

SECTION 2 – CAREER DEVELOPMENT

2.1 Career Development Framework

The following table is a comprehensive Career Development Framework created by the TDA, indicating a range of qualifications that school/college support staff at all levels and in a range of roles may wish to consider for their personal development. Further details about the highlighted qualifications are provided later in this booklet. This is a national list, and some courses may not be available locally.

NQF Level	Qualification	General Administration	Finance	Exam Officer	Catering Staff	Early Years	Teaching Assistants	Special Needs	Cover Supervisor	Premises Staff	Behaviour /Guidance	Middy Staff / Playworkers	ICT	Technicians	Library Staff
1	Certificate for IT Users (ECDL part 1)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	ITQ – Flexible IT Qualification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	Certificate / Diploma for IT Users (New CLAIT)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	Emergency Aid in Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	Certificate – ESOL (Skills for Life)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	Numeracy / Mathematics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	Learning for You / Return to Learn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	Support Staff Introductory Training / Teaching Assistant Induction	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1	National Certificate – Business and ICT	✓													
1	Certificate – Introducing Business Administration	✓													
1	Certificate – Business Administration	✓													
1	NVQ 1 – Business and Administration	✓													
1	Certificate – Accounting		✓												
1	Certificate / Diploma – Bookkeeping		✓												
1	Award – Food Safety in Catering				✓										
1	Award – Healthy Eating				✓										

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1	NVQ 1 – Hospitality				✓										
1	Award – Providing a Healthier School Meals Service				✓										
1	Foundation Award – Caring for Children					✓	✓					✓			
1	Better Reading Partners Programme					✓	✓								✓
1	National Award – Working with Children					✓	✓								
1	Helping in Schools					✓	✓								
1	Certificate – Deaf Community and Culture							✓							
1	Certificate – Deaf-Blind Awareness							✓							
1	Certificate – Deaf Awareness							✓							
1	Certificate – Communication Tactics with Deaf People							✓							
1	Certificate – British Sign Language							✓							
1	NVQ 1 – Cleaning and Support Services									✓					
1	Introducing Connexions										✓				
1	First Aid for Child Carers											✓			
1	Certificate – IT Systems Support – PC Maintenance												✓		
1	NVQ 1 for IT Practitioners												✓		
1	Certificate – Laboratory Technical Skills													✓	
1	NVQ 1 – Laboratory and Associated Technical Activities													✓	
1	Award – Library and Information Skills														✓

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2	Introductory Certificate – Team Leading (ILM)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate – Team Leading (ILM)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	NVQ 2 – Team Leading	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate – Conflict Handling and Prevention	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate – Conflict Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	European Computer Driving Licence (ECDL)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate / Diploma for IT Users	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate for IT Users (ECDL Part 2)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	ITQ – Flexible IT Qualification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate / Diploma for IT Users (CLAiT plus)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	NVQ 2 for IT Users	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate – Basic First Aid	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Emergency Aid for Appointed Persons (Schools)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate – Emergency First Aid in the Workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate – ESOL (Skills for Life)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Basic Skills – Numeracy / Mathematics	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Basic Skills – Literacy / English	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Award / Certificate – Support Work in Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Award – Health and Safety in the Workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	NVQ 2 – Desktop Publishing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	NVQ 2 – Customer Service	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate / Diploma – Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Award – Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Certificate – Business Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	NVQ 2 – Business and Administration	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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2	Certificate – Bookkeeping		✓												
2	Certificate – Computerised Bookkeeping		✓												
2	Certificate / Diploma – Accounting		✓												
2	NVQ 2 – Accounting		✓												
2	Diploma – Hospitality				✓										
2	Award in Food Safety in Catering				✓										
2	Award – Nutrition Awareness				✓										
2	NVQ 2 – Multi-Skilled Hospitality Services				✓										
2	NVQ 2 – Food and Drink Service				✓										
2	NVQ 2 – Food Processing and Cooking				✓										
2	Award – Using ICT as a Tool for Learning					✓	✓	✓							
2	Certificate – First Aid for those Caring for Children					✓						✓			
2	Award / Certificate – Paediatric First Aid					✓						✓			
2	Certificate – Pre-School Practice					✓									
2	Certificate – Childcare and Education					✓									
2	First diploma – Early Years					✓									
2	Certificate – Early Years Practice					✓									
2	Certificate – Early Years Care and Education					✓									
2	Certificate for Teaching Assistants					✓	✓	✓	✓						
2	NVQ 2 – Children's Care, Learning and Development					✓									
2	GCSE Subject						✓					✓	✓		
2	First Diploma – Applied Science													✓	
2	NVQ 2 – Teaching Assistants						✓	✓	✓						
2	Certificate – Deaf-Blind Support Work							✓							
2	Certificate – Electronic Note Taking for Deaf People							✓							

