

Qualification

Level 1 Award in Preparing to Work in Schools (603/2477/6)





Course Description

The **Level 1 Award in Preparing to Work in Schools** is an introductory qualification designed to provide learners with essential knowledge and understanding of working within a school environment. It introduces how schools operate as organisations, how to support children and young people's wellbeing, and how to communicate effectively within a school setting.

This qualification is ideal for learners who are considering a future role in education or support work within schools. It develops an understanding of child and young person development from birth to 19 years, health and safety, safeguarding, equality, diversity and inclusion, and teamwork within a learning environment. It prepares learners for further study or progression into supporting teaching and learning pathways rather than professional practice roles.

Course Structure

The **Level 1 Award in Preparing to Work in Schools** consists of **three mandatory units**:

UNIT 01
Understand
Schools as
Organisations

UNIT 02
Understand How to Keep
Children and Young People
Healthy, Safe and Well

UNIT 03
Understand How to
Communicate with
Children, Young People
and Adults



How We Support You – Our Support and Delivery Model

Our courses are designed to be accessible, supportive, and suitable for learners at all levels. All learning materials are written in clear, straightforward language to help learners build understanding and confidence.

Courses are delivered entirely through **self-paced distance learning** via our online platform, enabling learners to study flexibly alongside work, education, or personal commitments.

Learners have continuous access to tutor support throughout their course. Tutors can be contacted via the VLE or email, with responses typically provided within 24 to 48 hours.

Additional **on-demand support sessions** may be arranged where required. Regular **live webinars** are also offered, subject to tutor availability, providing opportunities for engagement, questions, and reinforcement of learning.

Assessment Process

Assessment is completed through:

Written assignments

There are **no formal examinations**. Assessment focuses on demonstrating understanding of the school environment, child development, safeguarding, communication, and inclusive practice at Level 1 standard.

Course Duration

The course offers **47 Guided Learning Hours (GLH)** and is delivered through flexible, self-paced learning. It can typically be completed within approximately **1 month**, depending on the learner's own pace. Course access expires after one year, and a re-enrolment charge is applicable.



Our Process

01.

Choose & Pay for Your Course Online

Select your desired course and payment method online. Opt for either full payment or convenient monthly instalments where available. Complete your payment after filling out the application form.

02.

Fill Out the Enrolment Form

After payment, you will be prompted to complete the enrolment form. This form gathers all necessary details required for your registration with the awarding organisation.

03.

Access the VLE – Moodle

Start your course on our user-friendly Virtual Learning Environment (VLE). Here, you will find all learning materials, resources, and guidance required to support your studies. Your dedicated tutor will guide you through the process and provide feedback throughout your learning journey.

04.

Submit Assignments & Receive Feedback

Engage in the learning process by submitting assignments through the VLE. Your assigned tutor will provide constructive feedback to help you refine your work and make progress in your studies.

05.

Successfully Complete Assignments

Work diligently to complete all required course components and assessment tasks. Your commitment and effort will contribute to successful course completion.

06.

Obtain Your Accredited Certificate

Upon successfully completing the course, your work will undergo internal quality assurance and external verification. Once approved, you will receive an Ofqual-regulated accredited certificate recognising your achievement.



Course Brochure Takeaways

A nationally
recognised
Level 1
qualification

Ideal
introduction
to working within
a school
environment

Flexible online,
self-paced
study

No exams or
placement
requirements

Strong
foundation for
progression into
Level 2 Supporting
Teaching and
Learning
qualifications

Level 1 Award in Preparing to Work in Schools

Apply Now