

Focus Awards Level 2 Award in Support Work in Schools (RQF)

601/6939/4

FOCUS AWARDS

Key Information

Level:	2
Sector:	Direct Learning Support
Qualification Type:	Occupational Qualification
Total Qualification Time:	120
Credit Value:	12
Guided Learning Hours:	80
Status:	Available to Learners
Methods of Assessment:	Portfolio of Evidence
Minimum Age:	16

Copyright © Focus Awards. All rights reserved

Contents

Key Information 2
Contents 3
Qualification Purpose 4
Age Ranges 4
Geographical 4
Learner Entry Requirements 4
Reasonable Adjustments and Special Considerations 4
Assessment Methods 5
Progression Routes 5
Supporting Material and Useful Websites 5
Staff Requirements 7
Vocabulary of Terms 8
Assessor Feedback 10
IQA Report 11

Focus Awards Level 2 Award in Support Work in Schools (RQF)

QRN:	601/6939/4
GLH:	80
TQT:	120
Credit:	12

Qualification Purpose

The Focus Awards Level 2 Award in Support Work in Schools (RQF) is aimed at providing learners with the knowledge and understanding required to work in a school environment. The qualification covers a wide range of roles within a school setting, including administrative roles.

The Focus Awards Level 2 Award in Support Work in Schools (RQF) is aimed at those learners who wish to work in a supporting role within a school. The qualification also provides basic training and inductions for those learners new to the role.

Age Ranges

Entry is at the discretion of the centre. However, learners should be aged 16 to undertake this qualification.

Geographical Coverage

This qualification is available in England.

Learner Entry Requirements

Focus Awards does not set any other entry requirements, but additional criteria may be requested or specified by the centre.

Reasonable Adjustments and Special Considerations

Please refer to the Focus Awards 'Reasonable Adjustments and Special Considerations Policy'. A copy is available for download from the Focus Awards website at the following url: https://focusawards.org.uk/wp-content/uploads/2026/08/Reasonable-Adjustments-and-Special-Considerations-Policy-V8.pdf

Copyright © Focus Awards. All rights reserved

Assessment Methods

This qualification is Internally Assessed. Each learner must create a portfolio of evidence that demonstrates achievement of all the learning outcomes and assessment criteria associated with each unit.

The main pieces of evidence for the portfolio could include some or all of the following:

- Assessor observation
- Witness testimony
- Learner product
- Worksheets
- Assignments/projects/reports
- Record of oral and written questioning
- Learner and peer reports
- Recognition of prior learning (RPL)

Progression Routes

Learners wishing to progress from this qualification can undertake the following qualifications:

- Level 3 Certificate in Supporting Teaching and Learning in Schools (RQF)
- Level 3 Certificate in Cover Supervision of Pupils in Schools (RQF)
- Level 3 Diploma in Specialist Support for Teaching and Learning in Schools (RQF)
- Intermediate/Advanced Level Apprenticeship in Supporting Teaching and Learning in Schools (RQF)

Supporting Material and Useful Websites

- https://focusawards.org.uk
- https://ofqual.gov.uk

Qualification Structure

To successfully achieve this qualification, learners must complete a total of 12 credits; nine credits from the mandatory units and three credits from the optional units.

Mandatory Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Child and young person development	H/601/3305	2	2	15
Safeguarding the welfare of children and young people	K/601/3323	2	3	20
Communication and professional relationships with children, young people and adults	F/601/3313	2	2	15
Equality, diversity and inclusion in work with children and young people	D/601/3321	2	2	15

Optional Units

Unit Title	Unit Reference	Level	Credit	Guided Learning Hours
Schools as organisations	T/601/3325	2	3	20
Schools as organisations	A/601/3326	3	3	15

Copyright © Focus Awards. All rights reserved

Staff Requirements

Requirements for Tutors/Instructors

Tutors delivering the qualification will be required to hold or be working towards a teaching qualification. This may include qualifications such as the Levels 3, 4 or 5 in Education and Training, or a Certificate in Education. Focus Awards will however; consider other teaching qualifications upon submission. Tutors must also be able to demonstrate that they are occupationally competent within the sector area.

Requirements for Assessors

Assessors will be required to hold, or be working towards, a relevant assessing qualification. This includes qualifications such as:

- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally-Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement

Focus Awards will however; consider other relevant assessing qualifications upon submission.