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2	Certificate – Lip Speaking							✓							
2	Certificate – British Sign Language							✓							
2	Certificate – Working with People who have Learning Disabilities							✓							
2	Certificate – Cleaning Science									✓					
2	NVQ 2 – Cleaning and Support Services									✓					
2	Connexions APIR Framework										✓				
2	Certificate – Counselling Skills										✓				
2	Certificate – Introduction to Counselling Skills										✓				
2	NVQ 2 – Advice and Guidance										✓				
2	Certificate – Supporting Playwork Practice											✓			
2	NVQ 2 – Playwork											✓			
2	Award / Certificate – Playwork											✓			
2	Certificate – Middy Supervision											✓			
2	Diploma for IT Practitioners (ICT Systems Support)												✓		
2	Diploma for IT Practitioners (Software Development)												✓		
2	Certificate / Diploma for IT Practitioners												✓		
2	National Certificate – IT												✓		
2	NVQ 2 – IT Practitioners												✓		
2	Certificate – Laboratory Technical Skills													✓	
2	Diploma – Applied Science													✓	
2	NVQ – Laboratory and Associated Technical Activities													✓	
2	Award – Library and Information Skills														✓
2	NVQ 2 – Information and Library Services														✓

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3	Introductory Certificate – First Line Management (ILM)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Certificate – First Line Management (ILM)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	ITQ – Flexible IT Qualification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Access to HE Courses	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Award – Assessing Candidates	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	L20 Support Competence Achieved in the Workplace	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Award / Certificate / Diploma – Support Work in Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Certificate in Occupational Health and Safety	✓													
3	Progression Award in Counselling Skills	✓													
3	Certificate in Personnel Practice	✓													
3	ECDL Advanced	✓	✓	✓										✓	✓
3	Certificate / Diploma for IT Users (CLAiT Advanced)	✓	✓	✓										✓	✓
3	NVQ 3 – IT Users	✓		✓											
3	NVQ 3 – Customer Service	✓													
3	Award / Certificate / Diploma – Business	✓													
3	Award / Certificate / Diploma – Administration	✓													
3	Certificate / Diploma – Business Administration	✓													
3	NVQ 3 – Business Administration	✓													
3	Certificate – Computerised Accounts		✓												
3	Certificate / Diploma – Accounting		✓												
3	NVQ 3 – Accounting		✓												
3	National Assessment Agency (NAA) Training Programmes			✓											
3	National Certificate / Diploma – Hospitality Supervision				✓										

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3	Award – Supervising Food Safety in Catering				✓										
3	Advanced Certificate – Food Safety				✓										
3	AVCE – Hospitality and Catering				✓										
3	NVQ – Professional Cookery				✓										
3	Diploma – Pre-School Practice					✓									
3	Diploma – Child Care and Education					✓									
3	Progression Award – Early Years Care and Education					✓									
3	Diploma – Early Years Practice					✓									
3	National Award / Certificate / Diploma – Early Years					✓									
3	Certificate of Professional Development – Work with Children and Young People					✓	✓	✓				✓			
3	Certificate for Teaching Assistants					✓	✓	✓	✓						
3	NVQ 3 – Children's Care, Learning and Development					✓									
3	Certificate – Off-Site Safety Management						✓								
3	Certificate – ESOL Subject Support						✓								
3	A Level (relevant subject)						✓							✓	
3	NVQ 3 – Teaching Assistants						✓	✓	✓						
3	Certificate – Working with People who have Learning Disabilities							✓							
3	Certificate – Communication and Guiding Skills with Deaf-Blind People							✓							
3	Certificate – Lip Speaking							✓							
3	NVQ 3 – British Sign Language							✓							
3	Diploma – Cleaning Service Supervision									✓					
3	NVQ 3 – Property and Caretaking Supervision									✓					
3	Award – Risk Assessment Principles and Practice									✓					

