Personal Safety Awareness | Introductory Certificate/Diploma in Health and Social Care Paediatric First Aid | Foundation Award in Caring for Children Paediatric First Aid | Paediatric First Aid Foundation Award in Caring for Children | Foundation Award in Caring for Children ITQ | British Sign Language Makaton Vocabulary Development | ITQ | Swimming Teacher's Award Foundation in Sports Coaching Instructing Health-Related Exercise for Children |
| Level 2 | Certificate in Team Leading Award in Team Leading European Computer Driving Licence (ECDL) Diploma for IT Users Certificate for IT Users (ECDL part 2) Certificate/Diploma for IT Users (CLAIT plus) NVQ for IT Users Certificate in Basic First Aid Emergency Aid for Appointed Persons (Schools) Certificate in Emergency First Aid in the Workplace Certificate in ESOL (Skills for life) Numeracy/Mathematics National Test Literacy/English National Test CIEH Award in Health & Safety Customer Services | NVQ in Cleaning and Support Services NVQ in Amenity Horticulture NVQ in Customer Services | Diploma in Hospitality Award in Nutrition Awareness NVQ in Food and Drink Service NVQ in Food Processing and Cooking Apprenticeship in Hospitality Healthier Food & Special Diets Understanding Health Improvements CIEH Award in Food Safety & Catering NVQ in Food & Drink Preparation NVQ in Hospitality NVQ in Front of House | NVQ in Customer Service Certificate/Diploma in Administration NVQ in Business Administration Secretarial IT ITQ | NVQ in Accounting Certificate in Bookkeeping Certificate in Computerised Bookkeeping Certificate/Diploma in Accounting Bookkeeping and Accounts Level 2 Pitman | ITQ | Diploma for IT Practitioners (ICT Systems Support) Diploma for IT Practitioners (Software Development) IT Practitioners (IT Systems Support) Certificate/Diploma for IT Practitioners ITQ ECDL Web Design | Certificate in Laboratory Technical Skills Health & Safety in the Workplace ITQ | NVQ in Customer Service | Certificate in Counselling Skills | Paediatric First Aid NVQ in Health and Social Care (replaces Level 2 NVQ in Care) Support Work in Schools (SWIS) NVQ in Children's Learning & Development | Paediatric First Aid SWIS NVQ in Playwork | Paediatric First Aid Certificate in Childcare and Education Certificate in Early Years Care and Education NVQ in Children's Care, Learning and Development (replaces NVQ in Early Years Care and Education) Apprenticeship in Early Years Care and Education SWIS NVQ in Playwork | Certificate for Teaching Assistants NVQ for Teaching Assistants GCSE subjects | British Sign Language Certificate for Teaching Assistants NVQ for Teaching Assistants SWIS | Certificate for Teaching Assistants NVQ for Teaching Assistants | Certificate in Treatment and Management of Sports Injuries Licence in Coaching Football CYQ Circuit Training, Exercise and Fitness Knowledge Exercise to Music Group Indoor Cycle Gym Instructor Introduction to the Fitness Industry Water-Based Exercise Sports & Exercise Science BTEC SWIS |
| Level 3 | Award in First Line Management Certificate in First Line Management Access to HE Courses Award in Assessing Candidates ITQ Range of A-Levels | Certificate/Diploma in Hospitality Supervision Food Safety in Catering Advanced Certificate in Food Safety NVQ in Professional Cookery NVQ in Food & Drink Preparation NVQ in Hospitality Apprenticeship in Hospitality | National Certificate/Diploma in Hospitality Supervision Food Safety in Catering Advanced Certificate in Food Safety NVQ in Professional Cookery NVQ in Food & Drink Preparation NVQ in Hospitality Apprenticeship in Hospitality | Certificate in Personnel Practice ECDL Advanced Certificate/Diploma for IT Users (CLAIT Advanced) NVQ in accounting ITQ | ECDL Advanced Certificate/Diploma for IT Users (CLAIT Advanced) NVQ in accounting ITQ | ITQ | National Award/Certificate/Diploma for IT Practitioners (General) ITQ ECDL Web Design Visual Basic Advanced Presentations/Databases | ECDL Advanced Certificate/Diploma for IT Users A-Level Biology A-Level Human Biology Certificate in Laboratory Technical Skills | ITQ NVQ in Customer Service | National Programme for Specialist Leaders Behaviour and Attendance Level 3 CWDC National Learning Mentor Training Diploma in Counselling HLTA (NB- Status, not qualification) Managing Challenging Behaviour OCN Unit | National Certificate/Diploma in Health Studies NVQ in Health and Social Care (Children and Young People) Managing Challenging Behaviour OCN Unit | Managing Challenging Behaviour OCN Unit | Diploma in Childcare and Education NVQ in Children's Care, Learning and Development (replaces NVQ in Early Years Care and Education) HLTA (NB- Status, not qualification) Managing Challenging Behaviour OCN Unit | NVQ for Teaching Assistants A-Levels ITQ HLTA (NB- Status, not qualification) Managing Challenging Behaviour OCN Unit | NVQ for Teaching Assistants ITQ HLTA (NB- Status, not qualification) Supporting Learners on the Autistic Spectrum (OCN Unit) Understanding Learners with Specific Learning Difficulties (Dyslexia) (OCN Unit) | NVQ for Teaching Assistants HLTA (NB- Status, not qualification) HLTA (NB- Status, not qualification) | Treatment & Management of Injuries Certificate in Coaching Football Client Lifestyle & Fitness Assessment Exercise & Fitness Knowledge Nutrition & Weight Management Sports Conditioning Training in Different Environments Sports & Exercise Science BTEC |
| Level 4 | Certificate in First Line Management NVQ Management Diploma in Management | | | | Certificate of School Business Management | | Higher National Certificate/Diploma in Computing (Software Development) | | | National Programme for Specialist Leaders Behaviour and Attendance Level 4 | NVQ in Health and Social Care - Children and Young People (original NQF level) Registered Managers Award | | NVQ in Children's Care, Learning and Development (replaces NVQ in EY Care and Education - original NQF level) Registered Managers Award | Certificate in FE Teaching Stage 1 Teaching in the Life Long Learning Sector | | | C&G Higher Professional Diploma in Sport & Recreation Management HNC Sport & Ex Sciences - Sports Therapy HNC Sport & Ex Sciences - Coaching, Teaching Instructing |
| Level 5 | | | Foundation Degree in Hospitality and Event Management Higher National Certificate/Diploma in Hospitality Management | | Diploma of School Business Management | | | | | | | | Foundation Degree in Early Years | | | | Foundation Degree (eg. Coach and Athlete Development) BED Sports & Exercise Science BND BNC Sports & Exercise Science |
| Level 6 | | BA (Hons) Service Sector Management | | | | | | | | | | | | | | | |

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Additional details

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As a recognised provider of education and training, with a focus on quality of delivery, performance and achievement we believe we can provide a training and skills development solution for your organisation's needs.

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Check with your Amber Worker as this course may be available locally or at your school.



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Information on the Higher Level Teaching Assistant programme can be found on the Training and Development Agency (TDA) website: www.tda.gov.uk



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Connexions

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