



ALPHABET
TRAINING

WHY SETTINGS ARE INVESTING IN THIS



19.1% OF PUPILS

In nursery provision hold an EHC plan or are on SEN Support, the highest of any phase.



8.9% OF UNDER FIVES

Taking up an early years entitlement are identified with SEN, up from 6.3% in 2019.



69% RISE

In new EHC plans for under fives between 2019 and 2023, faster than any age group.



80% OF EHC PLANS

For four and five year olds have communication and interaction as the primary need.

SPECIALIST QUALIFICATION FOR
EMPLOYERS

SEND COORDINATOR ASSISTANT LEVEL 2 AWARD

Trained capacity beside your SENDCo, so concerns are noticed early and acted on properly. NCFE CACHE Early Years Award, QN 610/4540/8.

LEVEL

Level 2

DURATION

6 taught
sessions

UNITS

2 mandatory,
29 criteria

HOURS

35 GLH, 45
total

STUDY MODE

Delivered in
your setting

ASSESSMENT

Portfolio, no
exam

WHAT YOUR SETTING GETS BACK

CONCERNS NOTICED EARLIER

Knows typical development and spots a departure from it early.

BETTER CONVERSATIONS

Parents told early, honestly and kindly, rehearsed before the real thing.

CAPACITY BESIDE THE SENDCO

Prepares, records and follows up, freeing the SENDCo for key decisions.

A PROCESS FOLLOWED

Your SEND procedure written, used and explained to new starters.

INSPECTION EVIDENCE

Work products and a portfolio that show your SEND arrangements are real.

A REASON TO STAY

Specialist training with a visible route into the assistant role.

Recruit or Upskill with Alphabet Training

Talk to Us

COURSE CONTENT

SIX TAUGHT SESSIONS

Six taught sessions delivered in your setting, running roughly monthly, with two assessor observation visits after sessions three and five. Two mandatory units sit behind the sessions: early intervention for holistic development, and maintaining an inclusive learning environment for babies and children with SEND.

01 HOLISTIC DEVELOPMENT

Session one inducts the learner and builds the developmental foundation everything else rests on

04 THE CODE AND THE ROLES

Statutory guidance, the four areas of need, and how the assistant supports the SENDCo for improved outcomes

07 THE TWO MANDATORY UNITS

Early intervention for holistic development, and maintaining an inclusive learning environment. 29 criteria

02 EARLY INTERVENTION

What to do when something does not look right, who to tell, and the assessment points across the early years

05 PARTNERSHIP AND INCLUSION

Multi agency working, safe and enabling provision, and specialist equipment

08 WHAT WE ASK OF YOU

Release for six sessions and two short visits, access to your SENDCo, and opportunities to work with families

03 POLICY AND FAMILIES

The local offer, assess, plan, do and review, the voice of the child and work with parents

06 REFLECTION AND COMPLETION

Reflective practice, a development plan for supervision, and portfolio completion

09 OBSERVATION VISITS

Five criteria are observed in your setting across two visits, arranged around your routine and staffing

HOW IT IS DELIVERED

Delivered in your setting with full tutor guidance behind every session, a learner handbook with live links to Development Matters, the Code and the EYFS, and written feedback within ten working days.

HOW IT IS ASSESSED

One component only, an internally assessed portfolio, quality assured by Alphabet Training and NCFE. Graded achieved or not yet achieved, no examination. Five criteria are observed across two visits and the rest of the 29 are evidenced in writing.

WHO IT IS FOR

Practitioners who already support your SENDCo, formally or informally, and those moving into the role. Learners must be 16 or over and working with children from birth to five throughout, because workplace evidence is required.

WHERE IT LEADS

Employment as a SENDCo assistant in an early years setting, further education in special educational needs or teaching and learning, and the Level 3 SEN Coordinators Award, which we also deliver.