

NCFE

CACHE

Sample Assessment Materials (SAMs) (holistic)

**NCFE CACHE Level 3 Technical Occupational Entry in
Supporting Teaching and Learning (Diploma)
QN:610/4000/9**

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1 **Introduction**

2 These tasks are a holistic exemplification of the assessment approach. Centres may write their own
3 tasks according to the guidance in the Qualification Specification to suit individual learner needs or
4 contextualise the tasks given here to their learner's context.

5 Within these tasks, the following assessment methods are used:

- 6 • research task
- 7 • professional discussion
- 8 • digital leaflet.

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Task 1: C1 (AC3.2, 5.1, 5.2), C2 (AC1.1) C3 (AC1.1)

You have been asked to mentor a newly appointed teaching assistant (TA). As part of the induction process, the policies and procedures must be read. Research and produce a list of the policies and procedures the new TA must read that relate to the following:

- staff
- pupil welfare
- teaching and learning
- equality, diversity and inclusion (EDI)
- health, safety and security

To support your new colleague and to demonstrate your own personal understanding, prepare for a professional discussion with the class teacher / assessor. The discussion must include:

- identification of legislation in relation to health and safety in the learning environment that underpins policies and procedures
- how policies and procedures contribute to quality in education
- how your communication skills will support the newly appointed TA and help to establish professional relationships for effective teamwork.

Task 2: C4 (AC1.1, 1.2, 1.3), C9 (AC3.1, 3.2), C11 (AC2.3)

To further support your new colleague, produce a digital leaflet on effective teamwork and communication, considering key characteristics of teamwork and the various communication methods you can use to meet the needs of different audiences.

The leaflet needs to explain:

- why effective communication is beneficial in developing positive relationships with children, young people and adults
- how different social, professional and cultural backgrounds may affect relationships and the way people communicate
- ways the practitioner can build and maintain professional relationships with children, young people and adults
- how your own values, belief systems and experiences may affect working practice
- how your knowledge of using ICT resources correctly and safely to create the digital leaflet will enable you to support others to do the same

Change history record

Version	Description of change	Date of issue
v1.0	First publication (holistic SAMs)	August 2025