

TO LEARNING FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Interested in completing our Level 3 qualification endorsed by Open Awards?

Successfully complete an NPA Portage Workshop and get a Certificate

Discuss completing the qualification with your Line Manager and identify a suitable Mentor

If you are not currently an NPA member apply for membership either online or email administrator@portage.org.uk for a form

Apply to enrol on the course

Complete the L3 application form and submit by email to office.manager@portage.org.uk

Both you and your Mentor need to sign a Mentor and Learner Agreement and submit this with your application

When enrolment is confirmed and the course fee paid - download the Student Portfolio Pack

Complete the assignments within each module with the support of your Mentor

Modules can be submitted for assessment as they are completed or when the portfolio is complete

The NPA will email your Assessor's contact details to you. Submit your modules to them for marking, they will liaise directly with you if further work is required

Your Assessor will pass your work and their Assessment form to an Internal Verifier, they check that all Assessors mark consistently

Initially Open Awards will provide External Verification to ensure that the expected quality standards for marking and internal verification are consistently met

Once all your modules are Assessed, Internally and Externally Verified you will receive your Open Awards Certificate and your Portfolio will be returned to you