**NCFE Cache Level 3 Award for Special Educational Needs Coordinator**

**in an Early Years Settings**

Please be aware that to qualify for the Level 3 SENCo award qualification you need to be:

* Working in an Early years setting with 0-5 year olds
* Be actively working as the SENCo or deputy SENCo
* Hold a relevant L3 childcare qualification
* Committed to attending 12 full days of training (TBA)
* Have access to reliable internet and a device, preferably a laptop, that can run Microsoft Teams with audio and video capabilities.

**To be completed by the applicant:**

|  |  |
| --- | --- |
| **Setting name** |  |
| **Setting address and Postcode** |  |
| **Setting phone number** |  |
| **Setting email** |  |
| **Type of setting** e.g. day nursery, preschool, childminder |  |
|  |  |
| **Applicant name** |  |
| **Applicant phone number** |  |
| **Applicant email** |  |
| **Applicant job title**  (applicants should be working in the setting as either the SENCo or the deputy SENCo) |  |
| **What is your relevant Level 3 childcare qualification?** |  |
| **What is your highest qualification?** |  |
| **How long have you been a setting SENCo?** |  |
| **What SENCo and/or SEND related training have you already undertaken?** |  |
| **Why do you want to take part in this SENCo award programme?** |  |
| **Do you have use of an electronic appliance such as a laptop or tablet?** |  |
| **Do you have good reliable internet connection and a quiet place to study?** |  |
| **What IT skills do you currently have?**  (E.g. I can confidently use Microsoft word, excel, zoom, email etc..) |  |
| **Signature of applicant** |  |

**To be completed by the setting/line manager:**

|  |  |
| --- | --- |
| **Name of setting manager** |  |
| **How will this L3 SENCo award benefit the setting?** |  |
| **How will you and the setting support the SENCo to complete this award?** |  |
| **Signature of manager** |  |

Electronic signatures will be acceptable for this document.

**Please return this form by email to:** [**ivana.barron@suffolk.gov.uk**](mailto:ivana.barron@suffolk.gov.uk)

On receipt of this form you will be added to the waiting list for the next programme which is scheduled to start in September 2022.