



Sample Assessment Materials (SAMs)

NCFE CACHE Level 2 Technical Specialist for the Early Years Special Educational Needs and Disabilities Co-ordinator Assistant (Award)

QN: 610/4540/8

Contents

Introduction	3
Tasks	4
Task 1	4
Task 2	4
Task 3	5
Task 4	5
Task 5	5
Task 6	5
Task 7	6
Task 8	6
Task 9	7
Change History Record.....	8

Introduction

These tasks are a holistic exemplification of the assessment approach. Centres may write their own tasks according to the guidance in the qualification specification to suit individual learner needs, or contextualise the tasks given here to their learner's context.

Within these tasks, the following assessment methods are used:

- website creation
- presentation
- written assignment
- poster
- case study with diary entries
- professional discussion
- reflective piece.

Tasks

Task 1

Create three website pages aimed at parents that identify the normative pattern of development from birth to 5 years. These must also include:

- factors that may impact a child's holistic development
- why a child may not meet developmental expectations
- a summary of key notes.

(Links to Unit 01 LO1 AC1.1 and 1.2)

Task 2

Produce and present a slide presentation targeted at professionals in the education sector that introduces the SENDCo assistant and their role. This must include:

- the definition of early interventions
- the processes followed by the SENDCo when concerns are identified
- an outline of ongoing assessment and monitoring activities
- the significance of early intervention outcomes.

Provide a copy of this sheet to your assessor / line manager or other professional who has observed your presentation.

Note to assessor / expert witness

State in detail what you have observed the learner complete from the following competencies. Include in detail what was said by the learner and avoid a rewrite of the criterion itself. If any of these have not been observed, state 'not observed'.

Assessment criteria (AC)	Refer to the learner by name and state what tasks they have carried out to meet the competencies
Define the term 'early intervention' for babies and children (Unit 01: AC2.1)	
Describe processes followed by the SENDCo assistant when emerging concerns are identified regarding development in babies and children (Unit 01: AC2.2)	
Outline ongoing assessment and monitoring activities implemented by the SENDCo assistant for babies' and children's progress (Unit 01: AC2.3)	
Explain the significance of early intervention for babies' and children's outcomes (Unit 01: AC2.4)	

(Links to Unit 01 LO2 AC2.1 to 2.4)

Task 3

Produce a written assignment that shows your understanding of policies and procedures. Within your assignment you must include:

- an outline of the local SEND offer
- a discussion of how the local SEND offer is implemented in policy and procedure
- an identification of stages of the graduated approach and how to promote child-centred pedagogy through a graduated approach
- a description of ways the graduated approach supports early intervention for children and babies.

(Links to Unit 01 LO3 AC3.1 to 3.4 and Unit 02 LO4 AC4.3)

Task 4

You must select a child to use as a case study from your early years workplace. You must write a series of 10 diary entries over a period of five weeks. Your diary entries must show evidence of:

- effective communication with the SENDCo
- valuing the voice of children
- capturing the voice of the child
- engagement with families and / or carers
- supporting families through decision making.

(Links to Unit 01 LO4 AC4.1 to 4.5)

Task 5

You must create an A3 poster to display in your workplace that informs colleagues and carers about the SEND code of practice. You must include the four areas of need and your knowledge around the relevant statutory guidance.

(Links to Unit 02 LO1 AC1.1 and 1.2)

Task 6

As part of your workplace appraisal, your manager has asked if you can prepare for a short discussion to explain your role as the SENDCo assistant, and how you support the SENDCo in an early years setting.

You should make preparatory notes to:

- discuss the roles and responsibilities of the SENDCo
- explain how the SENDCo assistant supports the SENDCo.

Be prepared to discuss your answers as part of a professional discussion. Your notes are to ensure the assessment criteria are fully evidenced during the discussion. They will not be checked before but can be used by your assessor to inform their assessment decision after it has taken place. Participants in the professional discussion may ask you further questions to establish your knowledge and understanding of the topics being discussed.

(Links to Unit 02 LO2 AC2.1 and 2.2)

Task 7

Identify a case study of one baby or child in your workplace, in which multiple professionals are involved. Identify the professionals (including multi-agency teams) involved, and discuss the benefits of multi-agency collaboration and the factors impacting its effectiveness. You may use the chart below:

Professionals involved	Benefits of multi-agency collaborative working	Factors which may impact the success
1.		
2.		
3.		
4.		
5.		

(Links to Unit 02 LO3 AC3.1 to 3.3)

Task 8

Reflecting on your experience in the workplace, make notes on how you can actively facilitate a safe, enabling and inclusive environment. You should:

- reflect on an area of provision to make recommendations for improved practice
- explain how you can facilitate a safe, enabling environment
- demonstrate how you promote a child-centred approach, including effective partnership working (integral to the graduated approach)
- discuss how you effectively use specialist aids, resources and equipment.

You should now take part in a peer group discussion, discussing your notes with your group.

(Links to Unit 01 LO3 AC3.3 and 3.4 and Unit 02 LO4 AC4.1 to 4.4)

Task 9

Create a professional development plan to identify your own professional development needs. You may use the chart below:

	Achieve?	By When?	Actions	Evaluation
Current Position				
Career Goals				
Skills Gaps				

(Links to Unit 02 LO5 AC5.1 and 5.2)

Change history record

Version	Description of change	Date of Issue
V1.0	First publication	August 2025