

3. Administration

Career Stage and Role	Opportunities for individuals	Standard/Qualification	Training Provider/Awarding Body	Opportunities provided (or brokered) by Local Authority	Opportunities Available through Regional/ National Links
<ul style="list-style-type: none"> • Admin Assistant • Finance Officer • School Secretary 	<ul style="list-style-type: none"> • Induction Training • VRQ Level 2/3 Award/Certificate in Support Work in Schools • NVQ Level 1 Admin • NVQ Level 2 Admin • NVQ Level 3 Admin • NVQ Level 2 AAT • NVQ Level 3 AAT • NVQ Level 4 AAT • Continued progression to CSBM 	<ul style="list-style-type: none"> • NVQ Level 1 • NVQ Level 2 • NVQ Level 3 • VRQ Level 2/3 	<ul style="list-style-type: none"> • NCC • LSC • CACHE • EDEXCEL 	<ul style="list-style-type: none"> • DfES Introductory Training for School Support Staff • VRQ Level 2/3 • NVQ levels 1 to 3 • Continuing Professional Development courses delivered by NCC 	<ul style="list-style-type: none"> • Teaching & Development Agency www.tda.gov.uk • AAT
<ul style="list-style-type: none"> • Bursar / Business Manager 	<ul style="list-style-type: none"> • Induction Training • VRQ Level 2/3 Award/Certificate in Support Work in Schools • NVQ Level 3/4 Business & Admin • NVQ Level 3/4 AAT • CSBM • DSBM • Continued progression to Degree in School Business Management (Currently under development) 	<ul style="list-style-type: none"> • VRQ Level 2/3 • NVQ Level 3 • NVQ Level 4 • CSBM • DSBM • BA (Hons) 	<ul style="list-style-type: none"> • CACHE • ELC • NCSL 	<ul style="list-style-type: none"> • DfES Introductory Training for School Support Staff • VRQ Level 2/3 • Continuing Professional Development courses delivered by NCC 	<ul style="list-style-type: none"> • Teaching & Development Agency www.tda.gov.uk • Association of Accounting Technicians (available through most local colleges) www.aat.co.uk • www.ncsl.org
<ul style="list-style-type: none"> • Examinations Officers/ Invigilator 	<ul style="list-style-type: none"> • Induction Training • Edexcel level 2 / 3 Award • Edexcel Certificate level 4 	<ul style="list-style-type: none"> • BTEC 	<ul style="list-style-type: none"> • EDEXCEL 	<ul style="list-style-type: none"> • DfES Introductory Training for School Support Staff 	<ul style="list-style-type: none"> • Teaching & Development Agency www.tda.gov.uk • KC Education & Training Ltd www.kceducation.org.uk • www.edexcel.org.uk • National Assessment Agency www.naa.org.uk

Useful Websites

Association of Accounting Technicians www.aat.co.uk
 Awarding body www.ncfe.org.uk
 Awarding body www.edexcel.org.uk
 Awarding body for Early Years Care Education and Playwork www.cache.org.uk
 Awarding body for range of qualifications www.ocr.org.uk
 British Educational Communications & Technology Agency www.becta.org.uk
 City and Guilds Website www.city-and-guilds.co.uk
 City College Norwich www.ccn.ac.uk
 Caretakers website www.thecaretakers.net
 Department for Education & Skills www.dfes.gov.uk
 Employers' Organisation for local government www.lg-employers.gov.uk
 Foundation Degree Website www.foundationdegree.org.uk
 Higher Level Teaching Assistants website www.hlta.gov.uk
 Learndirect Centres, courses, careers & guidance www.learndirect.co.uk
 Learning and Skills Council www.lsc.gov.uk
 National Assessment Agency www.naa.org.uk
 National College for School Leadership www.ncsl.org
 National Remodelling Team Website www.remodelling.org
 Norfolk County Council Childrens' Services www.norfolkesinet.org.uk
 Open University www.open.ac.uk
 Qualifications & Curriculum Authority www.qca.org.uk
 School Science Service www.cleapss.org.uk
 Suffolk & Norfolk Secondary SCITT www.suffolkandnorfolk.co.uk
 Technical Staff in Education www.edugeek.org
 The Association for Science Education www.ase.org.uk
 The Early Years and Childcare Team, Norfolk www.norfolkchildcare.info
 The Eastern Leadership Centre, Cambs www.elc-cambridge.org
 The National Assessment Agency www.naa.org.uk
 The new NVQ for IT users www.itq.org.uk
 Training & Development Agency for Schools www.tda.gov.uk
 Training, Development & Career Pathways for Support Staff www.skills4schools.org.uk
 Unison Website www.unison.org
 University Colleges & Admissions Service www.ucas.com
 Website for IT users www.e-skills.com

Abbreviations/Key

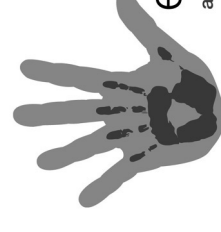
AAT Association of Accounting Technicians
 BA Bachelor of Arts
 CILIP Chartered Institute of Library and Information Professionals
 CSBM Certificate in School Business Management
 CTD Corporate Training and Development
 DfES Department for Education & Skills
 DSBM Diploma in School Business Management
 HLTA Higher Level Teaching Assistant
 HNC Higher National Certificate
 HND Higher National Diploma
 LSC Learning and Skills Council
 LSC Learning & Skills Council
 MFL Modern Foreign Languages
 NCC Norfolk County Council
 NEAS Norfolk Education Advisory Service
 NPSL-BA National programme for specialist leaders in Behaviour and Attendance
 NVQ National Vocational Qualification
 PGCE Post Graduate Teacher Programme
 QTS Qualified Teacher Status
 SEMTA The Sector Skills Council for Science, engineering and manufacturing
 TDA Training & Development Agency
 UCAS University course listings
 VRQ Vocational Related Qualification

Framework for School Support Staff Professional Development

3. Administration

Denise Beckett
Training and Development Coordinator
Children's Services

Email: denise.beckett@norfolk.gov.uk



every child matters
a brighter future for Norfolk's young people