

**Training for People that Care**  
**Hazel Eastwood-Powell**

**THE QUALIFICATION**

**603/3476/9 Special Educational Needs Coordinator in an Early Years Setting**

CACHE/ NCFA have a suite of qualifications which measure the knowledge and skills required to meet the support needs of primary, secondary and special needs schools. Achieving one of the qualifications demonstrates an individual's ability relating to children/pupil welfare, care, behavior and learning.

The duration of the qualification is 6 months, with a minimum 10 hours per week spent in an Early Years Setting environment carrying out the roles and responsibilities of a SEN Coordinator.

The qualification comprises of 2 mandatory units covering the code of practice, the role of an SEN Coordinator, team work, professional development, reflective practices, sharing practices, partnership working and supporting the parents.

You will build a portfolio of evidence throughout the 6 months which will demonstrate your competence in the above areas.

**Induction/Enrolment**

**Tutor/Assessor**

Prior to the (Induction/ Enrolment meeting), which takes a minimum of 1 hour Setting up your Individual Folder on Quads Direct.

I will require the following information one week prior to our meeting, if this information is not available to me I cannot see you on our designated day, and an alternative appointment will have to be made.

This information can be sent to me by e-mail or Whatapp's by photo or pdf

**At our Induction/Enrolment Meeting I will Need the following Hard copies**

- Copy of Math's and English Certification
- Copy of Other relevant past courses achieved (example previous level 2 if going onto level 3 etc)

Linking to new Course

- Copy of an up to date CV
- Letter to confirm Placement or Reference for Employers to confirm hours.

**Student**

**On a practical Note, you will need to bring with you**

Notebook and Pen

In relation to payment, cheques made payable to H Eastwood/Powell (Receipts for payment will be given on payment)

Those wishing to pay on the payment plan will pay their initial deposit and evidence of setting up a payment plan or intention of.

**HOW THE QUALIFICATION IS ACHIEVED**

**(No Physical Observation's within this qualification)**

**PROFESSIONAL DISCUSSION/FEEDBACK**

The tutor/assessor will talk with the you, generally after each unit to show breadth of knowledge and understanding about the activity you have just carried out.

**ASSIGNMENT**

2 written assignments will be carried out throughout the 6 months.

### REFLECTIVE PRACTICE

Reflection on what you the student has seen or carried out in the workplace, i.e. SEN Forum meetings, Working with Professionals, Children support, staff induction into the SENCo Role. Commenting on what well and improvements that could be made to practice

### WORK PRODUCTS

You will need access to work products that are used so you are able to understand how the Early Years Setting runs effectively i.e. Policies and procedures, Individual learning plans, general learning plans, observation sheets, risk assessments, reading records.

### APPRAISIAL FEEDBACK SHEETS

Completed throughout the 6 months your manager will be asked to monitor your progress and participation.

### TUTOR/ASSESSOR RESPONSIBILITIES

- At the Induction / Enrolment meeting

The Student will receive: - E-Portfolio, how too sheet, Course Handbook, CACHE Resources Book, Help Sheet and Course directed links and guidance tuition.

\*Face to Face/ One to One Meetings:-

During your SEN Coordination Course you will get 3 Face to Face/ One to One Meetings with your tutor.

1. Induction/ Enrolment information and guideline for unit 1.

2. Signing off unit one and then going through the targets for unit 2 giving guidance and information.

3. Signing off unit 2, where I collect your portfolio and confirm all evidence is valid and authentic.

- Minimum of every two weeks, contact will be booked by the tutor with the student to cover feedback, assessments, reflective practices etc.

- Provide support in all areas

- To liaise with the Early Years Setting/Manager when necessary providing a point of contact

- To deliver guidance towards teaching of knowledge and guidance to relevant research around the qualification by email and WhatsApp.

### EARLY YEARS WORKING ENVIRONMENT RESPONSIBILITIES

- To complete your timesheets and appraisal sheets

- Provide policy information

- To give access to all areas of the early year's curriculum, so you can carry out activities and complete observation /assessment sheets on children's participation and progress

### STUDENTS RESPONSIBILITIES

- To be reliable and punctual and phone in advance regarding being unable to make appointments

- To give in timesheets and appraisal sheets promptly

- To adhere to all policies and procedures

- To carry out all roles and responsibilities of a SEN Coordinator

- To meet Deadline and Assessment Dates.

Your tutor /assessor contact is:

Hazel Eastwood-Powell

MOB 07921522030

Email [hazeleastwoodpowell@gmail.com](mailto:hazeleastwoodpowell@gmail.com)

**I hope you will find your time with us both enjoyable and worthwhile.  
I have read and understand the above:**

**Name:** .....

**Signed:** .....(Candidate) **Date:** .....

**Signed:** .....(Tutor) **Date:** .....

Please see attached policy and procedure list

Throughout the course you may need to have access to the following policies and procedures to help you carry out assignments, and to also ensure that you can understand and fulfil your role and responsibilities of a SEN Coordinator and work effectively as part of the team .

- Health and safety policies
- Behaviour and sanctions policy
- Confidentiality policy
- Safeguarding policy
- Equality/diversity/inclusion/anti-discrimination policy
- Mission statement
- Curriculum policies
- Teaching and learning policy
- Special educational needs policy