

Qualification Factsheet

Qualification overview

Qualification title	NCFE CACHE Level 3 Award for Special Educational Needs Coordinators in Early Years Settings		
Qualification number (QN)	603/3476/9		
Total qualification time (TQT)	34	Guided learning hours (GLH)	24
Entry requirements	Learners must be at least 16 years old. We do not set any other entry requirements, but centres may have their own guidelines.		

About this qualification

This qualification is designed for a level 3 practitioner in a private, voluntary or independent setting. All early years providers are required to have arrangements in place to identify and support children with special educational needs or disabilities (SEND) and to promote equality of opportunity for children in their care. This is an important role to ensure the best possible educational outcomes are achieved for children with SEND. The qualification is designed for those already working in a special educational needs coordinator (SENCo) role as part of their early years practitioner role, or those who are interested in doing so. This qualification is also appropriate for childminders.

Qualification structure

To be awarded this qualification, learners are required to successfully achieve 2 mandatory units.

Mandatory units

Unit 01 Roles and responsibilities of the Special Educational Needs Coordinator in the Early Years A/617/1651
Unit 02 Strategies and techniques for supporting children and families F/617/1652

Assessment

This qualification is internally assessed and externally quality assured via a portfolio of evidence.

Placement requirements

Work/industry placement experience is not required.

Progression opportunities

Learners who achieve this qualification could progress to the following:

- further education:
 - level 4 qualifications in special educational needs
- higher education.



Contact us

NCFE
Q6
Quorum Park
Benton Lane
Newcastle upon Tyne
NE12 8BT

Tel: 0191 239 8000*
Fax: 0191 239 8001
Email: customersupport@ncfe.org.uk
Website: www.ncfe.org.uk

NCFE © Copyright 2026 All rights reserved worldwide.

Version 2.0 July 2026

Information in this Qualification Factsheet is correct at the time of publishing but may be subject to change.

NCFE is a registered charity (Registered Charity No. 1034808) and a company limited by guarantee (Company No. 2896700).

CACHE; Council for Awards in Care, Health and Education; and NNEB are registered trademarks owned by NCFE.

All the material in this publication is protected by copyright.

**** To continue to improve our levels of customer service, telephone calls may be recorded for training and quality purposes.***