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3	Learning Mentor National										✓				
3	Understanding Connexions										✓				
3	Certificate for Specialist Leaders of Behaviour & Attendance										✓				
3	Award / Certificate / Diploma – Counselling										✓				
3	Advanced Certificate – Information, Advice and Guidance										✓				
3	NVQ 3 – Advice and Guidance										✓				
3	NVQ 3 – Learning, Development and Support Services for Children, Young People and Those who Care for Them										✓				
3	VRQ – Counselling Skills										✓				
3	Diploma – Supporting Playwork Practice											✓			
3	NVQ 3 – Playwork											✓			
3	Product Certification Programme												✓		
3	A Level – ICT												✓		
3	Award / Cert / Diploma – IT Practitioners (Software Development)												✓		
3	Award / Cert / Diploma for IT Practitioners (ICT Systems Support)												✓		
3	National Award / Certificate / Diploma for IT Practitioners (General)												✓		
3	NVQ 3 – IT Professionals												✓		
3	Certificate – Laboratory Technical Skills													✓	
3	Award / Diploma – Applied Science													✓	
3	NVQ 3 – Laboratory and Associated Technical Activities (Educational)													✓	
3	Progression Award – Library and Information Services														✓
3	NVQ 3 – Library and Information Services														✓

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4	Award – Conducting Internal Quality Assurance of Assessment Process Using a Range of Methods	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Diploma – Administrative Management	✓													
4	NVQ 4 – Business and Administration	✓	✓												
4	Certificate of School Business Management	✓	✓												
4	Certificate – Accounting		✓												
4	NVQ 4 – Accounting		✓												
4	Professional Certificate – Planning and Administering			✓											
4	Certificate – Supporting Learning in Primary Schools					✓	✓								
4	Certificate – Early Years Practice					✓	✓								
4	NVQ 4 – Children's Care, Learning and Development					✓	✓								
4	HLTA					✓	✓								
4	Certificate in FE Teaching Stage 1						✓								
4	NVQ 4 – Interpreting							✓							
4	NVQ 4 – British Sign Language							✓							
4	NVQ 4 – Property Management									✓					
4	Diploma for Connexions Personal Advisers										✓				
4	Certificate for Specialist Leaders of Behaviour and Attendance										✓				
4	NVQ 4 – Careers education and Guidance										✓				
4	NVQ 4 – Advice and Guidance										✓				
4	NVQ 4 – Learning, Development and Support Services for Children, Young People and Those who Care for Them										✓				
4	Cert HE – Playwork											✓			
4	Product Certification Programme														✓

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4	Certificate – IT Professionals												✓		
4	Higher Professional Diploma – IT Practitioners												✓		
4	NVQ 4 – IT Professionals												✓		
4	NVQ 4 – Laboratory and Associated Technical Activities													✓	

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5	Advanced Diploma – Administrative Management	✓													
5	Foundation Degree – Business Management	✓													
5	Diploma – Management	✓													
5	Certificate – Management Studies	✓													
5	Diploma – School Business Management	✓	✓												
5	Foundation Degree – Hospitality and Event Management				✓										
5	HNC / HND – Hospitality Management				✓										
5	HNC / HND – Advanced Practice in Work with Children and Families					✓	✓								
5	Foundation Degree – Early Years					✓	✓		✓						
5	Foundation Degree – Teaching Assistants						✓								
5	Advanced Diploma – Special Needs Education							✓							
5	Foundation Degree – Special Needs							✓							
5	Foundation Degree – Facilities Management									✓					
5	Foundation Degree - Playwork											✓			
5	HNC / HND – Computing (Software Development)												✓		
5	HNC / HND – Computing (ICT Systems Support)												✓		
5	HNC / HNC – Computing (General)												✓		
5	Foundation Degree – Library and Information Services														✓

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6	Degree Relevant to Role / Career Aspirations	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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7	MBA – Education Management / Education Leadership / School Leadership	✓													
7	Postgraduate Diploma – Professional Studies in Education (Leadership and Management)	✓													
7	Executive Diploma – Management	✓													
7	National Bursars Association Registration Scheme	✓													
7	MA – Hospitality Management				✓										
7	MA – Early Years					✓									
7	MA – Education						✓	✓	✓						
7	PGDip – Education Studies						✓	✓	✓						
7	PGCE / Graduate/Registered Teacher Programmes					✓	✓	✓	✓				✓	✓	
7	PGCert / PGDip / MA – Special Needs							✓							
7	PGCert / PGDip / MSc – ICT												✓		
7	MA – Information Management														✓
7	Chartered Member / Fellowship CILIP														✓
7	CILIP Graduate Training Opportunities Scheme														✓