Dear Head Teacher,

We are delighted that your staff member (SENCO or aspiring SENCO) has expressed an interest in studying for the **National Award for SEN Co-ordination** **Post Graduate Certificate** at UCL Institute of Education, Department of Psychology and Human Development.

There are two SENCO modules and a learning outcomes log required for this qualification. Module 1 is focused around learning, teaching and the SENCO role within the classroom context. Module 2 will focus on leading and managing change within the field of SEND.

In order to achieve accreditation every participant is required to fulfil a number of criteria. These will be met partly through two school-focused assignments of 4,500 words. This will require the collection and anonymous use of data from the setting.’ In addition, it must be demonstrated that the remaining criteria have been met in school. This is done through a school-based portfolio (Learning Outcomes Log). Therefore we require that a senior staff member is responsible for, and will mentor, the course participant’s role in school and support the compilation of this portfolio. Please see The Role of the Mentor information at end of this form.

On successful completion of the two taught modules and Learning Outcomes Log Module, each participant will achieve a Post Graduate Certificate National Award for SEN Co-ordination (60 credits). Successful students can apply to carry these 60 credits towards the Master’s in Special and Inclusive Education (MASIE) (180 credits) if they wish to continue to a Master’s programme. The student should let the programme leader know if they wish to continue on with the Master’s programme when they complete Module 2. The SENCO modules can be transferred to the MASIE programme within 5 years of the start of the SENCO programme.

If you have any queries about the course, please do not hesitate to contact the Programme Leader, Rosanne Esposito, at [r.esposito@ucl.ac.uk](mailto:r.esposito@ucl.ac.uk)

We would be grateful if you would complete the attached form. **No application will be approved without the Head Teacher’s support.** Thank you for supporting your staff member’s participation on this course, which we are sure will ultimately be of great benefit to the school.

Kind regards,

Rosanne Esposito,

Programme leader

**Application for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(Name of Applicant)***

**Please indicate below the status of the candidate to join the National Award for SEN Coordination**

**SENCO Aspiring SENCO**

**Headteacher use:**

|  |
| --- |
| Please state briefly how this course links with your whole school improvement plan\* and development of inclusion. (\*optional) |

1. I endorse this application and will allocate a key person to be responsible for mentoring the course participant and ensuring she/he has completed all the learning outcomes.
2. The Mentor will be (name) ……………………………………………..……………………………………
3. Post held in school by Mentor ……………………………………………………………………………….
4. I will allow facilities within the school to be used to develop an appropriate in-school study, after discussion with the course member and mentor. I will ensure that the course participant attends sessions regularly.
5. I give permission for data to be collected from and within the setting, and used anonymously as part of the student’s assignments.
6. I will enable the SENCO to have time to complete the two assignments, as far as is reasonable.
7. The school will hold the Portfolio of evidence for the completed Learning Outcomes Log securely for one calendar year after the qualification has been awarded (31st October following the programme end).

Name of Head Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Head Teacher \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \* ***Please note full signatures are required.***

Borough where your school is based: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type of school please circle Primary / Secondary / FE / Early Years/ Other

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Role of the Mentor**

A senior member of staff is required to act as mentor to the student on the NASENCO professional development course. The role of the mentor can be incorporated into the school’s performance management arrangements.

The role will involve:

1. Facilitating in-school arrangements to support the SENCO’s successful participation in the course, e.g. arranging observations; facilitating collaborations with colleagues to support the work for the course; and facilitating release to attend the course and for study, as appropriate.
2. Regularly reviewing, with the SENCO, evidence of learning objectives met through school-based work and acting as a ‘workplace witness’ to this. This Portfolio of evidence is to be held securely by the school for one calendar year after the qualification has been awarded (31st October following the programme end). The Portfolio may be requested by NASEN.
3. Signing off the Learning Objectives Log sheets as learning objectives are met and at the end of the course.
4. Supporting the SENCO in reaching workable solutions to any course-related difficulties that arise.
5. Liaising with the Module Tutor if needed, to monitor and assess the SENCO’s progress, during and at the end of the course.