Assessors who only hold the Level 3 Award in Understanding the Principles and Processes of Assessment will be required to complete an additional programme of study to achieve the relevant competency units required for one of the qualifications listed above.

Trainee assessors who do not hold an assessment qualification will require their decisions to be countersigned by a suitably qualified assessor.

Assessors must also be able to show they are occupationally competent within the sector area.

Requirements for Internal Quality Assurers (IQA)

Internal Quality Assurers should hold or be working towards an IQA qualification. This may include qualifications such as the V1 (previously D34), or the Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice. Focus Awards will however; consider other relevant IQA qualifications upon submission. Trainee IQAs who do not hold an IQA qualification will require their decisions to be countersigned by a suitably qualified IQA. IQAs must be able to demonstrate occupational competence.

Vocabulary of Terms

This table explains how the terms used in Focus Awards' Qualification Specification content are applied. Not all terms are necessarily used in this qualification.

Apply	Explain how existing knowledge can be used in new or different situations.
Analyse	Break the subject down into individual parts. Examine each, show how they fit together, whether they support each other and why they're important. Reference to current research or theory may add weight to your analysis.
Clarify	Clearly and concisely explain the information presented.
Classify	Organise in alignment with specified criteria.
Collate	Gather and organise information in a logical order (e.g., alphabetically, numerically, chronologically etc.).
Compare	Examine the subjects in detail to identify differences and similarities.
Critically compare	Similar to 'compare' above, but consider any positive aspects and/or limitations/restrictions arising from identified differences and similarities.
Consider	Think critically about a presented situation, problem, action or decision, and explain it. Also see 'explain' below.
Demonstrate	Show knowledge, understanding or practical competence through appropriate evidence.
Describe	Write about the subject, presenting detailed information logically.
Develop	Expand a plan or idea by adding more detail and/or depth of information.
Diagnose	Collate and consider appropriate evidence to identify the cause or origin of a situation or problem.
Differentiate	Identify the differences between 2 or more arguments, situations or subjects.
Discuss	Create a detailed account from a range of viewpoints, opinions or perspectives.
Distinguish	Explain the difference between 2 or more items, resources, pieces of information.
Draw conclusions	Derive a reason or logic based decision or judgement.

Copyright © Focus Awards. All rights reserved

Estimate	Use existing knowledge, experience and other relevant information to arrive at an approximate or 'best guess' opinion or judgement.
Evaluate	Examine strengths and weaknesses, consider arguments for and against, and/or similarities and differences. Assess any presented evidence from different perspectives and arrive at a valid conclusion or reasoned judgement. Reference to current research or theory may support the evaluation.
Explain	Present detailed information about the subject with reasons showing how or why it's included. Include examples to support these reasons where possible.
Extrapolate	Use existing knowledge and data to predict possible outcomes or results that might be outside the expected 'norm'.
Identify	Recognise and name the main points accurately. Additional description or explanation may be needed to aid clarity and attribute credibility.
Implement	Explain how to put an idea or plan into action.
Interpret	Explain the meaning of something.
Judge	Form an opinion or make a decision.
Justify	Provide a satisfactory explanation for actions or decisions.
Perform	Carry out a task or process to meet the requirements of the question.
Plan	Create and record (list) a logical, organised sequence of information, required resources and actions/events that enable a concept or idea to be crystallised and communicated.
Provide	Identify and deliver detailed and accurate information related to the subject.
Reflect	Consider actions, experiences or learning and how these may impact practice and/or professional development.
Review and revise	Look back over the subject and make corrections or changes to improve clarity or better demonstrate understanding.
Select	Make an informed choice for a specific purpose or required outcome/result.
Show	Supply evidence to demonstrate accurate knowledge and understanding.
State	Provide the main points clearly in sentences or paragraphs.
Summarise	Convey the main ideas or facts concisely.

Assessor Feedback

Student Name:	
Student Number:	
Course:	
Unit(s):	
Criteria:	
Date:	
Comments:	
Decision:	
Further Actions:	
Assessor:	
Position:	

Copyright © Focus Awards. All rights reserved

IQA Report

IQA Report			
Qualification:			
Assessor:		IQA:	
Candidate Name	Unit(s) Sampled	Assessment Methods	Comments
	IQA Signature		
	Assessor Signature		