

Level: 3
Credit value: 4
UAN: F/601/4073

Unit aim

This unit provides the knowledge, understanding and skills to support learning activities. It requires competence in supporting the planning, delivery, assessment and review cycle.

Learning outcomes

There are **six** learning outcomes to this unit. The learner will be able to:

1. Contribute to planning learning activities
2. Prepare for learning activities
3. Support learning activities
4. Observe and report on learner participation and progress
5. Contribute to the evaluation of learning activities
6. Evaluate own practice in relation to supporting literacy, numeracy and ICT

Guided learning hours

It is recommended that **20** hours should be allocated for this unit, although patterns of delivery are likely to vary.

Details of the relationship between the unit and relevant national standards

STL18 Support pupils' learning activities

STL8 Use information and communication technology to support pupils' learning

STL29 Observe and promote pupil performance and development

Introductory materials for teaching assistants:

Role and context

Literacy

Mathematics

Information and communication technology

Support of the unit by a sector or other appropriate body

This unit is endorsed by The Training and Development Agency for Schools.

Unit 303 Support learning activities

Assessment Criteria

Outcome 1 Contribute to planning learning activities

The learner can:

- 1.1 Explain how a learning support practitioner may contribute to the planning, delivery and review of learning activities
- 1.2 Evaluate own strengths and weaknesses in relation to supporting learning activities and how these may impact on the support that can be provided
- 1.3 Use knowledge of the learners and curriculum to contribute to the teacher's planning
- 1.4 Offer constructive suggestions for own role in supporting planned learning activities
- 1.5 Identify and obtain the **information required** to support learning activities

Outcome 2 Prepare for learning activities

The learner can:

- 2.1 Select and prepare the **resources** required for the planned learning activities
- 2.2 Develop and adapt resources to meet the needs of learners
- 2.3 Ensure the learning environment meets relevant health, safety, security and access requirements

Outcome 3 Support learning activities

The learner can:

- 3.1 Select and demonstrate **learning support strategies** to meet the needs of learners
- 3.2 Explain how **social organisation and relationships** may affect the learning process
- 3.3 Give attention to learners in a way that balances the needs of individuals and the group as a whole
- 3.4 Demonstrate ways of encouraging learners to take responsibility for their own learning
- 3.5 Demonstrate ways of supporting learners to develop:
 - a) literacy skills
 - b) numeracy skills
 - c) ICT skills
 - d) problem solving skills
- 3.6 Explain the sorts of **problems** that might occur when supporting learning activities and how to deal with these

Outcome 4 Observe and report on learner participation and progress

The learner can:

- 4.1 Apply skills and techniques for monitoring learners' response to learning activities
- 4.2 Assess how well learners are participating in activities and the progress they are making
- 4.3 Record observations and assessments of learner participation and progress in the required format

Outcome 5 Contribute to the evaluation of learning activities

The learner can:

- 5.1 Explain the importance of evaluating learning activities
- 5.2 Use the outcomes of observations and assessments to:
 - a) provide feedback to learners on progress made
 - b) provide the teacher with constructive feedback on the learning activities
 - c) provide the teacher with feedback on learners' participation and progress
 - d) reflect on and improve own practice in supporting learning activities

Outcome 6 Evaluate own practice in relation to supporting literacy, numeracy and ICT

The learner can:

- 6.1 Evaluate how own knowledge, understanding and skills in literacy, numeracy and ICT impact on practice
- 6.2 Develop a plan for improving own knowledge, understanding and skills in literacy, numeracy and ICT

Unit 303 Support learning activities

Notes for guidance

Information required: to support learning activities includes;

- relevant school curriculum and age-related expectations of learners
- the teaching and learning objectives
- the learning resources required
- own role in supporting the learning activities
- any additional needs of the children or young people involved

Resources: to support learning activities including;

- materials
- equipment (including ICT)
- software
- books and other written materials

Learning support strategies: to support the needs of learners, for example;

- creating a positive learning environment
- managing behaviour
- encouraging group cohesion and collaborative learning
- prompting shy or reticent learners to ask questions and check understanding
- translating or explaining words and phrases
- reminding learners of teaching points made by the teacher
- modelling correct use of language and vocabulary
- ensuring learners understand the learning tasks
- helping learners to use resources relevant to the learning activity
- providing individual attention, reassurance and help with learning tasks as appropriate to learners' needs
- modifying or adapting activities

Social organisation and relationships: for example;

- learner grouping
- group development
- group dynamics
- the way adults interact and respond to learners

Problems; relating to:

- the learning activities
- the learning resources
- the learning environment
- the learners
- assessment